

## Workers' Compensation

### Policy/Procedure

Workers' Compensation is designed to provide wage-loss benefits and reimbursement for reasonable medical-care expenses to employees who are injured or become ill through the course of their employment. All injuries that occur while performing job duties, or injuries/illnesses that are a result of the workplace or tasks that are performed, must be reported to the supervisor or a member of management by the end of the workday on which the injury or illness was experienced. The Workers' compensation Law of Pennsylvania provides employees with 100 percent coverage of medical expenses, as well as partial compensation, for injuries arising out of and in the course of employment with the college. When applicable, all qualified time off for workers' compensation will be charged to FMLA.

Employees in the departments of Public Safety, Dining Services and Facilities Management are to file an incident report within their department. All other employees must report their injury to HR Services and to their supervisor. Student workers injured while performing work for wages for the college must report injuries to their supervisor and HR Services as well. Employees should seek services from Dickinson's approved panel of providers. The panel can be found in Facilities Management, Dining Services, HR Services and on the HR Services Web site.

Benefits are provided to employees who incur injuries or illness arising from, and in the course of, their employment with Dickinson. In the event of a compensable work-related injury or illness, employees are entitled to reimbursement for reasonable and necessary surgical and medical services and supplies, and orthopedic appliances and prosthesis, including training in their use. If lost work time or modified work duty is necessary, wage-loss benefits will be provided in accordance with Pennsylvania Workers' Compensation laws.

Employees may use earned paid sick-leave benefits in conjunction with Workers' Compensation benefits if time away from work is necessary. Paid sick-leave benefits will be reduced by the amount of Workers' Compensation payments so that compensation does not exceed 100 percent of the employee's normal base wages.

Under the Workers' Compensation Act, prescription reimbursement is limited to 110 percent of the average wholesale price of the medication. If employees must purchase prescription medication due to a work-related injury or illness, they should notify the pharmacist that the prescription is for a work-related injury and check to be sure that the charge is within the reimbursable limit.

### Related Information

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| <b>History/Revision Information</b> |
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**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** Handbook for Administrators and Support Staff