



HUMAN RESOURCES DEPARTMENT
MEMORANDUM

TO: All CCP Employees
FROM: Koi Stevens, Director of Benefits
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SUBJECT: WORKERS' COMPENSATION PROCEDURES

This memo will highlight Workers' Compensation procedures for employees who have a claim due to a work-related accident/injury. If you have any questions regarding Workers' Compensation, please email the benefits office at benefits@ccp.edu.

If you suffer a work-related injury, Community College of Philadelphia must pay for reasonable 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 ensure that your claim for Workers' Compensation benefits is covered, you must be treated by one of the designated physicians/hospitals.

Our current W/C insurance carrier is: PMA Insurance Group
P.O. Box 25249
Lehigh Valley, PA 18002
610-336-6012

REPORTING ACCIDENTS OR OCCUPATIONAL ILLNESSES

The Security Office must be contacted 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, unconscious, bleeding, etc.)

The Security Office must complete an incident report and forward this to the Human Resources Department – Benefits Office. The Benefits Office is responsible for handling the accident/injury reports and claims management for work-related accidents. The College's carrier, PMA, requires that employees make a prompt report to their immediate supervisor of a

work-related injury, accident or occupational illness, regardless of the degree of severity. The procedures to follow in reporting work-related accidents/injury/illnesses are outlined below:

Employee's Responsibilities

- Report all work-related accidents/injuries/illnesses to your supervisor, regardless of severity.
- Complete the CCP Accident/Injury Report (available from the Security Department) within 24 hours of the incident.
- Immediately notify your Supervisor and the Benefits Office if you miss at least one day of work because of the work-related injury.

Supervisor's Responsibilities

- Immediately notify the Benefits Office if an employee misses at least one day of work because of the injury.

Medical Treatment

- An employee needing medical treatment may choose any doctor from the PMA panel. Please visit <https://www.pmacompanies.com/support/find-a-network-provider> to find an approved panel provider.
- 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 or she must provide the Benefits Office with an original statement from the doctor, including the period of inability to work, and physical limitations.
- The employee should regularly check in with both his/her supervisor and the Benefits Office (a minimum of once a week while off work) to update on progress, or more frequently if requested.
- If the attending physician identifies any work restrictions, limitations, or reduction in work hours, the employee must provide PMA & the Benefits Office a statement from the doctor, including the limitations, restrictions, or work reduction, and the anticipated length of such limitations.
- The employee must request that the attending physician FAX or email the statement directly to the Benefits Office – 215-972-6307 or benefits@ccp.edu.
- PMA will actively work with the attending physician to facilitate the employee's return to work. The employee is also expected to actively participate in all 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 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 work day for a W/C appointment, you must make up the time and/or make arrangements with your supervisor.
- The employee must obtain a return to work release form from the doctor when he/she is able to return to work. This release form must indicate the date the employee is released to return to work, and if that release is to full duty or limited/light duty. An employee is not allowed to return to regular duties without a release.

LIGHT DUTY RETURN-TO-WORK

The College values the safety, health, and well being 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. PMA 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 return to his/her full normal duties while recovering from injuries. Medical studies show that transitional work speeds the healing process.

PMA 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 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 if needed.

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 (all wages are paid by the original employing department)

PMA and 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, as outlined above, is not always feasible. If an appropriate light duty assignment is not available, the Benefits Office, the supervisor, and the employee will discuss alternative options.