

Workers Compensation Information for Supervisors

The Worker's Compensation and Occupational Disease Act of Indiana provides protection for University employees who experience an injury arising out of and in the course of employment. It covers both injuries occurring on the premises of the University and while traveling on University business. All employees paid through Purdue university Payroll are covered – faculty, staff, graduate staff, student employees, full time employees, part time employees, etc. JWF Specialty administers Purdue's workers compensation insurance.

Authorized Locations

- Employees that require treatment for a work related illness or injury should go to a Purdue approved occupational health facility. The link below will take you to a page that contains a listing of approved workers compensation providers. The PNW health centers are not approved workers compensation facilities. NOTE: If the injury requires emergency medical attention, please call 911. <https://www.pnw.edu/human-resources/benefits/workplace-injuries/>
- If the employee is outside of Purdue's campus areas, contact Human Resources or Christie Nygaard at JWF (800-359-6659) for information about where to go for care. Inform the healthcare provider to send the bill to JWF Specialty instead of the employee's medical insurance plan.
- Medical treatment beyond the initial visit requires approval by Purdue's workers compensation insurance carrier – JWF Specialty. If employee does not obtain pre-approval, medical expenses may be denied, leaving the employee to pay the bill.

Transportation Information

- If an ambulance is not necessary:
 - If employee can safely transport him/herself, employee may use their own vehicle to go to an approved medical provider.
 - The employee's supervisor or another designated person may drive the employee to an approved medical provider using his or her own vehicle or one owned by the University
 - If driving his/her own vehicle, driver assumes liability for damage to own or other vehicles, if an accident occurs.

Reporting a Work Related Illness or Injury

Supervisors should do the following once made aware of a work related injury/illness:

- Ensure employee receives medical treatment -- if necessary – at an authorized facility. NOTE: If the injury requires emergency medical attention, please call 911.
 - The supervisor completes and submits a First Report of Injury (FROI) Form. The FROI form must be completed when a work-related injury occurs on campus. The FROI is available via DocuSign. Click here [First Report of Injury \(FROI\) form](#)
 - Enter the name and email of the person completing the form (in most cases this will be the supervisor). Enter the name and email of the injured employee's supervisor. Then click “**Begin Signing**“
 - Complete all required fields of the DocuSign Form
 - Click “**Finish**“
 - The supervisor will receive an email confirming the submission. Supervisor opens the DocuSign Form, reviews the information and submits. The form can be printed or saved electronically as a PDF.
 - Notify Human Resources of the injury. (hr@pnw.edu or 219-989-2251)
 - If applicable, the supervisor completes and submits a [Witness Report Form](#)
 - The Witness Report Form can be printed or saved electronically as a PDF.
 - Send the completed witness report form via email to hr@pnw.edu or fax to Human Resources at 219-989-2185 (Hammond) or 219-785-5540 (Westville)

If Employee is Injured While Traveling for Work

Employee travelers should register with ACE International Advantage program at www.acetravelapp.com Use Purdue's policy number PHFD42183738 to register and create a personal profile. By registering, employee's have easy access to many helpful services, including:

- Trip Planning, Travel Alerts, Security Services, Emergency Assistance, Concierge Services
- For 24 hour emergency response when traveling:
 - Toll free inside US and Canada – 1 (800) 766-8206
 - Toll free outside US and Canada – IDD+800-0200-8888 (available from 40 countries)
 - Collect calls outside the US and Canada – 1 (202) 659-7777
- [International Travel Brochure](#)
- [Risk Management Travel Information](#)

Recording Time

Please work with your benefit administrator to correctly code time. On the day of the injury, there may be up to three entry types on the employee's timecard:

- Regular hours worked
- "WC" time for the time spent at the doctor's office/clinic
- Sick time, if employee does not to return to work the remainder of their shift

If employee is off work continuously beyond the date of the injury under a doctor's order, or if employee is off work because the department cannot provide work within the restrictions, employee may be entitled to worker's compensation benefits for lost wages.

- **Waiting Period** – The waiting period is 7 calendar days. Employees do not receive workers compensation benefits during the waiting period. The waiting period begins the day after the date of injury. During the waiting period employees may use sick leave to cover lost wages. (if the employee does not have enough available sick leave, vacation and/or personal business may be used).
- **On Day 8** – worker's compensation benefits begin. This is called TTD (temporary total disability). JWF Specialty will mail benefit checks to employee's home on a weekly basis. Workers compensation benefits are 66 2/3% of base salary. Employee may supplement workers compensation benefits with available sick leave. (if the employee does not have enough available sick leave, vacation and/or personal business may be used).
- **On Day 22** – If eligible for Short Term Disability, STD will begin to supplement worker's compensation TTD. Guardian administrators STD and employee will need to contact Guardian to file a claim.
- **On Day 22** – JWF Specialty will send employee a check to pay them for the initial seven-day waiting period. The University does not reimburse sick leave that may have been used during the waiting period.
- **On Day 90 or Day 181** – Long Term Disability Benefits begin supplementing worker's compensation TTD. (day 90 for Administrative and Operational Support Staff, Police and Skilled Trades) (Day 181 for Op Tech, Faculty, Professional, Management, Executives)

If employee is able to return to work, but still under a doctor's care, work comp doctor's appointments and therapy appointments are coded as "WC" on the timecard for time spent at the doctor's office/clinic during the employee's regularly scheduled work shift. Up to two hours may be coded as WC. When possible, it is preferred that the appointments be scheduled outside of the employee's normal work shift or as close to the start or end of the shift as possible. Please work with your benefit administrator to code the employee's time.

When an employee of a Temp Agency is Injured

Purdue's obligation when a temp agency employee is injured while working is to report the incident. Please follow the process outlined below when an employee of a temp agency is supervised by a Purdue employee and the temp agency employee is injured while at work.

- If the injury requires emergency medical attention, please call 911.
- Instruct the injured temp agency employee to contact the temp agency to report the injury and for securing medical care and follow up.
- The supervisor completes and submits a First Report of Injury (FROI) Form. The FROI form must be completed when a work-related injury occurs on campus. The FROI is available via DocuSign. Click here [First Report of Injury \(FROI\) form](#)
 - Enter the name and email of the person completing the form (in most cases this will be the supervisor). Enter the name and email of the injured employee's supervisor. Then click "**Begin Signing**"
 - Complete all required fields of the DocuSign Form (pay special attention to be certain it is indicated on the form the employee is a temp agency employee)
 - Click "**Finish**"
 - The supervisor will receive an email confirming the submission. Supervisor opens the DocuSign Form, reviews the information and submits. The form can be printed or saved electronically as a PDF.
 - Notify Human Resources of the injury. (hr@pnw.edu or 219-989-2251)
- If applicable, the supervisor completes and submits a [Witness Report Form](#)
 - The Witness Report Form can be printed or saved electronically as a PDF.
- Send the completed witness report form via email to hr@pnw.edu or fax to Human Resources at 219-989-2185 (Hammond) or 219-785-5540 (Westville) If the temp agency employee requires emergency medical attention, please call 911.

When a Non-Employee is Injured while at PNW

Please follow the procedure below when a non-employee (student, visitor, guest, volunteer, etc.) is injured while at a Purdue Northwest location:

- If the individual requires emergency medical attention, please call 911.
- If the injury occurs on the Hammond or Westville campus:
 - Please contact University Police so that a police report may be taken.
 - Please complete form RM30 and send to Tiffany Uttermark in Risk Management:
https://www.purdue.edu/business/risk_mgmt/pdf/RM30%20Report%20of%20Injury%20Student-Visitor.pdf#RM30
- If the injury occurs at Gabis Arboretum or other remote PNW location:
 - Please complete form RM30 and send to Tiffany Uttermark in Risk Management:
https://www.purdue.edu/business/risk_mgmt/pdf/RM30%20Report%20of%20Injury%20Student-Visitor.pdf#RM30

Questions? Please contact:

Carrie Ailes, Benefits Administrator, 219-785-5581, ailesc@pnw.edu
Diane Brown, Benefits Specialist, 219-989-1245, diane.brown@pnw.edu
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