

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Workers' Compensation Insurance</b>	<b>3-018 FISCAL SERVICES February 2013</b>
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INTRODUCTION AND GENERAL STATEMENT

- 1.01 The Oklahoma Legislature established the Oklahoma Workers' Compensation statutes to include coverage of employees of the State of Oklahoma, including all persons employed by Oklahoma State University (OSU).

PURPOSE AND SCOPE

- 2.01 An integral part of the benefit program for OSU is a uniform plan for workers' compensation benefits for each member of the workforce of the university.
- 2.02 The scope of insurance coverage includes all employees in all agencies within the university system without regard to the location of the work station.
- 2.03 Workers' compensation benefits are designed to avoid the delay, expense, and the uncertainty of the common-law employers' liability system by eliminating fault and providing a statutory prescription of benefits.

POLICY

- 3.01 All persons in any position for which the person receives remuneration by means of any type of university payroll system shall be covered by workers' compensation insurance. These persons shall include, but are not necessarily limited to, members of the faculty, staff, student workers, and temporary/periodic employees.
- 3.02 To qualify for coverage by the workers' compensation insurance, the employee or the beneficiary must show that the injury, disease or death arose out of and in the course and scope of his or her employment.
- 3.03 Human Resources is designated as the unit responsible for administration of the workers' compensation insurance program. A third party administrator may be selected to enable prompt and correct processing and settlement of claims.
- 3.04 Human Resources, with assistance from other appropriate units within the university, shall complete all necessary forms and other such documentation that may result in compensation to each employee or beneficiary who suffers injury, disease or death that arises out of and in the course of university employment, such compensation as is prescribed by law.

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- 3.05 Coordination of benefits will be made between the health care insurance, long term disability insurance and workers' compensation. If an injury, disease or death is found compensable under workers' compensation insurance, the health care insurance provider will reject any such claim for payment under the health care insurance plan; and the employee would not be eligible to file for long-term disability insurance benefits.

PROCEDURES

- 4.01 Supervisory staff of the university is responsible to advise each employee within their supervisory jurisdiction of the coverage of those employees under the university's workers' compensation plan and the requirement to report claims in a timely and appropriate manner to the supervisor in charge.
- 4.02 On each occasion in which an employee sustains an accidental injury on the job, whether on or off the premises of the university, immediate medical attention should be sought or recommended to the injured employee.
- 4.03 Employees who sustain accidental injury while on the job should seek medical attention from Campus Health Services or the closest medical facility, depending on the severity of the injury. The university reserves the right to designate an appropriate workers' compensation medical provider.
- 4.04 After medical treatment has been arranged and/or provided, the immediate supervisor of the injured employee should verbally report the accident to the office of the appropriate director or unit leader. The employee, with the assistance of the supervisor, shall complete an accident report and forward to Human Resources within 24 hours, in order that appropriate forms may be prepared and transmitted to the workers' compensation insurance carrier.
- 4.05 When an employee seeks medical treatment for an accidental injury or disease suffered on the job, written certification from the physician of record will be required. It is the responsibility of the employee to obtain and provide a medical release stating when and under what conditions that the employee may return to work following any medical treatment. Periodic medical re-evaluation during or following such leave may be required by the university.
- 4.06 The employee who loses work time due to a validated work-related illness or injury will be paid by the third party administrator in accordance with State law. The employee must use their available leave balance in order to receive payment for work time missed during the workers' compensation waiting period (7 workdays).
- 4.07 As required by State law, employees may request use of accrued sick or annual leave to supplement payments received from workers' compensation insurance for time not worked. Such payments shall not cause the employee to receive more remuneration than would have occurred from regular pay.

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- 4.08 Absences due to work-related illness or injury may qualify under the Family and Medical Leave Act as outlined in Policy 3-035 and are subject to provisions of the Act.
- 4.09 During an absence as a result of a workers' compensation illness or injury and while the employee is receiving lost time payments from workers' compensation insurance or is on paid leave, benefits will continue as with any other paid absence. When payment ceases, the employee must request a leave of absence without pay in accordance with Policy 3-002, Attendance and Leave for Staff, unless the absence has been previously approved under the Family and Medical Leave Act policy (3-035).
- 4.10 Whenever an injury, disease or death that is covered by the provisions of the Workers' Compensation Statutes of Oklahoma becomes known by any official of OSU Institute of Technology, the following responsibilities are assigned:
- A. Upon notification of an employee injury, disease or death, arising out of and in the course of university employment, Human Resources and the Campus Safety Coordinator shall conduct a preliminary investigation of the case. Based upon this investigation, a determination shall be made as to whether the case is to be reported to OSU-Stillwater for payment of liability as established by law. The lawfulness of any claim will be determined by the Workers' Compensation Court based on the weight of evidence.
  - B. Human Resources shall be responsible for coordinating and/or preparing all forms and documents necessary to effect payment as prescribed by law for all claims in connection with covered death, injury or disease. In addition, Human Resources shall serve and otherwise assist all affected persons in connection with all aspects of a claim, upon request, providing the case has not gone to legal counsel.
  - C. Human Resources at OSU-Stillwater shall negotiate workers' compensation insurance rates with the workers' compensation insurance carrier, shall cause all premium payments to be made in a timely fashion, and shall otherwise coordinate the fiscal activity in conjunction with the workers' compensation insurance plan.

Approved: August 1996  
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