

The job pool allows employees who have been released to work with temporary restrictions and whose departments cannot provide them with transitional work an opportunity to continue to work.

Employees who choose to participate in the return-to-work program will be given a temporary job on campus outside of their home department. Their regular salary will continue through their home department during this period of transitional duty. Their home department may be entitled to a partial reimbursement from Risk Management. The department accepting the employee with temporary restrictions has no financial obligations.

Arrangements for transitional duty work will be made through IU Worker's Compensation Unit at 812-855-4847.

If the University can provide work for an employee, the employee is not entitled to receive temporary total disability benefits through worker's compensation. If the employee declines to participate in the Return-To-Work Program, the employee will be placed on an FMLA leave, if eligible.

Questions related to Worker's Compensation should be directed to IU Workers Compensation at 812-855-4847.

IUPUI



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Work-Related Injuries and the Return-to-Work Program

IUPUI

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Work-Related Injuries and/or Illnesses

Notify the Supervisor

If an employee sustains an injury while at work, the supervisor must be notified immediately. The supervisor must complete an electronic **Employer Notification for Treatment Form** before the injured employee receives care. The required form can be found at www.ehs.iupui.edu, click on **Accidents and Injuries** in the middle column.

Injured employees must receive care at IUPUI Health Services, unless the injury necessitates that they be seen in an Emergency Room or occurs after hours.

Within twenty-four (24) hours, the supervisor or designee from the department must fill out and submit an **electronic Injury/Illness Form** located at www.ehs.iupui.edu, click on **Accidents and Injuries** in the middle column. A printed copy must be signed by the employee and supervisor and mailed to IU Risk Management, Poplars 705, Bloomington.

The Injury/Illness form should be completed regardless of whether the injury required professional medical attention.

Supervisors or department designee's must be authorized to complete the Injury/Illness form. Contact IUB Workers Compensation at 812-855-4847 to register supervisors.

Obtaining Medical Treatment

Obtain medical attention from IUPUI Health Services during normal working hours;

M, T, W, F 7:30 a.m. — 5:00 p.m.
Thursday 9:00 a.m.— 5:00 p.m.

Location: 1140 West Michigan Street, Coleman Hall, Room 101.

Phone: 274-5887

After hours:

If IUPUI Health Services is closed employees should go to the IU Health Occupational Services-Park Fletcher located at 5603 West Raymond Street (See map on back).

Emergencies:

If the injury is an emergency, employees are go to the Methodist Hospital Emergency Room. If an ambulance is needed, the employee may be transported to Methodist Hospital when possible.

After Medical Treatment

IUPUI Health Services will give the injured employee a Work Status Report which may list work restrictions that should be followed or may indicate that the employee is to be off work.

Off Work

If the form indicates the employee is to be off work, the employee must contact his/her supervisor to advise them that they will be off work.

Restrictions

The form may indicate that the employee has restrictions to their work. If this is the case, the form must be taken to his/her supervisor following the appointment and before leaving campus for an evaluation of transitional work that may be available within the department. If transitional work is not available through the employee's department, the departmental coordinator is required to call the Worker's Compensation Unit at 812-855-4847 before the employee leaves campus. If after normal business hours, call the following work day.

Return-to-Work Program

After seeking medical treatment from IUPUI Health Services or the emergency room, employees injured on the job may be released to work with temporary restrictions.

Options for Transitional Work

IU Worker's Compensation Unit, along with IUPUI Environmental Health and Safety (EHS), have evaluated and established a transitional duty job pool for IUPUI.