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.

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Total TRC</th>
<th>Description</th>
<th>Scheduled Hrs</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/09/2016</td>
<td>Submitted</td>
<td>8.00 REGHP</td>
<td>Regular Hours Worked</td>
<td>8.0000</td>
<td></td>
</tr>
<tr>
<td>01/11/2016</td>
<td>Approved</td>
<td>0.75 DISHT</td>
<td>Disability LV Tkt (max 40 hrs)</td>
<td>8.0000</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Scheduled Hours</th>
<th>Reported Hours</th>
<th>Total Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 12/18</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Sat 12/19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 12/20</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Mon 12/21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 12/22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 12/23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 12/24</td>
<td>-5.25</td>
<td></td>
<td>Holiday - HOLTHT</td>
</tr>
<tr>
<td></td>
<td>2.75</td>
<td></td>
<td>Leave Without Pay ($0) - LWOHP</td>
</tr>
<tr>
<td></td>
<td>2.75</td>
<td></td>
<td>Sick Leave Taken - SCKHT</td>
</tr>
<tr>
<td></td>
<td>2.75</td>
<td></td>
<td>Vacation Leave Taken - VACHT</td>
</tr>
<tr>
<td></td>
<td>5.25</td>
<td>5.25</td>
<td>Worker's Comp Leave Taken - WKCFT</td>
</tr>
<tr>
<td></td>
<td>5.25</td>
<td>5.25</td>
<td>Worker's Comp Leave Taken - WKCFT</td>
</tr>
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<td>Worker's Comp Leave Taken - WKCFT</td>
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<td></td>
<td>5.25</td>
<td>5.25</td>
<td>Worker's Comp Leave Taken - WKCFT</td>
</tr>
</tbody>
</table>

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](#).
FLORIDA STATE UNIVERSITY
Office of Human Resources

Light Duty on Timesheet
# Timesheet Reporting Summary

<table>
<thead>
<tr>
<th>Stage</th>
<th>Disability Type</th>
<th>Leave Type</th>
<th>Code</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 40 Hours Post Accident</td>
<td>All</td>
<td>Disability (except OPS)</td>
<td>DISHT</td>
</tr>
<tr>
<td>After 40 Hours of Disability</td>
<td>Total Disability</td>
<td>Workers’ Compensation</td>
<td>WKCHT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2/3 time (5.25 hours)</td>
<td></td>
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<tr>
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<td></td>
<td>Leave Without Pay or Accrued Leave</td>
<td>LWOP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 1/3 time (2.75 hours)</td>
<td></td>
</tr>
<tr>
<td>Returned to Work with Light Duty Status</td>
<td>Partial Disability</td>
<td>Regular Time Light Duty Override</td>
<td>REG</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LDUTY</td>
</tr>
</tbody>
</table>
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

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

0
It's looking good! Don't change a thing!

1
Hrm, what was that? Oh well, maybe it's just something in my eye.

2
I've noticed something. Could be personal preference.

3
To change or not to change? I could go either way with some convincing.

4
I'm slightly bothered, if you leave it, I guess I'll forgive you... Eventually.

5
I don't like it. Explore more options!

6
I really don't like it! If you value our friendship at all, you will change it.

7
It super annoys me. Is it fixed yet??

8
It makes me angry!!!! JUST DELETE IT!!!!

9
This is unacceptable. Don't even argue with me.

10
YOU'VE ENRAGED THE BEAST. I WILL HURT YOU NOW.
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

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<th>Section</th>
<th>Representative</th>
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<td>Attendance &amp; Leave</td>
<td>Lisa Rosenthal</td>
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<td>Benefits/Retirement</td>
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