
SUBJECT: WORKERS' COMPENSATION (ALL EMPLOYEES)

1.0 PURPOSE

- 1.1. All employees come under the provisions of the Utah Workers' Compensation Statutes. Any accident occurring within the course of employment shall be reported within 24 hours of the accident or as quickly as reasonably possible to the appropriate supervisor, safety officer, risk manager, and/or human resource office.
- 1.2. Upon report of an accident, an accident investigation will begin. Accidents not reported or reported late are subject to non-payment as stated within Workers' Compensation Statutes.

2.0 GENERAL

- 2.1. Supervisors or other appropriate designated officers are encouraged to personally accompany injured workers to the hospital at the time of initial injury. This is:
 - 2.1.1. To show the injured employee that his/her employer cares for his/her well-being;
 - 2.1.2. To inform the attending physician that the employer has and encourages a light duty work program for injured employees.
- 2.2. Upon receiving a physician's release, the employee will return to work. Light duty positions will be arranged on a case by case basis by the supervisor, risk manager, human resource office, and/or other appropriate personnel.
- 2.3. The injured employee, where practical and reasonable, is requested to aide in the completion of the standard Industrial Commission Report Form obtained from the appropriate Business Office.
- 2.4. The injured employee has the following pay options:
 - 2.4.1. Receive full industrial commission compensation pay for the period involved and forfeit regular college pay (in which case no sick leave will be charged) in accordance with Workers' Compensation Statutes.
 - 2.4.2. Accept the regular college pay (utilizing available sick leave for 1/3 time off).
 - 2.4.3. Under no circumstances can an employee receive pay from both sources.