Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.16 – Workers' Compensation

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	02/25/2013
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

Workers' Compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with Kirkwood Community College.

The Procedure

Supervisors and injured or ill employees should follow one of the following processes:
Workers' Compensation Emergency Flowchart

Medical care must be provided by a designated clinic/hospital identified by Kirkwood in order for medical bills to be paid. Employees are not to see other healthcare providers unless referred by a designated provider or the insurance company.

If an employee is unable to work due to injury, or if the College has no work due to restrictions written by the healthcare practitioner, the first three days after the work-related injury/illness will typically be unpaid. Employees may use sick leave to cover the 3 days without pay. If the employee's sick leave account is depleted, employees may use personal leave or vacation. Employees are not required to use sick, personal or vacation leave while out on Workers' Compensation.

After the initial 3 days, employees may use a maximum of 4 hours of sick leave per week to supplement their income from Workers' Compensation insurance when not working. Should sick leave become exhausted, employees may also use their personal or vacation leave as a supplement to their Workers' Compensation insurance. Employees are encouraged to supplement their Workers' Compensation income in order to maintain/continue flex benefits.

The employee or supervisor must keep electronic time and attendance records current.

In order for an employee to return to work, a Return-to-Work Evaluation document is required. The documents must be submitted to Human Resources, after each employee visit to the healthcare practitioner, to ensure that the employee and Kirkwood are following instructions provided by the

medical provider. Supervisors will be notified and informed of any restrictions/modified duty. The College may not be able to accommodate all modified duty requests.

The employee is required to keep all appointments scheduled during the healing and recovery process until discharged from care. Upon return to work, if the employee continues to require appointments to evaluate the healing process or therapy to improve the conditioning of the injured part of the body, the employee should schedule their appointments outside of work hours. If this is not possible, the employee should schedule appointments at the beginning or end of their shift to avoid disruption of workflow. In cases where the medical appointment cannot be made outside of the regular work hours, the College will pay time away from work as hours worked. The supervisor has the right to ask for documentation as to why the appointment cannot be made outside of regular work hours.

References

Workers' Compensation Employee Injury/Illness Report
Workers' Compensation Supervisor Report
Workers' Compensation Witness Report

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/17/2017	Mick Starcevich, President	New template
3	06/13/2019	Cabinet	Procedure template
4	11/02/2026	HR Department	Reviewed, no edits