



Information for Employees Who Are Injured at Work

IMMEDIATELY AFTER THE INJURY

When a workplace injury occurs, the first priority is to obtain appropriate medical care for the injured employee. There are several options for obtaining treatment, as outlined below. The second priority is to correct any hazardous condition that might cause others to become injured. Once these priorities are addressed, the injury should be reported to Risk Management Services (RMS) at the earliest opportunity.

REPORTING THE INJURY

All workplace injuries beyond basic first aid are to be reported to RMS. Supervisors are expected to gather initial information about the injury and submit the report to RMS on behalf of their employee. An online portal is maintained in UAccess by RMS for submitting injury and claim reports (see below). If the supervisor is unavailable, an employee may submit their own report of injury, but their supervisor should be advised as soon as possible. Prompt injury reporting is necessary for the UA to comply with OSHA recordkeeping rules, and to ensure that workers' compensation claims are submitted and processed to cover treatment expenses and lost wages.

The online portal for injury and claim reporting can be accessed directly at <https://risk.arizona.edu/insurance/incident-reporting> or from the Manager's Self Service page in UAccess. NetID authentication is required to access the portal.

TREATMENT FOR THE INJURY

Injured employees have multiple options for obtaining medical treatment, depending on the severity of their injury. For serious or life threatening injuries, 9-1-1 should be called to initiate emergency medical response and transport to the nearest emergency treatment facility. RMS **DOES NOT** recommend use of UA or personal vehicles to transport seriously injured persons to an emergency room. Call 9-1-1 to obtain initial treatment and transportation by paramedics whenever possible. Emergency transportation following a workplace injury is covered by workers' compensation insurance.

For non-life-threatening injuries, a telephone medical triage service is available 24/7 to collect initial information and assist in finding appropriate medical care. Injured employees or supervisors may call 800-685-2877 at any time, from anywhere in the U.S. to obtain assistance. Use of this service provides automatic notification to RMS, but does not replace the online reporting requirement described above.

If an injured employee seeks medical care on their own, bypassing the triage service above, it is important to tell the medical provider that the injury is work related, and verify before treatment that they are willing to submit workers' compensation paperwork. The treating physician may give you a referral for physical therapy, radiology, or other diagnostic exams or to see a specialist. Please email this referral to:

Anna Llamas, Workers' Compensation Analyst in RMS allamas@email.arizona.edu
phone: 520-621-3626 fax: 520-626-0254.

If a medical provider is not able to get you in for an appointment promptly, you may want to contact a different medical provider.

TIME REPORTING DURING ABSENCE DUE TO WORKPLACE INJURY

When an employee misses work due to an injury, the missed time should be reported as sick leave or vacation leave if there are sufficient leave balances. This will allow the regular payroll process to proceed and normal pay to be issued for those missed hours. If there is an insufficient sick or vacation leave balance, the missed time must be reported as leave without pay. During unpaid leave time, the employee is not eligible to accrue sick and vacation leave hours. Once the workers' compensation claim is accepted for benefits, RMS staff will retroactively modify the reported time to reflect that the missed time was for a work-related injury. Workers' compensation benefits are routed to RMS, and used to reimburse the injured employee's sick and/or vacation leave hours based on the employee's workers' compensation entitlement. The injured employee cannot be paid for the same time by both workers' compensation and University sick or vacation time.

If the employee has reported leave without pay, the employee should consult with the Division of Human Resources about how this will impact their benefits.

WORKERS' COMPENSATION

If the employee's injury is deemed compensable, workers' compensation covers 100% of qualified medical expenses. In addition, if the injured employee must be off work for more than seven calendar days, lost wages are reimbursed at 66 ²/₃% of their average monthly wage, up to a statutory maximum. By statute, the Industrial Commission of Arizona (ICA) reviews and establishes the maximum average monthly wage on an annual basis.

If the treating physician indicates temporary total disability for less than 7 days, workers' compensation for lost time is not covered, and the employee may use accrued sick or vacation leave. Compensation becomes payable if the disability lasts beyond 7 days. If the employee is off work between 8 and 13 days, the employee is compensated for the days over 7. If the disability extends beyond 14 days, compensation is retroactive to day 1.

RETURNING TO WORK

Employees should maintain regular communication with their supervisor or department regarding their return-to-work status. Employees will need to provide the supervisor a release from a medical provider prior to returning to work. If the employee is released to work with restrictions, modified duty may be requested from the supervisor. If a modified duty arrangement cannot be made with the supervisor, the employee may request modified duty as an accommodation through the Disability Resource Center. For more information, call (520) 621-3268 or see: <https://drc.arizona.edu/workplace/examples-reasonable-accommodations>.

MODIFIED DUTY PLACEMENT

The University recognizes the value of encouraging and permitting employees to return to work from an illness or injury with temporary modified or restricted duties, as approved by their treating physician.

Modified-duty placement may include a reduction in working hours, limitation, or change of duties in the employee's existing position while the original injury continues to heal and treatment progresses. Modified placement may also include temporarily reassigning the employee to another position that they are qualified and capable to perform within their defined limitations. Studies have repeatedly shown that getting injured employees back into the workplace as soon as possible, including with modified duties, enhances the healing process, improves morale, and demonstrates that the employer values their presence in the workplace and cares about their recovery.

The employee shall provide the supervisor with a medical status form completed by the attending physician. This certification shall indicate that the employee may return to work with noted limitations or restrictions for a specified period of time.

The employee's supervisor may communicate with the Risk Management Services State analyst as necessary, to clarify and attain specificity on physical restrictions and limitations relative to specific job duties and responsibilities. The employing department is expected to consider the nature of the restrictions/limitations relative to job content, work availability, workload demands, etc., in determining the practicality of modified-duty placement. In situations where the employee is entitled to use Family and Medical Leave on an intermittent basis, the employing department shall make the accommodation.

An injured employee who is released to modified duty may be entitled to temporary partial disability compensation if there is a loss of earnings. The benefit is paid based upon 66 ²/₃% (.667) of the difference between the injured employee's average monthly wage and the amount the injured employee is able to earn upon return to work (ARS §23-1044 A).

CHANGE OF PHYSICIAN

Any of the interested parties or their authorized representatives may petition the ICA in writing for a change of physician, giving the reason for the request. The ICA will conduct an administrative investigation, and formal action will be taken by issuance of an ICA award.

LEAVING THE STATE

An employee may not leave Arizona for a period exceeding two weeks (15 days or more) while the necessity of having medical treatment continues, without the written approval of the ICA. Employees who fail to abide by this rule may forfeit the right to compensation and medical reimbursement of expenses and any aggravation of this disability (during such absence).

OTHER COMPENSATION

- **Short-Term Disability Insurance:** Short-term disability insurance will not cover lost wages if your workers' compensation claim is accepted. If your workers' compensation claim is rejected, and you elected short-term disability insurance during open enrollment, you may be eligible to receive payment from your short-term disability insurance company while you are unable to work. For information about your benefits, you should contact the Division of Human Resources at 520-621-3660 or hrrsolutions@email.arizona.edu or your short-term disability company: Unum, (800) 858-6843; The Hartford Insurance Company, (866) 712-3443.
- **Long-Term Disability Insurance:** If you are away from work for 6 months or more, you may be eligible for long-term disability insurance, which pays 66²/₃% of your salary. The University encourages

employees to apply for long-term disability insurance when they have been away from work for about 3 months, because it takes about 3 months for the paperwork to be processed. For information about your benefits, you should contact the Division of Human Resources at 520-621-3660 or hrsolutions@email.arizona.edu.

- **Compassionate Transfer of Leave:** Compassionate Transfer of Leave cannot be used for absences due to workplace injuries.
- **Family and Medical Leave:** Family and Medical Leave (FML) provides eligible employees with 12 weeks of unpaid leave per rolling 12-month period. FML commits the University to restoring employees to the same or an equivalent job upon returning to work. Injured employees who are unable to work and eligible for FML should initiate the FML process for their time out of the workplace.
- **Department-Approved Leave Options:** If you are ineligible for or exhaust FML there are other leave options available to you, such as an Excused Unpaid Absence, Approved Personal Leave of Absence, or Approved Extended Leave, which must be approved by your department. Consult your assigned leave adviser for information about these leave options (see <https://hr.arizona.edu/employees-affiliates/leaves> for a list of advisers).
- **Leave as a Reasonable Accommodation:** If you are ineligible for or have exhausted your FML and your department is unable to approve your request for leave, your department should refer you to the University's Disability Resource Center (DRC), (520) 621-3268, <https://drc.arizona.edu/workplace>. If you have a disability (which is defined broadly), you can request leave as a reasonable accommodation through the DRC. The DRC will determine if your request is reasonable. The DRC does not manage short- and long-term disability insurance; contact the Division of Human Resources.

LEAVE (PERMISSION TO BE AWAY FROM WORK) Even if you have a form of pay to cover your time away from work (e.g., sick, vacation, or compensatory time), and even if your workers' compensation claim is accepted, you need to be placed on an approved leave with the University while away from work.

HEALTH INSURANCE AND OTHER BENEFITS

As long as you are receiving paid time through UA Payroll (e.g., workers' compensation payments or sick, vacation, or compensatory time), your benefits deductions will continue as normal. If you go on unpaid leave, you have 31 days to waive benefits or continue some or all benefits. If you are on leave without pay for less than 28 days, missed premium deductions are taken on the first paycheck after your return to work. For longer periods, the University will bill you for your portion of the premium, and you have 31 days to pay the billing statement to prevent termination of your benefits. You will not be responsible for paying the employer's portion of the premium. For more information, contact the Division of Human Resources at 520-621-3660 or hrsolutions@email.arizona.edu.