



NUMBER: 364  
SUBJECT: WORKERS' COMPENSATION  
EFFECTIVE DATE: AUGUST 15, 2005  
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011  
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### **364.1 — POLICY**

The Bridgerland Applied Technology College (BATC) policy on Workers' Compensation benefits complies with the State of Utah Workers' Compensation Law, and provides payments to employees who are either injured or become ill as a result of their BATC assignment. The Workers' Compensation Fund of Utah is a quasi-public corporation operating as a non-profit, mutual insurance agency handling Workers' Compensation claims and insurance payments for BATC. The handling of all claims and insurance payments will be done in accordance with the policies and practices of the Workers' Compensation carrier. BATC does not have control over their policies and practices.

### **364.2 — PROCEDURES**

#### **364.2.1 — Eligibility**

Any BATC employee who has an on-the-job injury or illness may be eligible to receive Workers' Compensation benefits. All eligibility determinations are made by the Workers' Compensation Fund of Utah.

#### **364.2.2 — Benefits**

After a specified waiting period, Workers' Compensation will reimburse an eligible employee at the rates established by the Workers' Compensation Fund of Utah.

An employee may receive the benefit directly from the Workers' Compensation Fund and take leave without pay while absent from BATC; or an employee may take whatever percentage of leave (sick or annual) required for each day's absence, which, when combined with the Workers' Compensation benefit, equals 100 percent of their regular pay. In this case, the Workers' Compensation Fund payment is deposited in the department account, and the employee receives his or her regular check from BATC, or the employee is required to provide adequate documentation to determine the amount of leave necessary to equal the 100 percent daily compensation level described above.

#### **364.2.3 — Reporting an On-the-Job Injury**

Very specific procedures must be followed when employees report on-the-job injuries:

**364.2.3.1** — Appropriate medical treatment should be sought immediately. The employee should inform the medical provider that the injury was sustained on the job and provide any information requested.

**364.2.3.2** — The employee should report the injury--no matter how slight--to his or her department head or supervisor immediately. (The employee may lose his or her rights if the injury is not reported immediately.)

**364.2.3.3** — The Employer's First Report of Injury or Occupational Disease Form must be completed, signed by the employee's supervisor and submitted to the Controller's Office.

**364.2.3.4** — Employees who are injured or become ill as a result of their BATC assignment should be granted the remainder of the day off with pay. No deductions should be made in accrued sick or annual leave for that day.

**364.2.3.5** — In the event of a catastrophic injury (i.e., death, potential amputation, loss of eye or ear, broken back or neck, unconsciousness, etc.), the employee, or designee, must contact the Controller's Office immediately after medical assistance is rendered. In some instances, the Workers' Compensation Fund will personally investigate the scene of the accident, so the scene should be left as undisturbed as possible. The Controller's Office, or the



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appropriate administrative authority, will contact the Fund to determine if they want to investigate the scene of the accident.

**364.2.3.6** — The employee, witnesses, and the department head or supervisor may be required to complete further questionnaires/forms.

**364.2.3.7** — The employee and department head or supervisor should contact the Controller's Office when the employee returns to work.

**364.2.3.8** —All questions and inquiries should be directed to the Controller's Office.

### **364.3 — RESPONSIBILITIES**

#### **364.3.1 — Administrators**

Administrators are responsible for encouraging their employees to follow safety guidelines in an effort to prevent and eliminate unsafe conditions or acts. For additional information on this subject, please also see Sections 300.337 and 300.345 of the Policy Manual.

#### **364.3.2 — Department Heads and Supervisors**

Department heads and supervisors are responsible for assuring that a properly completed Employer's First Report of Injury or Occupational Disease Form is completed and given to the Controller's Office in accordance with the provisions of this policy. In addition, department heads and supervisors are expected to reasonably cooperate with any and all accident investigations, complete any forms or requests for information asked of them by the Controller's Office, any appropriate administrative authority, Risk Management, Workers' Compensation Fund of Utah, or any other authority in a need-to-know position.

#### **364.3.3 — Accounting Department**

The Controller's Office is responsible for communicating and administering this policy in accordance with Utah law.

#### **364.3.4 — Employees**

Employees are responsible for performing their duties in a safe manner so as not to endanger themselves or their fellow employees. An employee involved in an accident should inform his or her department head or supervisor immediately and follow all reporting procedures outlined in this policy.