

## Oklahoma State University Policy and Procedures

### **WORKERS' COMPENSATION**

**3-0770  
ADMINISTRATION  
& FINANCE  
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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.

#### **PURPOSE**

2.01 An integral part of the benefit program for Oklahoma State University is a uniform plan for workers' compensation benefits for each member of the workforce of the University.

2.02 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.

#### **SCOPE**

3.01 The scope of insurance coverage includes all employees in all agencies within the University System without regard to the location of the work station.

3.02 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.

#### **POLICY**

4.01 In order 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.

4.02 University 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.

4.03 Individual supervisors and departments, with assistance from University Human Resources, shall complete all necessary forms and other such documentation that will 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.

4.04 Environmental Health and Safety shall be responsible for analyzing claims data and establishing programs to reduce hazards in the work place and reduce claims experience.

4.05 There will be coordination of benefits between the health care insurance, long-term disability insurance, and workers' compensation. If a death, disease or injury is found to be compensable under workers' compensation insurance, the health care insurance provider will reject any such claim for payment under the health care insurance plan.

### **PROCEDURE**

5.01 Supervisory staff of the University are 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.

5.02 On each occasion in which an employee suffers 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.

5.03 Employees who suffer accidental injury while on the job should seek medical attention at University Health Services on the Stillwater campus or at the medical provider designated by the branch campus or other remote location.

5.04 The immediate supervisor and the injured employee should provide a written report of the accident to the office of the appropriate dean, director or department head. The supervisor or person designated by the unit administrator shall promptly report the injury to Environmental Health and Safety, University Human Resources and to the third-party administrator of the insurance as prescribed by OSU procedures.

5.05 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.

5.06 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.

5.07 Absences due to work-related illness or injury may qualify under the Family and Medical Leave Act as outlined in Policy 3-0708 and are subject to provisions of the Act.

5.08 If a workers' compensation illness or injury results in absence from work that is expected to extend beyond six months and the employee is covered by long term disability insurance, the employee shall apply for long term disability benefits. Provisions for long term disability supersede workers' compensation as outlined in Policy 3-0750, Long-Term Disability.

5.09 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 3-0713, Attendance and Leave for Staff unless the absence has been previously approved under the Family and Medical Leave Act policy (3-0708) or Policy 3-0750, Long-Term Disability.

5.10 Upon notification of an employee's death, injury or disease arising out of and in the course of University employment, Environmental Health and Safety shall conduct a preliminary investigation of the case. Information derived from these investigations may be provided to the third-party administrator to ensure appropriate validation or denial based upon the facts of the matter. Investigation findings will also be used to determine areas of need for training and procedural changes.

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