

**Reporting the Injury**

An employee who is injured in the course and scope of employment must report the injury to his or her immediate supervisor by the end of the following workday. A detailed description of the accident and injury must be related to the campus/department supervisor as soon as possible for the purpose of completing the required documentation. The campus/department supervisor shall submit the injury report online, and a copy of the report shall be provided to the employee. Any injury not considered minor by the supervisor or nurse should be referred immediately to an Alliance physician or medical facility. Employees failing to report their injury to their supervisor by the end of the following day may be subject to disciplinary action, up to and including termination.

**Supervisor**

It is the campus/department supervisor's responsibility to obtain the Witness Statement of all available witnesses, if needed. The form is to be completed by the witness and is to include:

1. Names of persons involved in the accident.
2. How the accident occurred.
3. The circumstances leading up to the accident, if observed.

The campus/department supervisor is to forward the following forms to the Workers Compensation Specialist in Business Services as soon as possible:

1. Business Services Online Submitted First Report of Injury
2. Employee Signed Acknowledgement of Alliance Direct Contracting Program
3. Form to Elect Leave Benefits
4. Witness Statement, if applicable

**Medical Attention**

When an occupational accident occurs and the employee seeks medical attention, the employee is to contact the Worker's Compensation Specialist immediately.

The employee's campus/department designee is to ensure that the injured employee receives the following forms prior to seeking medical attention:

1. The Worker's Compensation Medical Provider Notification Form
2. The List of the Nearby Alliance Doctors and the Alliance Website

3. The Employee Acknowledgement of the Alliance Direct Contracting Program
4. Form to Elect Leave Benefits with Worker's Compensation (Offset)
5. Pharmacy Card

In the event an employee requires immediate transportation to an emergency medical facility, the campus/department designee is responsible to ensure that the employee receives all the above forms prior to leaving the medical facility.

**Absence From Work**

If an employee is absent from duty due to a work-related injury or illness, the employee must notify his supervisor that the absence was due to the work-related injury or illness.

Upon notification of the injury or illness of an employee, the Workers' Compensation Specialist shall send the required forms to the supervisor.

**Follow Up Responsibilities**

Employees who are absent due to a work-related injury or illness shall contact the Worker's Compensation Specialist on at least a weekly basis. Any information gathered will be used to coordinate the employee's absence with any of the District leave policies available.

**Return To Work**

Employees who are released to return to work following a work-related injury are subject to the same terms and conditions of employment as persons released following a non-work-related condition. The District reserves the right to fill the employee's position while he is absent unless the employee has available paid leave or has been placed on family medical leave. In the event the employee's position is filled before he obtains a full medical release, he may apply for other eligible positions within the District for which he is qualified. The employee's position may or may not be held open, depending on the type of leave of absence he is under.

An employee must return to work on the date he/she is released to resume the essential duties of his occupation. An employee who fails to report on the date he is released may be subject to disciplinary action up to and including termination. If the employee does not have a release to resume his essential duties, he may be considered for a Light Duty Assignment, subject to the availability of such assignment, as determined by the District. The maximum amount of time an employee can remain on a light duty assignment is 90 calendar days. If the employee is not released to resume full duties at the end of the 90-day period, he may apply for a leave of absence, if available.

If an employee fails to report for work on the date specified by the physician, he or she may be subject to disciplinary action. [See DH (LOCAL)].

**Supervisor's Role**

It is critical that supervisors, administrators, or department heads participate in the Light Duty Assignment. Accident investigations fall to the supervisor. The reports generated by the supervisor provide the physician and other team members with critical information about the circumstances that directly or indirectly caused or contributed to the accident/injury. Supervision also plays an important role in identifying job modifications or alternative transitional duty.

Supervisors, administrators, or department heads should contact the injured employee in person or by phone as soon as possible after the injury. Contact should be made within 24 hours and at least weekly thereafter.