

**POLICY**

Effective Date: August 12, 1991

Approved By: Vice President for Business &amp; Financial Affairs

Authority: WAC 251-19-157(1)

RCW 51.32.090

Cancels: See Also: POL U5950.13 Workers' Compensation Claims Management  
POL U2120.02 Providing Reasonable Accommodation to Job Applicants and Employees with Disabilities

**POL-U5950.10 WORKERS' COMPENSATION AND RETURN-TO-WORK**

*Workers' compensation applies to individuals who are engaged in employment and volunteers performing services for the University under Revised Code of Washington, Title 51.*

*Return-to-work applies to permanent, classified state employees receiving worker's compensation under RCW 51.32.090.*

**1. The workers' compensation provides benefits for employees and volunteers**

The goal of the University's workers' compensation program is to provide "...sure and certain relief to employees injured in their work..." in accordance with Revised Code of Washington, Title 51.

**2. The University purchases workers' compensation insurance from the Washington State Department of Labor and Industries.**

- Coverage is provided for all paid employees who are injured or become ill while acting within the course and scope of their duties at the University.
- Coverage begins automatically the first day of employment for all employees who receive University paychecks.

**3. Employees must report a work-related injury or illness to their supervisor as soon as possible**

Employees must report a work-related injury or illness to their supervisor as soon as possible and complete a University accidental injury/occupational illness report within 24 hours

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4. **The University provides industrial insurance, medical aid benefits only, for volunteers as required under RCW 51.12.035.**

All University departments are required to comply with the established procedures for volunteers that are defined by the Human Resources Department.

5. **The return-to-work program is for employees receiving workers' compensation who are, by reason of their temporary, work-related disability, unable to return to their previous work but are capable of carrying out work of a lighter or modified nature.**

Work of a lighter or modified nature is evidenced by a written statement from a physician.

Opportunity for return-to-work is state-wide when appropriate job classifications are not available at the University at the time of a qualifying injury. The University coordinates with other higher educational institutions and state agencies to provide opportunities.

6. **The workers' compensation manager administers the workers' compensation program, and is the University representative responsible for coordinating the return-to-work program of the institution per WAC 251-19-157.**

The workers' compensation manager provides classified employees with information regarding Western's return-to-work program.

7. **Employees who receive permanent restrictions from their attending physician are no longer eligible for the return-to-work program.**

Employees are expected to review their permanent restrictions with their supervisor, the workers' compensation manager and the Human Resources Department as soon as possible to determine if permanent job modifications can be made in accordance with the University's Reasonable Accommodation Policy (POL U2120.02).