

## **Bryn Mawr College Workers' Compensation Policy**

Employees are covered under Pennsylvania's Workers' Compensation Law for medical care and loss of wages due to work-related injury or illness.

Emergency medical treatment may be sought from any health care provider. However, any subsequent, non-emergency treatment must be obtained from a medical facility listed in the College's Designated Panel of Health Care Providers (hereafter, "the Panel"). Members of the Panel are listed on the College's web site.

The injured employee should tell their supervisor about any work-related injury or illness as soon as possible. The supervisor will arrange for any needed emergency care through the Department of Public Safety and promptly notify the Environmental Health & Safety department (EHS). EHS will coordinate care through the Panel and assist the supervisor with the completion of an incident report.

EHS will submit the incident report to the insurance carrier who will then review the report to determine if workers compensation benefits are payable. Workers' compensation benefits include payment of all reasonable and necessary medical expenses and disability payments for injuries/illnesses that result in absences from work that last more than seven calendar days.

Employees must use a medical facility listed in the Panel for treatment during the first ninety days following the date they first sought treatment. Failure to do so will result in the employee being responsible for payment for the medical services. Specialists and facilities to which the employee is referred by a Panel physician are also considered part of the Panel.

If the work-related injury or illness requires an employee to be absent from work, the employee should immediately notify his/her supervisor. Sick leave, personal, or vacation time will need to be taken during the first seven calendar days of absence. The College will pay the employee his or her regular pay for the number of hours of work that was scheduled on the day the injury occurred.

If the absence is for more than seven calendar days, and the insurance carrier approves the claim, worker's compensation disability payments, as set forth in the Pennsylvania Workers' Compensation Act, will be made to the employee until he or she returns to work or until there is a settlement of the claim through the insurance carrier.

If medical care (including physical therapy) is needed during scheduled working hours, employees will be paid at their regular rate for work time missed. Employees are encouraged (and may be required) to schedule ongoing medical treatment outside of working hours when feasible.

If an employee is not able to return to work for an extended period of time and has completed one year of service and worked at least 1,250 hours in the last twelve months, the employee must apply for leave under the College's Family and Medical Leave Policy. The College will hold an employee's position open for up to six months for an absence resulting from a work-related injury or illness. During this six-month period the College will continue its contribution for participants in the Flexible Benefit Plan. This includes medical, dental, basic life and long-term disability benefits. There is no pension contribution on Workers' Compensation payments.

At the conclusion of the six-month period, the College contribution toward the Flexible Benefit Plan will cease. Employees have the option of continuing medical and dental benefits at their own expense under COBRA. (See Human Resources for details). Employees may convert their group life benefits to an individual policy at their own expense. Long-term disability coverage terminates.

When an employee is authorized by their physician to return to active employment, but is not medically released to perform all of the duties associated with their position, EHS, working with the employee's department, will attempt to modify those duties or identify a temporary, transitional work assignment. Refer to the *Policy and Procedure for Employees Assigned to Restricted Duty Due to Workplace Injuries* for details.

*Revision date: 11-20-08 DA*