



# Minot State University

## Policy Manual

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### Section 2.5

#### **Workers Compensation**

Source: North Dakota Century Code 65-01

NDUS Human Resource Policy, Section 8.1

1. Minot State University (MSU) recognizes that the safety, health and well-being of its employees is of utmost importance. To this end, a priority will be placed on the prevention of accidents and occupationally incurred illnesses. It is the responsibility of every employee to work in a safe manner, and to intervene when others are performing in an unsafe manner.
2. MSU employees are protected by North Dakota Workforce Safety & Insurance (WSI) against accidental injury or occupationally incurred illness in the performance of official duties.
3. MSU participates in the designated medical provider (DMP) program. MSUs DMP is currently Trinity Health.
  - 3.1. An employee can designate their own medical provider at the start of employment or any time prior to an accidental injury or occupationally incurred illness.
  - 3.2. DMPs may be changed by submitting a new [DMP Form](#) to the HR office. However, each new DMP form submitted replaces the previous version in its entirety.
  - 3.3. To have a claim paid by Workers Compensation, employees must seek medical care from the University's Designated Medical Provider(s).
  - 3.4. If an injured employee seeks treatment from a medical provider that is not listed as MSU's DMP or it was not listed on the employee's DMP prior to injury, medical expenses may be denied by WSI.
4. MSU will maintain an approved WSI Risk Management Program. Components of this program include:
  - 4.1. All on-the-job accidents, injuries or occupationally incurred illnesses must be reported within twenty-four hours to the employee's supervisor and the Risk Management Office. This is for the protection of the employee as well as the University.
  - 4.2. The employee and/or supervisor must fill out an [incident report](#). Within 24 hours of the incident, completed forms are be forwarded to [gary.orkluck@minotstateu.edu](mailto:gary.orkluck@minotstateu.edu) Management.
  - 4.3. Facilities Risk Management notifies the Human Resources department immediately following receipt of the incident report. The HR director oversees workers compensation for the University.

- 4.4. All employees must receive training or information on general safety rules, safe operating procedures, ergonomic hazards and the institution's claims management procedures. Employees in unique work environments must receive additional training relevant to their position.
- 4.5. To have a claim paid by Workforce Safety and Insurance, employees must seek medical care from the institution's designated medical provider(s). However, employees have the option of choosing their own medical provider for care if they make that known in writing to the appropriate campus official in advance of any work-related injury or treatment for an occupationally-incurred disease.
5. In case of absence due to illness or injury, for which worker's compensation benefits are received, sick leave pay may be used to the extent of the difference between such benefits and the employee's regular pay. The employee may elect to use worker's compensation only or use it in combination with sick leave and/or annual leave. However, the employee's leave account shall only be charged that percentage of time which corresponds to the percentage of pay that the institution shall pay. The total wage-loss payment shall not be more than the employee's regular pay.
6. During the time the injured employee is using sick leave and/or annual leave, the institution will continue to issue a payroll check. Thus, when the injured employee receives a check from Workforce Safety and Insurance, that check must be turned over to the appropriate campus official.
7. Upon using all accrued benefits, an employee will be placed on leave without pay for a maximum of ninety calendar days. At the end of that period, the employee, the supervisor, WSI and the appropriate campus official shall evaluate the medical prognosis. If it is unlikely that the employee will return to work in a reasonable amount of time (within ninety days of being placed on leave without pay), the position the employee holds shall be filled through regular procedures. When the employee, upon medical approval, is able to return to work (within two years of being placed on leave without pay), the employee is entitled to be placed in the same classification, if qualified, when a position becomes available.
8. If an employee must be completely retrained into a different capacity from his or her employment at the time of injury, the employee's position shall be filled through regular procedures. When the training is complete, the employee may compete as an internal candidate for a position at the institution.
9. If an employee is not able to return to work at the institution within two years of being placed on leave without pay, his or her employment with the institution shall be terminated.

Direct inquiries to: HR Director / EEO/AA / Deputy Title IX Coordinator, Administration 2<sup>nd</sup> FL, 701-858-4610, [hr@minotstateu.edu](mailto:hr@minotstateu.edu)

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