

**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION**

**m e m o r a n d u m**

**subject:** Workers' Compensation  
Procedures: Occupational  
Injuries (Revised)

**date:** February 2, 2012

**to:** All Concerned

**from:** Vicki Arpin  
Human Resources Administrator

**PERSONNEL MEMORANDUM 92-2 REVISED (Revised from November 1, 2010)**

The processing of Workers' Compensation claims can be complicated because of all of the people who are involved, i.e., the injured employee, the supervisor, the medical provider, the DOT Human Resources Associate, and the State's Workers' Compensation Third Party Administrator. Carefully following the instructions and procedures described below can minimize those complications; avoid unnecessary delays in paying Workers' Compensation benefits and medical bills; and help the injured employee return to work as soon as possible.

**Procedures**

The following procedures must be followed whenever an employee is involved in an on-the-job injury:

1. The employee must immediately report **any** on-the-job injuries/accidents to his/her supervisor.
2. The supervisor must seek immediate medical attention for the injured employee if necessary. For new injuries, the employee must choose a network medical provider for treatment. Current Network Provider Directories are available on the DAS Website: [www.das@ct.gov](http://www.das@ct.gov) and in the Newington Human Resources Office. If you do not have access to a directory, you may call the hotline number (1-800-828-2717) to obtain information on network providers.

The necessity of obtaining medical attention for an employee who received an on-the-job injury or illness must be of primary importance and concern and is a responsibility to be shared by both the employee and the supervisor involved. The type of accident will dictate the degree of medical attention that may be necessary.

If the injury is of a serious nature, it is advised to seek medical attention from the nearest doctor, hospital, ambulance, etc. immediately.

3. The supervisor must immediately (within 24 hours) complete a [Report of Occupational Injury or Disease \(Form PER-WC-207\)](#) and a [Supervisor's Incident Investigation Report \(Form SAF-14\)](#) and forward to Newington Human Resources Safety Division.

It is critically important that supervisors report the injury to the posted hotline (1-800-828-2717) within 24 hours after the injury occurs. Include any and all special facts or pertinent information concerning the injury so the claim can be processed within the time limits prescribed by law.

The Department of Transportation, as an employer, is obligated by law to process **each** and **every claim** of Workers' Compensation. If you question the validity of a claim or feel that a claim should be contested, please contact the **DOT Human Resources Associate** at 860-594-3115, but continue to process the paperwork in a timely manner.

4. The supervisor must have the injured employee complete the following forms within ten days from the date of injury (to be signed by employee and returned to Newington Human Resources):

- [WC-211 & 1A - Third Party Liability/Concurrent Employment](#)
- [1A - Filing Status and Exemption Form](#)
- [WC-715 - Request for Use of Accrued Leave with Workers' Compensation](#)  
(The unit must keep a copy of the WC-715 and be sure the time sheet coding matches the employee's elections on this form)
- Workers' Compensation Procedure Agreement

A WC-715 form must be submitted for each separate lost time occasion. Once an election is made, it cannot be revoked and will remain in effect for that period of lost time. The DOT Human Resources Workers' Comp Liaison should be contacted if assistance is needed.

5. The treating physician forwards a completed [Worker Status Medical Report \(WC-208\)](#) to the Third Party Administrator. It is the employee's responsibility to ensure this form is received by the DOT Human Resources Division after each and every medical appointment. If the **Worker Status Medical Report** is not received, the absence may be charged to Unauthorized Leave Without Pay. A [Worker Status Medical Report \(WC-208\)](#) must be submitted by the employee until he/she returns to work, full duty.

6. All medical bills related to on-the-job injuries should be sent directly to the Third Party Administrator.

The date of the accident and the Agency name (DOT) must be shown on each bill submitted for payment. Failure to include this information may result in payment delays. Employees should refer all letters or notices from medical providers or collection agencies concerning non-payment of Workers' Compensation related bills to **the Third Party Administrator**.

It is extremely important that these procedures and forms be completed promptly. Delays in following these procedures, completing and submitting these forms will result in a delay in the payment of employee salaries, Workers' Compensation benefits, and medical bills.

**Attendance Coding**

1. A copy of the WC-715 should be retained with the supervisor in order to correctly code employee's time sheet.
2. Code the time in accordance with the employee's election form (Request for Use of Accrued Leave with Workers' Compensation).
3. The day of injury is always coded to regular work activity.
4. While an employee is being coded to any type of workers' compensation activity, code only to overhead and never to a project code.
5. The employee has the option of receiving his full pay while out of work on workers' compensation. If the employee elects this option, he will receive the difference between his/her state pay and what the workers' compensation pays (differential). Payment is made via employee's leave balances.
6. The employee also has the option of not receiving full state pay and not using his/her leave balances. In this case they would only receive payment from the third party administrator.
7. If leave balances are elected, follow the sequence of use and continue until contacted by Newington Human Resources Associate.

**On the date the employee returns to work, a call must be made to DOT Human Resources (860-594-3174) to report the date of return** to avoid an overpayment of benefits. All medical documentation with the effective date of return to work should also be sent immediately to Human Resources in Newington. If there is any question regarding an employee's return to work and capabilities, please contact the Newington Human Resources Associate. **Please do not send employee home.**

**Employee Responsibilities**

Generally, employees must do everything reasonably possible to ensure their recovery and their return to work occurs as quickly as possible. Specifically, employees should:

1. Follow their doctors' advice in terms of medical treatment, therapy, medication, activity restrictions, etc. Employees should not engage in any physical activity which could be counterproductive to the healing process and cause a setback in terms of recovery and returning to work. Employees are accountable for their actions.

2. Employees must make every reasonable effort to keep their scheduled doctors' appointments and keep their supervisors advised of their progress. Employees should have their doctors notify the third party administrator immediately of any significant changes in the employees' medical condition, including the possibility of returning to work in a light or selective duty capacity.
3. Employees must provide their doctors with honest and accurate descriptions of what their job duties and responsibilities are. The doctor should be advised there are light/selective duty assignments available.
4. Employees must be sure their doctors provide the Department with completed medical documentation on the Worker Status Medical Report (WC-208).
5. Employees must return to work as soon as their doctor authorizes them to do so. A completed **Worker Status Medical Report** which either releases them to perform regular duty, or detail any duty restrictions (i.e., a weight lifting restriction of no more than 20 pounds, etc) should be completed and sent to the third party administrator.
6. Employees must inform the DOT Human Resources Division of any employment with another employer during the period Workers' Comp benefits are being received.

Following the above rules should improve communications between the injured employees, their doctors, their supervisors and the Human Resources Associate to ensure the employee's claim is processed timely and they return to work as quickly as possible. Failure to reasonably comply with these guidelines, or any abuse of the Workers' Compensation Program or benefits could result in the employee's discipline, which may include termination from State service. However, this shall not preclude employees from appealing such action through the grievance procedure or other forums.

Questions concerning this memorandum should be directed to the Human Resources Associate in the Newington Human Resources Division at 860-594-3174.

**STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION**

**subject:** Workers' Compensation  
Procedures

**m e m o r a n d u m**

**date:** February 2, 2012

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**to:** Claimant

**from:** Vicki Arpin  
Agency HR Administrator

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This is to remind all employees who are injured on-the-job of their obligation to comply with the Workers' Compensation procedures and instructions explained in DOT Personnel Memorandum 92-2 (Revised) dated February 2, 2012 (copy attached). Of particular importance is the section entitled "Employees' Responsibilities".

You are encouraged to read this memorandum and contact your Human Resources Liaison in Newington (860-594-3174) if you have any questions concerning its contents.

Failure to follow these procedures, including the submission of required periodic medical reports could jeopardize benefits and/or constitute cause for disciplinary action.

Attachment

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I have received a copy of DOT Personnel Memorandum 92-2 (Revised) entitled "Workers' Compensation Procedures: Occupational Injuries and Subsequent Absences" dated February 2, 2012.

Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

/\_\_\_\_\_  
/ Date