

Worker's Compensation

RVC Administrative Procedure (3:20.050)

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A. Purpose

This administrative procedure outlines the process RVC follows when an employee utilizes workers' compensation benefits. This procedure ensures that all relevant parties, including college departments and the insurance company, collaborate effectively to manage the situation, maintain compliance with legal and regulatory requirements, and provide necessary support to the affected employee. By defining clear roles and responsibilities, this procedure aims to promote efficient communication, proper documentation, and a smooth coordinated approach to workers' compensation claims.

B. Department and Primary Point of Contact Involved

Department: Operations

Point of Contact: Executive Assistant to Operations

Other Involved Parties: HR Benefits Coordinator and Payroll Team Lead

C. Definitions

Workers' Compensation: A form of insurance coverage that pays benefits to workers who have been injured or disabled due to a work-related accident, illness, or injury.

TTD (Temporary Total Disability): Providing benefits to employees who are unable to work due to a work-related injury or illness, calculated at two-thirds of the average weekly pay for the past year. Designed to replace a portion of an employee's lost wages while recovering from a work-related injury or illness and unable to work at all.

FMLA (The Family and Medical Leave Act): A U.S. labor law that provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year for specific family and medical reasons, while maintaining their group health benefits.

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Light Duty: A temporary, modified, or different job assignment with less physically or mentally demanding tasks, designed to accommodate an injured worker's medical restrictions.

D. Procedures

When an employee is injured on the job, the following steps should be followed to ensure proper management of the workers' compensation process:

1. Immediate Medical Attention

- The injured employee should immediately report an injury to their supervisor.
- If necessary, the supervisor ensures that the employee receives immediate medical attention, either on-site or at a medical facility.
- If reasonable suspicion of drug or alcohol impairment is present, the supervisor should contact RVC PD to evaluate the need for a drug screen. The employee should not drive and the supervisor should coordinate transport with RVC PD to Physicians Immediate Care.

2. Injury Report

- The injured employee or employee's supervisor contacts RVC Police to complete the injury report, documenting the details of the incident, the nature of the injury, and the first-aid or medical treatment administered.
- This report is submitted to the Executive Assistant of Operations who is responsible for workers' compensation within the college.

3. Notification to Insurance Company

- The Executive Assistant of Operations notifies the college's workers' compensation insurance provider about the injury and begins the claim process.
- All necessary documentation, including injury report and any pictures/videos will be collected by RVC PD and are submitted to the insurance company, the Executive Assistant of Operations, Benefits Coordinator, and Chief of Police.

4. Employee's Medical Evaluation

- The employee is required to attend a medical evaluation by a healthcare provider to assess the injury and determine the appropriate course of treatment depending upon the extent of the injury.

5. Insurance Company Determination

- Outline the different decisions the insurance company makes.
 - Return to work, no restrictions
 - Injury requires time off (receive TTD wages),
 - If employee receives TTD wages, the employee will receive 2/3 of their average weekly pay for the past year from the date of the accident.
 - Employees may use leave time to supplement their workers' compensation, this can be submitted through the Self-Service portal.

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- Employee will receive payment directly from the workers' compensation insurance company. The Executive Assistant of Operations will request verification of payment from the insurance company and provide it to the Benefits Coordinator for record keeping.
- These wages are not taxable and will not receive a W-2 or 1099 for workers' compensation payments.
- Light Duty
 - Employee provides documentation to the Supervisor, Human Resources Benefits Coordinator and Executive Assistant of Operations.
- Unable to Return to Work Permanently
 - Employee will receive guidance from the Executive Assistant of Operations based upon directions from the Insurance Company

6. **Contact HR-Benefits for FMLA**

- The Executive Assistant of Operations will notify Human Resources Benefits Coordinator that an employee is on workers' compensation. The Human Resources Benefits Coordinator will then work with the employee to determine eligibility for the Family and Medical Leave Act (FMLA) and, if eligible, will place the employee on FMLA leave, which will run concurrently with the workers' compensation leave.

7. **FMLA and Workers' Compensation Coordination**

- The college ensures that both FMLA and workers' compensation are managed in tandem, with all necessary documentation and approvals completed in a timely manner to ensure compliance with both federal and state regulations.
- This process helps maintain job protection for the employee while they are off work due to the injury, as well as ensures they continue to receive the appropriate benefits during their recovery period.

8. **Review of Employee's Status**

- The Executive Assistant of Operations will communicate any employees on workers' compensation to HR-Benefits and Payroll immediately in writing.
- Payroll will complete the Employee Benefits Form with the employee's current leave balances, benefits, and dues and forward to the Human Resources Benefits Coordinator to review.

9. **Benefits/Dues – Employee's Responsibility**

- The employee is responsible for submitting weekly FMLA usage reports to the Benefits Coordinator to track and verify FMLA hours used while on leave.
- Human Resources Benefits Coordinator will be responsible for collecting payment from the employee.
- If an employee utilizes their leave to supplement their workers' compensation wages, Payroll will notify the Human Resources Benefits

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Coordinator of any balance owed by the employee. This notification will include details of the balance, and the Human Resources Benefits Coordinator will work with the employee to ensure that the amount owed is addressed.

10. Leave Utilization and Accruals

- If the employee decides to utilize their leave to supplement their workers' compensation wages, they will be required to submit their leave requests through the Self-Service portal.
- For full-time employees, this would typically be 13.33 hours of leave per 40-hour work week, which will be paid through the college's payroll system.
- An employee while under both workers' compensation and FMLA will continue to receive their accruals (vacation, personal, sick).

11. Communication of Employee's Status

- Human Resources Benefits Coordinator will then forward the Employee Benefits Form to the Executive Assistant of Operations.
- The Executive Assistant of Operations will contact the employee to confirm their intention regarding the use of leave to supplement their workers' compensation
- Once confirmed, the Executive Assistant of Operations will communicate the employee's decision in writing to both HR-Benefits and Payroll to ensure all parties are informed and can coordinate appropriately.

12. Employee Returns to Work

- Executive Assistant of Operations will receive a Return-to-Work notice for the employee.
- Upon receipt, if the Executive Assistant of Operations will communicate this information to the supervisor, the Human Resources Benefits Coordinator and Payroll to ensure proper coordination of the employee's return.
- When the employee returns to work, their FMLA leave will end. The Human Resources Benefits Coordinator will ensure the employee's FMLA status is updated in the system to reflect their return to work, and any related benefits or leave tracking will be adjusted accordingly.

E. Related Documents

Employee Benefits Form

Reference/Implemented: (March 24, 2009); AR 314 (April 8, 2014)

Revised: November 26, 2025