

# EMPLOYMENT INFORMATION

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## WORK PLACE INJURIES

### **Reporting:**

University Housing is committed to maintaining a safe work environment. All employees should be conscious of unsafe work conditions and work practices and bring them to the immediate attention of their supervisors or Human Resources. All employees should also report any and all work-related injuries to their supervisors.

If a student employee is injured at work or suffers from an illness that might be related to the work environment, regardless of the severity, the employee should immediately notify their supervisor. All injuries should be reported, even if only requiring first aid. Your supervisor can assist you in obtaining and filling out the forms to report your injury.

### **Worker's Compensation Law and Program:**

Student Employees at UW-Madison are covered by the State Worker's Compensation Law and program. The Worker's Compensation law provides medical benefits and wage benefits to employees who are injured, or suffer an illness related to the work environment, while in service of the employer. The Worker's Compensation program in the State of Wisconsin is governed by the Wisconsin Department of Workforce Development and provides a review of information related to an injury claim. If approved, the injured employee is entitled to payment of approved medical expenses, mileage reimbursement, and partial wage benefits.

### **Medical treatment of a Work-Related Injury:**

Student employees who need medical treatment for a work-related injury may choose to receive care from any medical provider.

For work injuries that require immediate transportation from the work site to a physician's office, employees may choose to arrange their own transportation, or may choose to utilize Union Cab Company, and charge to the Housing account. If needed for serious or emergency injuries, employees may be transported via ambulance. Housing employees should not use their personal or Housing vehicles to transport employees for treatment. For more information on transportation options and guidelines, refer to [University Housing Employees with Work Related Injuries or Illness Policy](#).

An employee who is deemed medically unable to work by a physician should provide regular updates to their supervisor regarding their ability to return to work. All medical statements or documentation should be given to the University Housing Human Resources Office Representative responsible for handling medical information of employees, within 24 hours of receipt. When the employee is medically released to return to work by a physician, they should turn in their return to work note, indicating with or without restrictions, to Housing Human Resources. If the employee has physical limitations resulting from a work-injury, the return-to-work note should indicate what the limitations are and the duration of the limitations. In these situations, the employee will be contacted by their supervisor regarding University Housing's ability to provide a temporary work adjustment, and any return-to-work instructions.

The injured employee should also notify their medical provider that the injury is work-related and request that all medical bills related to the injury be sent to University Housing Human Resources via mail: 625 Babcock Drive, Madison WI 53706, or via fax: 608-265-8724. Follow up requests regarding payment of medical bills or questions can be sent to the University Housing Human Resources Office, as well.

Employees who seek treatment for a work related injury should not pay a co-pay for their visit. Employees should also request and receive medical documentation for each visit indicating they were seen and treated. The note should be dated for the date they were seen and not back dated as Workers Compensation typically does not accept backdated medical documentation.

For more information about Worker's Compensation:

- Contact University Housing Human Resources at 608-262-2766
- [Worker's Compensation Website](#)