

Policy Title: Work Related Injuries and Illnesses

Policy Summary: Employees are required to report work-related injury or illness and adhere to established time off and return to work processes.

Policy Category: Human Resources

Policy Owner: Executive Director, Human Resources

Policy Summary

Employees that are injured or become ill arising out of and in the course of their employment at Drake University (the University) must immediately inform their manager or department chair, complete a work-related incident/accident report and adhere to established time off and return to work processes established by the University under applicable workers' compensation law.

Purpose

The University maintains workers' compensation insurance which provides medical benefits and wage loss payments to employees with approved claims. To facilitate the administration of workers' compensation benefits, certain reporting, treatment and return to work processes are to be followed.

Scope

This policy applies to all employees of Drake University.

Policy

I. Workers' Compensation Insurance

Drake provides workers' compensation insurance coverage for all eligible employees. This insurance provides medical, surgical and hospital treatment along with payment for lost wages resulting from work-related injuries and illnesses in qualifying situations.

II. Reporting and Seeking Treatment

a. Reporting

All accidents, injuries and illnesses arising from or occurring in the course of employment must be reported to the employee's manager or department chair. The employee or their manager must complete the First Report of Injury form as soon as possible, but no later than within 24 hours of the incident.

This reporting requirement applies to every known or suspected workplace injury, illness, or health condition of any kind, regardless of whether it occurs at a single point in time or by work duties over time, and regardless of whether the employee was absent from work because of the condition.

If an employee is seriously ill or injured, call 911 and seek immediate treatment. The employee or manager should also call Public Safety at 271-2222 and notify Human Resources.

b. Treatment

Under Iowa law, the University directs the injured/ill employee's medical care through the University designated occupational health provider. Covered employees must comply with treatment directives, including making and keeping appointments.

III. Pay and Benefits

a. Pay

Under Iowa law, employees who are unable to resume working after a work-related injury or illness may be eligible for workers' compensation lost time benefits after a waiting period of three days. If the employee is off work for more than 14 calendar days, missed time benefits will also be paid for the 3 day waiting period. Missed time benefits typically represent approximately 2/3 of an employee's pay.

b. Supplementing Lost Time Benefits with Paid Time Off

Employees who are approved for workers' compensation missed time benefits, may elect to use other paid time off (vacation, sick leave, personal time) to supplement their workers compensation benefits. Upon electing to supplement with paid time off, the employee will receive the difference between the Workers' Compensation benefit and the employee's regular earnings.

c. Employee Benefits

- i. Employee benefits will be continued consistent with applicable law, and specifically under the FMLA and/or COBRA so long as the employee remains in paid status. For medical, dental, vision and flexible spending account employee benefit plans, when an employee is in unpaid status or when an employee's paycheck is not sufficient to cover all premium or deduction costs, the employee may continue participation by paying for the employee portion of premiums pursuant to benefit continuation procedures administered through Human Resources.
- ii. Contributions to tax-qualified retirement plans will continue to be deducted from an employee's paycheck pursuant to the terms of those plans and the employee's election so long as the employee remains in paid status. If an employee is in unpaid status, retirement contributions will be suspended during the unpaid status period.

IV. Returning to Work

Before returning to work from a work-related injury or illness, employees must provide Human Resources with written confirmation that they are able to return to work and perform their essential functions, with or without reasonable accommodation. Such documentation shall consist of the medical provider completing the University approved Patient Status Report or similar document. Human Resources will consult with the employee's department to address any restrictions, in accordance with applicable law and University procedure.

In some cases, employees are authorized to return to work but are not able to perform all of their previous job duties. In those cases, the employee may be assigned to temporary light duty work consistent with the employee's medical restrictions. Refusal to accept return to work arrangements or light duty assignments may result in the suspension of workers' compensation benefits.

Last Review Date: September 2024

Effective Date: July 2016

Resources and Related University Policies:

- First Report of Injury Form
- Patient Status Report