

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> March 26, 2013		<i>Number:</i> GO 1008
<i>Subject:</i> Worker's Compensation		
<i>References:</i> Illinois Workers Compensation Act 820 ILCS 305, University of Chicago Human Resources Policy 525 entitled "Workers Compensation"; University of Chicago Environmental Health and Safety Accident/Incident Reporting and Investigation Program		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 4
<i>Amends:</i> 17 APR 2012 (O.D.P.)		<i>Rescinds:</i>
<i>Approved By:</i> Marlon C. Lynch, Associate Vice President and Chief of Police	<i>Signature:</i> (Original signed document on file in Accreditation Office.)	

1008.1 PURPOSE

The purpose of this policy is to provide Department guidelines for on-duty injuries or illnesses.

1008.2 POLICY

It is the policy of the University of Chicago Police Department that all Department employees adhere to Illinois statute and University and Department guidelines concerning reporting and processing injuries or illnesses that occur on duty and are covered under workers compensation statute.

1008.3 RESPONSIBILITIES

A. Employee Responsibilities

1. Regardless of whether medical attention is sought, each employee who suffers a work-related illness or injury must immediately inform his or her supervisor. If the employee's immediate supervisor is not on duty, the employee must notify the on-duty supervisor.
2. When reporting a work-related injury or illness, the employee will be required to complete the following forms:

- a. University of Chicago Employee Statement of Injury or Illness –Workers Compensation form.
 - b. University of Chicago Workers Compensation Rights and Responsibilities form.
3. If the reported work-related injury or illness requires medical care, the employee should report to the University Occupational Medicine Clinic (during normal business hours) or the closest Emergency Room immediately. If the closest Emergency Room is the Bernard Mitchell Adult Emergency Room, the employee will complete the following form and submit the form upon treatment request:
 - a. University of Chicago Request for Evaluation and Treatment – Work Related Illness or Injury form (WC Form 100).

B. Supervisor Responsibilities

1. Regardless of whether medical attention is sought, each supervisor, upon being notified of an injury and/or illness must respond to the location of occurrence, collect all information related to the injury/illness. The collection of information includes, but is not limited to:
 - a. Taking photographs of the area and the injury, as appropriate.
 - b. Identifying witness.
 - c. Taking statements from witnesses and the employee.
2. After the information listed above has been collected, the supervisor will complete the University of Chicago Supervisor's First Report – Workers' Compensation Claim of Injury/Illness.
3. If the employee requires medical care, the WC Form 100 must be completed and taken to the University Occupational Medicine Clinic (during normal business hours) or the UC Medicine Emergency Room.
4. Notification of any injury or illness requiring medical care must be made immediately to the Assistant Chief of Police Services or his/her designee via the chain of command in accordance with the General Order entitled "Notification Procedures."

5. All forms, media, and other documentation related to the incident must be forwarded to the Assistant Chief of Police Services or his/her designee via the chain of command prior to the end of the supervisor's tour of duty.

1008.4 ABSENCE FROM WORK

A. Employee Responsibilities

1. An employee who has an on-duty injury or illness and is unable to report to work must notify their immediate supervisor or the on-duty supervisor and provide certification from the employee's physician documenting the professional opinion regarding the injury or illness.
2. Documentation provided by the employee must be an original from the physician's office or faxed directly from the physician's office. Electronic and/or photocopies will not be accepted. If injuries prevent communication with the employee, accommodations will be made.
3. Whenever there is a change in status which results in an extension of the absence or change in the return to work date, written documentation from the treating physician must be submitted to the immediate or on-duty supervisor.

B. Supervisor Responsibilities

1. Whenever an employee notifies the supervisor he or she will be absent due to an on-duty injury or illness, the supervisor must notify the employee of the need for documentation from the treating physician.
2. All notifications of absences and documentation received will be forwarded to the Assistant Chief of Police Services or his/her designee via the chain of command.

1008.5 RETURNING TO WORK

A. Employee Responsibilities

Prior to returning to work after a work related injury and/or illness which resulted in an absence, the employee must provide his or her immediate or on-duty supervisor with original documentation from the treating physician. The document must include the physician's professional opinion regarding the injury or illness, details regarding any restrictions, and specify the exact date of return. Electronic copies will not be accepted.

B. Supervisor Responsibilities

1. When an employee who has been absent due to a work-related injury or illness notifies the supervisor of their intent to return to work, the supervisor must have original documentation from the treating physician. If documentation has not been received, the employee must be informed they may not return to work until it is available.
2. Notifications and documentation received by the supervisor will be forwarded to the Assistant Chief of Police Services or his/her designee via the chain of command.
3. The Assistant Chief of Police Services or his/her designee will inform the supervisor and the employee of the receipt of the appropriate documentation and confirm the return to work date.

1008.6 ILLINOIS STATUTE

The Illinois Workers Compensation Act, 820 ILCS 305, is binding law. Nothing in this directive can alter or diminish employee rights or responsibilities in conflict with this statute.