

**HUMAN RESOURCES DEPARTMENT
MEMORANDUM**

TO: All CCP Employees
FROM: Director of Benefits
251-751-8208

SUBJECT: WORKERS' COMPENSATION PROCEDURES/POLICIES

This memo will highlight Workers' Compensation procedures for employees and student workers who have a claim due to a work-related accident/injury. If you have any questions regarding Workers' Compensation, please call the Human Resources Benefits Office; Kitane Huntley, ext. 8038 or Lolita Lukes, ext. 8034.

If you suffer a work-related injury, Community College of Philadelphia must pay (through the Workers' Compensation insurance carrier) for reasonable and medically necessary hospital treatment, medical services and supplies, orthopedic appliances and prosthesis. In addition, you may be eligible for wage replacement benefits. In order to assure that your claim for Workers' Compensation benefits are covered, you must be treated by one of the network providers designated by the insurance carrier and the College. (The list is available on the Human Resources website.)

Our current W/C insurance carrier is: PMA Companies
PO Box 5231
Janesville, WI 53547-5231
Customer Service: 888-476-2669

REPORTING ACCIDENTS OR OCCUPATIONAL ILLNESSES

You must contact the Security Office immediately for any work-related injury or accident. They can be reached at ext. 5555 or 8111. Please be prepared to provide them with the following information:

- The nature of the incident
- The location
- The observable condition of the employee (e.g., conscious, bleeding, etc.)

The Security Office will dispatch a response and arrange for medical attention, which may include transportation to WorkNet, Vybe or the Emergency Room. All Security Officers are trained in first aid and CPR.

The Security Office must complete an incident report, interview witnesses, and take pictures if necessary, they will forward a copy to the Human Resources Benefits Office. The Benefits Office is responsible for handling the accident/injury reports and claims management with the insurance carrier. The College's workers' compensation insurance carrier requires that employees make a prompt report to their immediate supervisor in the event of a work-related injury, accident regardless of the degree of severity.

Employee's Responsibilities

- Report all work-related accidents/injuries/illnesses to your Supervisor & Security
- Complete the CCP Accident/Injury Report which is available from the Security Office
- HR will send employee the WC policies (this memo), list of approved network physicians, and an acknowledgement form which the employee will sign and return to HR

Supervisor's Responsibilities

- The employee's supervisor will complete Part II of the Employee Accident/Injury Report
- Immediately notify the Benefits Office if an employee misses time from work because of the injury

Medical Treatment

- An employee needing medical treatment may choose any doctor/medical facility from the PMA network panel. The most convenient location on main campus is Vybe Urgent Care located at 1500 Spring Garden Street. Employees may also go to WorkNet Occupational Medicine located at 230 N. Broad Street at the bottom of Hahnemann Hospital. WorkNet offers a free van shuttle service from the campus to their office. Additional approved facilities and medical providers are available.
- The employee should inform the doctor that the condition is work-related.

Physical Limitations, Off Work, and Return to Work

- If the employee is unable to work, he/she must provide the Benefits Office with an original statement from a network doctor, including the period of inability to work, and if there are any physical limitations. Employees must treat with an approved network physician for the first 90 days.
- The employee should regularly check in with both their supervisor and the Benefits Office to update on progress
- If the attending physician identifies any work restrictions, limitations or reduction in work hours, the employee must provide the benefits Office with the original statement form the doctor, including the limitations, restrictions, or work reduction, and the anticipated length of such limitations
- If unable to physically bring the statement into our office, the employee must request the attending physician fax the statement directly to the benefits Office at 215-972-

6307 or the employee can scan the statement and email it to either Kitanee Huntley, khuntley@ccp.edu or Lolita Lukes at llukes@ccp.edu.

- The Benefits Office will actively work with the attending physician to facilitate the return-to-work activities. These activities may include part-time or light-duty work that the attending physician has identified that the employee can perform.
- Employees who return to work but still need to continue Physical Therapy and/or schedule follow-up W/C doctor appointments must schedule those appointments before or after regular work hours. If that is not possible, and you must take time off during the day for a W/C appointment, you must make up the time and/or make arrangements with your supervisor

LIGHT DUTY RETURN-TO-WORK

The College values the safety, health and wellbeing of all employees. Should an employee become injured or ill, it is important that the individual return to work as early as is medically appropriate. The Benefits Office will stay in contact with the employee and the medical provider to keep up to date on the employee's recovery progress.

The College will facilitate a light duty assignment for an employee who is unable to perform his/her full normal duties while recovering from injuries. Medical studies show that transitional work speeds the healing process.

The Benefits Office will contact the injured employee's medical provider to supply information concerning the nature of the employee's work, which may include a job description or outline of the duties. The medical provider will be asked to identify those duties that the employee can perform or cannot perform, with or without a reasonable accommodation. The Benefits Office will also provide information on other potential light duty assignments.

The goals in returning an employee to light duty work are as follows:

- Same job with temporary modification of duties
- Another temporary job in the same department
- A temporary job in another department

The Benefits Office will monitor an employee's progress on light duty and work with the medical provider in an effort to return the individual to normal duties as soon as medically appropriate.

Return to work in a light duty assignment is not always feasible. In those cases, alternative options will be discussed.