



SUPERVISOR TIPS



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Supervisor Tips is a newsletter produced by the HR, Safety and Risk Management areas to assist supervisors and administrative staff learn or reinforce valuable supervisory information. This particular newsletter will focus on Colby's workers' compensation (WC) policy.

Workers' Compensation

All Colby College Supervisors should be familiar with Colby College's workers compensation policy in order to correctly respond and manage injuries that may occur to employees that they supervise. The information below summarizes Colby's policy:

- ◆ Any injury or illness that occurs as a direct result of an employees' duties performed while working for the College must be documented and reported to the Environmental, Health & Safety (EHS) Director as soon as possible.
- ◆ As the supervisor, you will assess the injury/illness. If it is an emergency, you must first call the Security emergency line, extension 5911, to summon medical help.
- ◆ If it is not an emergency situation, the supervisor will complete the Colby "[Supervisor's Report of Injury](#)" and the employee will complete the "[Employee's Report of Injury](#)" forms which can be found in the Supervisor's Toolkit section of the Colby Human Resources website. If no treatment beyond first aid is given, the completed forms are sent to the Safety office as record and the process ends.
- ◆ If you or the employee feels that medical attention beyond first-aid is required, call the Safety office and discuss the injury/illness with the EHS Director. If it is agreed that additional medical care is required, the EHS Director will contact Workplace Health (WPH) and schedule an appointment.
- ◆ At this point, the EHS Director will file the reports with the College's workers' compensation insurance carrier, Traveler's Insurance Company. This starts the workers' compensation claim covering the costs in the event the employee will miss time or require medical attention.
- ◆ If the treating physician at WPH determines that the employee is able to return to work with no restrictions, the process ends.
- ◆ If the treating physician at WPH determines that the employee is able to return to work with duty restrictions, the EHS Director, employee, and supervisor will meet to discuss the restrictions and recovery timeline advised by the treating physician.
- ◆ If the treating physician at WPH determines that the employee is unable to return to work, the EHS Director, the employee, and their supervisor will meet to discuss the recovery plan outlined by the treating physician. Studies have proven that it is very important to the employees well being to return to work as quickly as possible and every effort should be made to accommodate and encourage the employee's to return to work.
- ◆ All medical costs are paid by Colby or Traveler's Insurance. For any time missed by the employee for medical care or recovery, with the exception of the first appointment which is paid as normal wages, mark the employee's timecard with a WC which is not paid. If your employee losses time, they may be entitled to wage repayment based on the total amount of time they have missed. The EHS Director and/or Travelers will assist if required. If the employee chooses to do so, they may use sick and/or vacation time rather than WC time, however, this may not be used to calculate wage repayment hours. Additional information may be reviewed in [Colby College's Workers' Compensation Instructions](#).
- ◆ In addition, time taken away from work for medical appointments or other WC related absences does not count when adding up hours for overtime pay.

Please feel free to direct any workers' compensation or safety related questions to the EHS Director at extension 5504 or e-mail: wade.behnke@colby.edu

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