I. PURPOSE

Adams State University (ASU) is required to provide protection to all employees for work related injuries. The purpose of this workers’ compensation and return-to-work policy is to ensure all ASU employees who are injured as a result of, or directly related to their employment receive appropriate benefit and treatment. It is the intent to utilize eligible injured employees in a productive capacity while they are recovering from a work related injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured employee to their regular job.

II. POLICY

Employees of the State of Colorado are covered by the Workers’ Compensation Act. ASU has established the following procedures to conform to the act as well as applicable department of personnel procedures. The Human Resources (HR) office is responsible for the Workers’ Compensation and Return to Work program and shall have a Designated Workers’ Compensation Coordinator (DWCC) who is charged with managing these procedures and policies.

ASU has adopted institution wide general safety guidelines which must be followed by all employees. Departments where job assignments might expose an employee to hazardous conditions or potential injuries may adopt additional safety guidelines and procedures specific to the job assignment. Supervisors are responsible for training in connection with departmental safety guidelines and procedures and shall provide periodic training appropriate to the work assignment. Employees are expected to follow all safety guidelines and procedures as established by their department and ASU. If an employee is injured because safety guidelines were not followed, the workers’ compensation claim may be denied or benefits reduced.

In an effort to prevent work related injuries, all employees should immediately report any unsafe condition, equipment or work procedure to their supervisor. Supervisors are obligated to take prompt and effective actions to remedy unsafe conditions or practices.

ASU is committed to assisting employees in receiving all benefits under the workers compensation act to which they are entitled and will not discipline or otherwise retaliate against employees for reporting a work related injury or illness.

In cases of work related injuries the employee is required to report each incident to their supervisor as soon as possible, no matter the severity of the incident. All work related injuries must be reported to HR within 48 hours of incident.
III. PROCEDURE

i. All injuries will be reported immediately to the employee's direct supervisor who will notify the DWCC in HR.

ii. Employee must complete the Workers' Compensation packet and submit it to the DWCC as soon as possible. (The packet can be located under forms and publications at [http://adams.edu/administration/hr/form.php](http://adams.edu/administration/hr/form.php) or may be obtained from the HR office.
   a. If an incident prevents the employee from completing this packet, it is the responsibility of the supervisor to complete the first report of injury and submit it to HR as quickly as possible.
   b. Supervisors, in conjunction with the DWCC, will conduct follow up investigations of injuries.

iii. The DWCC will file each claim with the ASU’s Workers’ Compensation insurance provider (insurer) within 24 hours of receiving the completed workers’ compensation packet.

iv. ASU has two designated provider agreements in place. An injured employee shall seek medical attention from one of the two designated medical providers:

   Regional Occupational Medicine  
   2115 Stuart Street  
   Alamosa, CO 81101  
   719-589-8110

   Monte Vista Medical Clinic  
   10 Rupert Ave. Suite 209  
   Monte Vista, CO 81144  
   719-852-882

   a. In case of an emergency, the injured employee shall seek medical attention from the nearest medical facility. Follow-up care must be coordinated through the designated medical provider. Insurer may deny claims for medical expenses incurred by the injured employee, if he or she seeks unauthorized treatment from a non-designated medical provider.
   b. When possible, follow-up medical appointments shall be made before or after work hours. Time off for medical appointments shall be treated consistently with other personnel policies.

v. The injured employee shall deliver a copy of the medical provider's work status report to the DWCC within 24 hours of the medical visit, if feasible.

vi. The DWCC is responsible for maintaining regular contact with the injured employee and the medical provider, and for obtaining recovery status information and work restriction updates.

vii. The DWCC is responsible for maintaining a list of modified duty tasks and coordinating temporary modified duty with the injured worker and the appropriate supervisor. When it is appropriate, and the employer is ready to make a job offer to the injured employee, the DWCC will send the proposed tasks to the treating physician for approval, in accordance with the formal job offer process.
   a. During any modified duty period, the DWCC will provide the insurer records of wages paid to the injured employee. If the injured employee is receiving full wages during the modified duty period, the DWCC will provide the insurer a statement to that effect; no ongoing provision of pay records is then required.
   b. Temporary modified duties will be permitted and encouraged to the extent that such duties that are consistent with restrictions are available, until the injured employee receives a release to full duty, or reaches maximum medical improvement (MMI).
   c. The DWCC will maintain contact with supervisor to monitor and document the injured employee's performance and restrictions while on temporary modified duty.
   d. While on temporary modified duty, the injured employee shall comply with all existing personnel policies and shall be responsible for maintaining acceptable performance standards as a condition of continued employment.
   e. Modified duty assignments are designed to be temporary and transitional in nature. The supervisor, DWCC, injured employee and other staff as relevant will periodically address increasing work duties and overall performance.

viii. Permanent employees are entitled to 90 working days of injury leave for each injury. If an injury results in disability of less than 14 working days, the first three days of disability will be charged as sick, annual or leave without pay. In order to be granted injury leave, any lost work payments received from Colorado Compensation Insurance must be turned in to the University. If disability lasts longer than 90 working days, the employee may use sick, annual, or leave without pay, if approved, and is entitled to keep lost work benefits.

ix. Students and temporary employees are not entitled to injury leave. Any lost time benefits paid by Colorado Compensation insurance are made directly to the employee.