


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 430.2		
	Page 1 of 2		
	Last Revision Date:	10-26-09	
Effective Date:		10-25-95	
Section:	Personnel	Subject:	Workers' Compensation


Purpose

Workers' Compensation provides compensation for medical care and loss of income to an employee who is injured by an accident arising out of and in the course of employment at the time of injury and during the period of disability.

Procedure

1. When an on-the-job injury occurs, the employee must report the injury even if the injury is minor and medical attention is not sought. The following steps must be taken
 - 1.1 The employee must report all incidents immediately to their direct supervisor. You or your supervisor must complete a *Notice of Injury* form and submit it to Risk Management.
 - 1.2 Report all incidents to Risk Management as soon as possible. If not medically able to report to Risk Management, it is then the supervisors or other college personnel's duty to notify Risk Management.
 - 1.3 Risk Management will complete the Notice of Injury report and submit to the insurance carrier. Risk Management will also advise the injured employee the process of filing a claim and benefits.
2. Schedule of Payments by Workers' Compensation
 - 2.1 An employee who had an on-the-job injury and is unable to work for more than seven calendar days by a doctor's recommendation is entitled to 66 2/3 percent of the employee's wage as calculated by the Industrial Commission of Arizona subject to the statutory monthly wage maximum.
 - 2.2 Compensation is not paid for less than eight calendar days.
 - 2.3 When an on-the-job injury results in a disability that extends beyond 13 calendar days, the seven day waiting period is eliminated and compensation is paid by from the initial date.
3. Schedule of Payments by Arizona Western College
 - 3.1 When the period of disability is less than eight calendar days and Workers' Compensation does not compensate the injured employee, the employee will receive his/her base pay for all time missed only to the extent of the employee's accrued leave. Accrued sick leave must be used prior to vacation leave.
 - 3.2 When the injured employee is disabled and unable to work for eight calendar days or more, but less than 14 calendar days, the employee will receive his/her base pay for the first seven days of disability only to the extent of the employee's accrued leave. Compensation will start effective the eighth day of leave with a doctor's

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	Page 2 of 2		
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recommendation. Thereafter, the College will pay the difference between the amount from the insurance carrier and the employee's base pay only to the extent of the employee's accrued leave.

- 3.3 When the injured employee is disabled for more than 13 days, the College will pay the difference between the compensation received from the insurance carrier and the employee's base pay for time missed from the first day of disability or hospitalization only to the extent of accrued leave.
 - 3.4 An employee with accrued leave will be paid his/her base pay on scheduled pay days during the disability period. A signed authorization is in each employee's personnel file authorizing the College to receive, endorse and deposit to the College all compensation payments from the insurance carrier made on behalf of the injured employee as set forth above.
 - 3.5 When an employee has no accrued leave and/or exhausts all accrued leave while still in disability status, the employee will be placed on Leave Without Pay, Procedure 435.3 and is entitled to keep the compensation checks (subject to statutory maximum wage) from the insurance carrier.
4. Charges to Leave
 - 4.1. Accrued leave is charged when it is used. For each leave day charged a credit of two-thirds of a day will be returned to the employee's accrued leave when the employee submits the insurance carrier's check to the College.