

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Worker's Compensation Insurance	3-018 FISCAL SERVICES July 2009
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INTRODUCTION AND GENERAL STATEMENT POLICY

- 1.01 Oklahoma Workers' Compensation statutes include coverage of employees of the State of Oklahoma, including all persons employed by Oklahoma State University.

PURPOSE AND SCOPE

- 2.01 An integral part of the faculty and staff personnel program for Oklahoma State University is a uniform plan for workers' compensation benefits for each member of the work force of the University.
- 2.02 The scope of insurance coverage includes all employees in all agencies within the University without regard to the location of the workstation.
- 2.03 Workers' compensation benefits are designed to avoid the delay, expense, and the uncertainty of the older common-law employers' liability system by eliminating fault and statutory prescription of benefits.

UNIVERSITY POLICY

- 3.01 All persons incumbent 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, the administrative/professional staff, the classified staff, and student workers.
- 3.02 To qualify for coverage by the workers' compensation insurance, the employee or the beneficiary must show that the death, injury or disease resulted from and is reasonably connected with the conditions of employment.
- 3.03 Human Resources, with assistance from other appropriate departments 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.
- 3.04 There will be coordination of benefits. If a death, disease or injury is found compensable under workers' compensation insurance, the group insurance carrier will reject any such claim for payment under the group hospitalization insurance plan.

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POLICY & PROCEDURES LETTER

PROCEDURE

- 4.01 It is incumbent upon the supervisory staff of the University to advise each employee within their supervisory jurisdiction of the coverage of those employees under the University's workers' compensation plan. An employee must give oral or written notice to the employer within 60 days of either (1) the date the job-related injury or illness occurred, or (2) the date of the initial receipt of medical attention for the injury or illness. The initial medical attention must occur within 60 days of the occurrence of the injury or illness. These time limits for notifying the employer and for receiving medical attention must be met; otherwise a claim for workers' compensation for the occurrence shall be forever barred.
- 4.02 On each occasion in which an employee sustains an 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 injury while on the job may seek medical attention from Campus Health Services. However, the injured employee shall always retain the right to select the medical practitioner and/or hospital or other medical facility of their choice.
- A. If it is the medical opinion of the Campus Health Services physician of record that the extent of the injury is beyond the limits of a minor "first aid" case, the patient will be treated, or after emergency aid and treatment be referred to off-campus medical facilities for treatment, and the case shall be reported to Human Resources for forms preparation and transmission to the workers' compensation insurance carrier as prescribed by law.
- B. 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 within the time limits as established by law (currently 10 days).
- 4.04 Whenever 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 prior to authorization for payment of a claim for lost time compensation. 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. Periodic medical re-evaluation during or following such leave may be required by the University.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

- 4.05 The employee who loses work time due to a validated work-related illness or injury will be paid up to 24 hours of administrative leave by the University. The particular dates of the 24 hours paid will be based on the greatest need of the employee. After the University pays for 24 hours, if the disability continues, a claim for additional lost time compensation will be filed with the workers' compensation insurance carrier. These 24 hours of pay for lost time is not related to the dates of reporting the injury or illness covered elsewhere in this policy.
- 4.06 Whenever a death, injury or disease that is covered by the provisions of the Workers' Compensation Statutes of Oklahoma becomes known by any official of the Oklahoma State University, the following responsibilities are assigned:
- A. Upon notification of an employee death, injury or disease 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 Oklahoma State University-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 Oklahoma State University-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
Revised: June 2006
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