WORKERS’ COMPENSATION

Section: Human Resources

Policy: University Housing follows the University of Georgia (UGA) Workers’ Compensation guide. Supervisors are the primary link to ensure the effective and efficient management of work-related injuries. Supervisors will coordinate all activities with the housing Return-to-Work (RTW) coordinator (i.e., human resources (HR) senior manager) supporting the rapid transition of injured employees back into active work.

Purpose: This policy was established to ensure that supervisors take prompt and correct action when an accident or injury occurs.

Scope: This policy applies to all supervisors and employees.

Procedure:
I. If the employee needs emergency medical care, send the employee to the nearest hospital emergency room. An ambulance for emergency transport is a covered expense under the Workers’ Compensation program.

II. Contact the HR senior manager in the Housing Business and Human Resources (HBHR) office as soon as possible.

III. The HBHR HR senior manager will work with the supervisor to complete the following:
   b. The injured employee applies for leave entitlements under the Family Medical Leave Act (FMLA). A RTW form will be provided to the employee for completion by UHR.
   c. The injured worker will have the RTW form completed by their physician. Alternatively, a physician’s note stating a return date and any restrictions is acceptable. A copy is provided to the supervisor and forwarded to the RTW coordinator. The physician determines that the employee is fully released to work, released to work with restrictions, or requires time off.
   d. The supervisor informs the RTW coordinator of the status of the medical release. If the worker has restrictions or is off work, a customized transitional work plan is developed in coordination with the supervisor, RTW coordinator and the injured worker within five working days of the medical documentation. The RTW coordinator develops a “Transitional Assignment RTW Program” letter for the employee.
   e. Employee participates in transitional work following medical requirements for follow-up appointments. RTW documentation is required after each appointment and given to the supervisor to update restriction and transitional assignment.
   f. After 30 days on transitional work plan the supervisor, employee and RTW coordinator meet to evaluate potential return to regular position. If transitional work plan extends beyond 90 days, or if permanent restrictions are documented, RTW coordinator contacts OVPSA RTW coordinator and Central HR liaison.

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