

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Workers Compensation	<i>Number:</i> T 215	<i>Page(s):</i> 3
	<i>Date:</i> July 1, 2009	

PURPOSE

In compliance with Vermont State law, Vermont Technical College provides a comprehensive workers compensation insurance program. This program follows state law to compensate and protect employees who suffer personal injury by accidents arising out of and in the course of employment.

This policy covers every employee of Vermont Technical College. Employees and supervisors are subject to administrative action if safety rules and procedures are not followed.

It is the policy of Vermont Technical College to maintain and support a Return-to-Work Program. It is designed to minimize the disruption and uncertainty that can accompany any workplace injury or illness for both the College and for all employees. The Return to Work Program is a means to return employees to meaningful, productive employment following work related injury or illness. The primary goal is to assist employees in their return to full duty, which may include only a short term modification of assigned duties. This will provide the necessary working environment that will allow employees to remain a productive member of the Vermont Tech workforce while recuperation and rehabilitation are completed.

PROCEDURES

Section A. Reporting

When an employee is injured, the supervisor must be notified and a First Report of Injury completed and submitted to the Payroll & Benefits Office within 24 hours of the incident. The information will be submitted to the workers' compensation carrier for review and processing. Additional documents relating to workers' compensation claims will be discussed as needed.

A first Report of Injury form must be completed whether or not medical attention is required.

Supervisors are responsible for filing a Supervisor's Internal Accident Investigation report with Human Resources within 48 hours of notification.

Section B. Medical Attention

If medical attention is required or the employee requests to see a doctor, the employee (and supervisor or designee if necessary) will go to the College's designated medical provider. If an

emergency, dial 911. **For emergencies on the Randolph Center campus also call Public Safety.** A designated medical provider is not required for emergencies.

Vermont Technical College has chosen Concentra Medical Centers in Barre and South Burlington as the designated medical Preferred Care Provider **for the Randolph Center and Williston campuses. Employees whose primary worksite is either the Randolph Center or Williston campus must use Concentra for their first visit.** If after the first visit the employee wishes to change medical providers, he/she must contact Human Resources to obtain the Department of Labor form "Notice of Intent to Change Health Care Provider". The completed form must be returned to Human Resources prior to changing providers. If the employee does not follow this process for seeking treatment with a provider other than Concentra the employee will be responsible for the cost of the visit.

A medical preferred care provider has not been designated for remote sites. Employees who work at a remote site and sustain a workplace injury should notify his/her supervisor of the injury, complete a First Report of Injury form and if necessary contact his/her primary care physician or local immediate care facility for medical treatment.

In the event that an employee is sent to the emergency room, all follow-up appointments should be made through Concentra. The process identified above should be followed if the employee wishes to change medical providers after the first follow-up visit.

Section C. Return to Work

Human Resources will meet with the supervisor to determine a listing of job duties, essential functions and a job hazard analysis of the injured employee's position. Human Resources will submit this information to Concentra and to the workers' compensation carrier. This information will be used by Concentra in determining work release restrictions.

If the employee is seen by Concentra, they will provide him/her with documentation which details the injury, treatment plan and work capacity. A copy will be sent to Human Resources who will meet with the employee's supervisor to adjust job duties to the stated restrictions and develop a Return-to-Work Plan. The supervisor will review this Return-to-Work Plan with the employee upon his/her return to work.

A supervisor will remove an employee from work only if recommended by a doctor. If an employee has been returned to work either at full level or in a modified/alternate capacity and feels that he/she cannot perform the assigned duties, the employee must contact the supervisor and Human Resources. Human Resources will request that the employee's injury and work status be reassessed by Concentra **or the employee's health care provider.**

The employee must provide, in writing, to his/her supervisor a list with dates of scheduled, follow-up appointments. If unable to obtain a list, he/she must notify the supervisor a day before the appointment.

The Return-to-Work Plan will continue to be reviewed and modified during the period of recuperation based on work capacity information received from Concentra or the health care provider. The plan will be discontinued when the employee is released for full duty regular employment. Should the employee receive permanent restrictions by the medical provider, each case will be reviewed individually outside of the Return-to-Work Program in accordance with all state and federal laws.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) February 1, 2005
 - b) July 1, 2009

Signed By:  Patricia Moulton President
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