

## WORKERS' COMPENSATION

**Section:** Human Resources

**Policy:** University Housing follows the University of Georgia (UGA) Workers' Compensation guide (<http://hr.uga.edu/supervisors/workers-compensation-supervisors-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 (human resources (HR) 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 manager in the Housing Business and Human Resources (HBHR) office as soon as possible.
- III. The HBHR HR manager will work with the supervisor to complete the following:
  - a. Follow the [Supervisors' Guide to the Workers' Compensation Process](#).
  - b. The supervisor provides the following documents to the injured worker prior to this first appointment:
    - i. RTW Essential Functions Form – Employee's Regular Position
    - ii. RTW Letter addressed to physician/medical clinic (RTW coordinator provides)
    - iii. Physical Assessment for Return-To-Work (RTW) Program
  - c. The injured worker obtains the completed Physical Assessment for RTW form from the physician. 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.

Reviewed: February 3, 2021

Reviewed: March 28, 2019

Reviewed: January 11, 2017

Revised: October, 2015