

PURPOSE	The purpose of this procedure is to outline the process for filling a worker's compensation claim for Metropolitan Community College employees as outlined in the Worker's Compensation policy.
APPLICABILITY	All employees and student-workers
DEFINITIONS	Work related injuries/illnesses: An injury that arose out of or in the course of employment. Injuries/illnesses must meet the standard of the accident or exposure being "the prevailing factor" in causing both the resulting medical condition and disability.
REPORTING INJURIES/ILLNESSES	<p>All work related injuries and illnesses must be reported as soon as reasonably possible. Employees should notify their supervisor as soon as the injury/illness occurs. The Non-Emergency Employee Injury-Illness Report Form (Form) shall be filled out prior to non-emergency treatment and submitted to the Office of Risk and Compliance.</p> <p>If the injury/illness is of a nature that precludes the ability to fill out the Form; seek immediate treatment and complete the Form as soon as reasonably possible.</p> <p>An employee's failure to report an injury/illness within 30 days of an accident or 30 days from the date of the diagnosis of an occupation disease or repetitive trauma may jeopardize the employee's ability to receive workers' compensation benefits.</p>
MEDICAL TREATMENT	<p>Missouri State Law allows the employer to choose which medical providers will be used to treat their injured employees. If the employee needs to see a doctor for treatment as the result of an on the job injury/illness, employee will immediately inform employee's supervisor and the Department of Risk and Compliance. Only use authorized centers for non-emergency treatment.</p> <p>A list of authorized facilities is located in InfoExchange. If the injury is life threatening, seek the nearest emergency medical facility for care.</p> <p>Employer has the right to select the treating doctor and may not have to pay for employee's bills if employee chooses to go to employee's own doctor rather than to employer's authorized treating doctor.</p>
LOST WAGES	A three (3)-day waiting period is prescribed by law; no compensation is payable for the waiting period unless the disability lasts longer than 14 calendar days, in which case payment for the three (3)-day

waiting period is allowed. The first day of the three (3)-day waiting period is the next calendar day following the on-the-job injury or illness that the injured employee is unable to work as determined by the authorized physician.

The amount of the weekly payment for lost wages due to a medical restriction prohibiting the employee to return to work is 66 2/3 percent of the injured employee's average weekly wage, not to exceed a maximum amount set by law. Worker's compensation payments are tax-free by federal law.

Employees may utilize sick leave accruals to the amount needed to make up the difference between worker's compensation benefits and normal salary during their absence, due to medical restrictions. The combination of worker's compensation payments and sick leave payments shall not exceed 100% of the employee's regular wages.

If the employee is eligible for FMLA, the employee's leave for a work-related injury will run concurrently with the employee's FMLA leave.

PERMANENT PARTIAL
DISABILITY

If the injury results in a permanent disability, determined by the State Division of Workers' Compensation, the employee may receive a settlement based on the percent of disability. After the settlement is reached, benefits for medical, lost wages, etc., are no longer payable.

Before a settlement is reached the employee will be notified to appear before an Administrative Law Judge at a mediation conference. The employee will be apprised of his/her rights under the law and the judge will approve the settlement. Note: The employee is allowed time away from work without loss of pay to attend both doctor appointment(s) and the mediation conference(s).

DEATH BENEFIT

In the event an injury results in the death of the employee, Workers' Compensation will pay up to \$5,000 toward burial expenses and the surviving spouse and/or dependents will receive a weekly benefit that is determined by the employee's salary at the time of the accident.

REFERENCE

3.40080 BP Worker's Compensation Board Policy