



<b>POLICY NAME</b>	Workers' Compensation Policy	<b>POLICY NO.</b>	BA441
<b>APPROVING BODY</b>	President/Cabinet	<b>VERSION NO.</b>	01
<b>RESPONSIBLE DEPARTMENT</b>	Business Affairs - Human Resources		
<b>EFFECTIVE DATE</b>	20-SEP-2016	<b>REVIEW/REVISION DATE</b>	12-SEP-2024

### **PURPOSE:**

Western New Mexico University is committed to a safe and healthy environment for staff, faculty, students, and visitors; prevention of on-the-job accidents; the treatment, care, and rehabilitation of injured employees; and the employees' rights and responsibilities when on-the-job injuries occur.

### **POLICY:**

Pursuant to the State of New Mexico's Workers' Compensation Act, § 52-1-1 et seq. NMSA 1978, WNMU provides coverage and in some cases compensation to employees who become injured or ill during their employment. All employees of WNMU who sustain work-related injuries are eligible to receive these benefits, which are administered by the State of New Mexico's Workers' Compensation Administration.

The responsibility for prevention of on-the-job accidents is shared by all and everyone is encouraged to bring work-related safety and health concerns to their supervisors' attention as soon as possible. Supervisors are encouraged to conduct periodic safety inspections of their respective work areas.

Employees will perform their jobs in a safe manner, with their own safety and the safety of others in mind. Employees who perform their jobs in an unsafe manner, or who engage in behavior or activities that endanger the health or safety of themselves or others, are subject to disciplinary action up to and including termination.

### **PROCEDURES:**

**REPORTING WORK-RELATED ACCIDENTS OR INJURIES:** All work-related accidents or injuries must be reported to the employee's supervisor using the Notice of Accident (NOA) Form and the Supervisor Incident Report, available in the Business Affairs Canvas Shell. Even if an

employee chooses not to receive medical treatment, the employee should complete the NOA form to preserve their rights under Workers' Compensation. Failure to complete the form within 15 days from the date of injury could jeopardize coverage under the Workers' Compensation Act. The NOA and Supervisor Incident Report need to be submitted as soon as possible to Human Resources. The Human Resources Department will provide the injured employee with additional documents and the Employee Guide – Workers Compensation.

**MEDICAL TREATMENT:** When the injury or illness is life threatening, the employee should call 911 or visit the nearest facility to receive emergency medical care. If possible, the employee should identify themselves as a WNMU employee and state that the need for medical care resulted from a work-related injury or illness. After the employee is released and able, they should complete and submit the NOA form along with any disability or return to work notices.

**SELECTION OF HEALTHCARE PROVIDER AND MEDICAL BILLS:** WNMU does not direct care. Its employees may choose their own healthcare providers. All bills for medical treatment and other documentation related to work injury or illness should be submitted to Human Resources at WNMU.

**FAMILY AND MEDICAL LEAVE ACT (FMLA):** FMLA benefits will run concurrently with employee's time off for a work-related injury.

**PAYMENT OF INSURANCE PREMIUMS:** When an employee is absent due to a work-related occurrence and is not receiving wages from WNMU, the employee must pay their portion of the premiums directly to WNMU. The employee can make these arrangements with the Human Resources Department. WNMU will continue payment of the matching premiums through the end of the current fiscal year or for as long as the employee continues to pay the premiums.

**RETURN TO WORK:** Employees returning to work from a work-related accident must submit a doctor's note from their medical provider to Human Resources stating that they are fully released to return to work and perform the essential job functions of their original position. If the employee is unable to perform the essential job functions of the original position, the supervisor and Human Resources will review the restrictions and determine whether the restrictions can be accommodated through a modified work arrangement.