

MSU Billings Personnel Procedures

POLICY REFERENCE: **Workers' Compensation**

OTHER REFERENCES: MUS 713.1, 713.2; Title 39, Chapter 71, M.C.A.; Collective Bargaining Agreements

DATE ADOPTED/REVISED: 10/08/08

I. REPORTING:

Every employee must report any accident or injury immediately to the supervisor and complete the "Employer's First Report of Injury" on the Human Resources website. Unless precluded by emergency medical treatment or other unavoidable circumstances, this should be accomplished prior to the end of the workday and sent to the Human Resources office.

An employee will be required to submit periodic medical reports concerning the employee's fitness for duty.

II. MEDICAL TREATMENT:

An injured employee who requires medical attention must notify their supervisor of such treatment as soon as possible, whether or not the injured faculty or staff has actually returned to normal duties. Such notification shall include the name of the medical provider.

An employee after receiving medical treatment must have the physician complete a Return to Duty Form which is located on the Human Resources website.

Supervisors shall notify Human Resources immediately upon notification by the employee.

III. SUPERVISOR RESPONSIBILITIES:

Supervisors shall require safe work practices for their employees.

The supervisor shall work with Human Resources to determine the circumstances of the incident/accident. After the determination of the causes of the incident/accident, corrective actions may be taken to prevent recurrence.

IV. EMPLOYEE BENEFITS:

An employee's time missed for workers compensation shall run concurrently with Family Medical Leave.

An employee on approved workers compensation leave shall not be required to use accrued paid leave as long as the employee is receiving workers compensation lost wages benefits. An employee may chose to use paid leave in lieu of receiving workers compensation wage payments.

Based on medical information, the Director of Human Resources will coordinate the possible placement of an employee in a light duty position as appropriate and necessary.