



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

HR Forum

Workers' Compensation

February 18, 2016

Agenda

- HR Updates
- Workers' Compensation
- Feedback
- Up Next
- One-on-One Questions

HR Updates

Employment & Recruitment Services

- Summer Camp Background Checks are coming
 - 2/12 HRMS Listserv
 - Questions: April Smatt, asmatt@fsu.edu or Becky Maas, bpmaas@fsu.edu
- Live training on *Criminal History Background Check Process*: **March 8**
 - At the Training Center
 - Sign-up if you are new or have questions on the process
 - Will cover the new summer camp procedures

HR Updates

Attendance & Leave

- Sick Leave Pool Open Enrollment: **Ends tomorrow (2/19)**
 - Late applications are not accepted
 - Info on [HR Website](#)

HR Updates

Employee Data Management

- ePAF+ Enhancements are coming
 - Employee acknowledgements
 - Flagging wage-related issues
 - Attachments (offer letters etc.)
 - Correcting funding period amount

HR Updates

Equal Opportunity & Compliance

- Federal Labor Law Poster—expanded
 - [New Supplemental Document](#)—*EEO is the Law*
 - Add without removing current language

Workers' Compensation

Lisa Rosenthal, *HR Specialist*

Laymon Gray, *Assistant Director (EH&S)*

Workers' Compensation

- What is it?
- Procedures
- Responsibilities —Employee & Supervisor
- Return to Work/Light Duty
- Timesheet Reporting
- Retirement Impact
- Disciplinary Problems
- Contact Information



Workers' Compensation Coverage

Two primary components to Workers' Compensation Benefits

- 1. Medical Care** – Report claims that require medical care to AmeriSys 1-800-455-2079, know the **location code** and **weekly salary**.
- 2. Compensation Benefits** – Loss of wages as a result of the work related injury. Notify Environmental Health & Safety (EH&S) if you are not able to work.

Reporting a Work Related Injury

Claim Reporting Procedures

Emergencies/Non Urgent Medical Claims/First Aid Claims

- Follow appropriate guidelines established by your department



Everyone Has Responsibilities

Employee's Responsibilities

If an accident occurs **REPORT IT** to the Supervisor.

- Report back to the Supervisor/Department Representative following every medical appointment.
- Provide written medical documentation (**DWC-25**).
- Return to work in accordance with physical limitations and restrictions if work is available.
- Participate in treatment plan, i.e. keep follow up medical appointments and comply with physician orders – understanding what it means to be released.

Everyone Has Responsibilities

Supervisor/Department Representative:

- Complete the **Accident Investigation Form** (within 48 hours) and forward to EH&S.
 - Why is the Accident Investigation Form needed?
- Maintain contact with the injured employee.
 - Advise the employee of what is expected.
- Provide Alternate Duty if possible.

Why Do We Have A Return To Work Policy? It's The Law!

- Benefits both the employee and the employer.
- 50% of injured employees who are off work for more than 6 months, never come back.
- Attorney involvement increases the cost of claims.
- Hidden expenses (are 3-5 times the direct cost).
- Departments are charged for initial 10 weeks of benefits.
- F.S. §284.5 (3): “all agencies that are provided workers’ compensation insurance coverage by the State Risk Management Trust Fund and employ more than 3,000 full-time employees shall establish and maintain return-to-work programs for employees who are receiving workers’ compensation benefits...”

*Return to Work Procedures

- Departments are required to provide employees alternate duty assignments.
 - **Accommodations** – If light duty is available in an alternate position, the employee returns to work.
 - **Modifications** – If slight modifications can be made to the current job, the employee returns to work.
- If unable to meet these standards, employee does not come back to work.

*<http://pub.extranet.fsu.edu/sites/safety/safetywiki/Wiki%20Pages/Workers'%20Compensation.aspx>

Timesheet Reporting

- Each Department must notify EH&S if an employee is losing time as a result of an accident.
- EH&S notifies HR Attendance & Leave so the employee's timesheet can be modified.

Disability Leave

- The first 40 hours of lost time, following an accident, is reported as **Disability Leave** (*DISHT*).
- OPS employees are not entitled to Disability Leave.
- For most medical appointments, DISHT is reported as 2 hours (for longer appointments contact EH&S).
- Medical Certification is needed for full-time DISHT.

Disability Leave on The Timesheet

Timesheet

Employee ID

Empl Record

Earliest Change Date 01/29/2016

Actions ▾

Select Another Timesheet

*View By

[Previous Week](#) [Next Week](#)

*Date  

Scheduled Hours 40.00

Reported Hours 40.00

[Punch Timesheet](#)

From Friday 01/08/2016 to Thursday 01/14/2016 



Fri 1/8	Sat 1/9	Sun 1/10	Mon 1/11	Tue 1/12	Wed 1/13	Thu 1/14	Total	Time Reporting Code	Override Reason		
			0.75				0.75	Disability LV Tkn (max 40 hrs) - DISHT			 
8.00			5.25	8.00	6.00	8.00	35.25	Regular Hours Worked - REGHP			 
			1.25		2.00		3.25	Sick Leave Taken - SCKHT			 
			0.75				0.75	Vacation Leave Taken - VACHT			 

Submit

Reported Time Status | [Summary](#) | [Leave / Compensatory Time](#) | [Exceptions](#) | [Payable Time](#)

Reported Time Status

Personalize | Find  |  1-9 of 9

Date	Reported Status	Total TRC	Description	Sched Hrs	Comments
01/08/2016	Submitted	8.00	REGHP	Regular Hours Worked	8.0000 
01/11/2016	Approved	0.75	DISHT	Disability LV Tkn (max 40 hrs)	8.0000 

Workers' Compensation Leave

- Once **Disability Leave** has been exhausted, Workers' Compensation Benefits are considered on a case-by-case basis.
- If the employee has experienced a **Total Disability**, and a claim is approved, the State of Florida will pay most employees 2/3 (67%) of their income.
- This is paired with 1/3 (33%) of accrued leave or leave without pay (LWOP), which is paid to the employee by FSU.
- The time reporting code for **Workers' Compensation Leave** is *WKCHT* for 5.25 hours daily for full-time employees. Accrued leave or LWOP is recorded at 2.75 hours.

Workers' Compensation Leave on Timesheet

Timesheet

Employee ID

Empl Record

Earliest Change Date 01/29/2016

Actions ▾

Select Another Timesheet

*View By

[Previous Week](#) [Next Week](#)
















*Date  

Scheduled Hours 40.00

Reported Hours 32.00

[Punch Timesheet](#)

From Friday 12/18/2015 to Thursday 12/24/2015 

Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Total	Time Reporting Code	Override Reason		
						-5.25	-5.25	Holiday - HOLHT			 
			2.75	2.75			5.50	Leave Without Pay (\$0) - LWOHP			 
2.75							2.75	Sick Leave Taken - SCKHT			 
					2.75		2.75	Vacation Leave Taken - VACHT			 
5.25			5.25	5.25	5.25	5.25	26.25	Worker's Comp Leave Taken - WKCHT			 

Submit

Official Holidays are on : 2015-12-24. Holiday hours will be created by Time Administration.

Returning To Work on Light Duty

Temporary Partial Disability

- If an employee is able to return to work with limitations, *REG* is entered with an override code of *LDUTY*.
- For further information regarding light duty assignments, refer to the [Return to Work Policy](#).

Light Duty on Timesheet



Timesheet

Employee ID
Empl Record
Earliest Change Date 01/29/2016


Actions ▾







Select Another Timesheet


*View By [Previous Week](#) [Next Week](#)


*Date  

Scheduled Hours 0.00 Reported Hours 40.00 [Punch Timesheet](#)

From Friday 12/18/2015 to Thursday 12/24/2015 

Fri 12/18	Sat 12/19	Sun 12/20	Mon 12/21	Tue 12/22	Wed 12/23	Thu 12/24	Total	Time Reporting Code	Override Reason		
						8.00	8.00	Holiday - HOLHT	<input type="text"/>		 
8.00			8.00	8.00	8.00		32.00	Regular Hours Worked - REGHP	LDUTY		 





Timesheet Reporting Summary

Stage	Disability Type	Leave Type	Code
1st 40 Hours Post Accident	All	Disability (except OPS)	DISHT
After 40 Hours of Disability	Total Disability	Workers' Compensation • 2/3 time (5.25 hours)	WKCHT
		Leave Without Pay or Accrued Leave • 1/3 time (2.75 hours)	LWOP (Sick, Vacation, Sick Pool, etc.)
Returned to Work with Light Duty Status	Partial Disability	Regular Time Light Duty Override	REG LDUTY

Workers' Compensation & Retirement

- If a department does not report Workers' Compensation hours/wages accurately and timely, the employee's retirement benefits can be negatively affected.
- Payroll Services performs a reconciliation of all hours associated with Workers' Compensation and reports those hours/wages to the Division of Retirement. This includes Leave Without Pay (LWOP) taken while an employee is on Workers' Compensation.

Workers' Compensation & Retirement

- Workers' Compensation hours/wages may be subject to retirement contributions.
 - These earnings do not affect the employee's gross wages or generate pay to the employee.
- An employee must return to work for a full calendar month before hours/wages are subject to retirement benefits and contributions.
- If the employee did not return to work for a full calendar month or accepted a settlement, their Workers' Compensation hours/wages are not eligible for retirement contribution.

Workers' Compensation & Retirement

- The department pays the employee and employer retirement contributions while an employee is on Workers' Compensation.
- Payroll Services determines whether Workers' Compensation related hours are eligible for retirement contributions and charges the department the appropriate amount
- Earnings codes used for the Workers' Compensation reconciliation:
 - **WKA** and **WKL** – Eligible hours/wages -Reported to Division of Retirement
 - **WKD** – Ineligible hours/wages – Not reported to Division of Retirement

Workers' Compensation and Disciplinary Problems

- Employees on Workers' Compensation with disciplinary problems or facing termination for any reason
 - Contact Employee & Labor Relations in HR **BEFORE** taking any employment action

What You Should Do?

- Call 911 in emergency situations.
- Work with employee to report injury and make sure they understand expectations.
- Notify EH&S if an employee:
 - is injured on the job.
 - exhausts *DISHT* leave.
 - is not being accommodated and is unable to work.
 - returns to work.

Important Information

- Disability Leave is a benefit not an entitlement.
- OPS Employees are not entitled to Disability Leave.
- All medical appointments must be kept or the employee jeopardizes their entitlement to receive Workers' Compensation benefits.
- The department is responsible for reimbursing the initial 10 weeks of wages.

Contact Information

AmeriSys

1-800-455-2079

Environmental Health & Safety (EH&S)

LeAnne Hotchkiss

(850) 644-7683

Laymon Gray

(850) 645-2279

HR Attendance & Leave

Lisa Rosenthal

(850) 644-7936

Christine Conley

(850) 644-1978

Questions?

Feedback



Up Next

Spring Department Representative Meeting

Wednesday, March 2, 2016

8:30 am-11:00 am

College of Medicine

April HR Forum: Hiring Foreign Nationals

Thursday April 14, 2016

One-on-One Questions

Section	Representative
Attendance & Leave	Lisa Rosenthal
Benefits/Retirement	Linda Lieblong
Compensation Services	Waukesha Peterson
Diversity & Inclusion	Michelle Douglas
Employee & Labor Relations	Michelle Douglas
Employee Data Management	Katie Filomio
Employment & Recruitment Services	Jennifer Hebert
Equal Opportunity & Compliance	Amber Wagner
Facilities HR	Shiffany Rawls
Faculty Relations	Danni Staats
Training & Organizational Development	Michelle Douglas