Guidance for managers: work-related injuries for hourly paid staff *

WHAT TO DO IF AN EMPLOYEE SUFFERS A WORK-RELATED INJURY

As a manager, you are required to report an employee's work-related injuries within 24 hours of the incident. If you are notified of an employee's work-related injury:

- Support the employee with seeking care, if needed. For emergencies, call MIT Police or 911. For non-emergencies, employees should seek care at MIT Health or with the employee's own health provider.
- File an incident report in Atlas within 24 hours. Go to Atlas and search for "report an injury" to access the form. You will need to first collect details of the incident from the employee and any witnesses.

The employee is required to obtain a medical note from the health care provider that indicates whether the employee can (a) return to work, (b) return to work with restrictions, or (c) is unable to return to work. Ask the employee to share the note with you and be sure to review the note carefully to understand any needed restrictions due to the injury. Send a copy of the note to hr-dsmlo@mit.edu.

WHAT IS WORKERS' COMPENSATION?

Workers' Compensation is wages paid for industrial accidents that prevent an employee from working for six days or more.

FILLING OUT THE TIME SHEET

Days 1 to 5: For the first five days of absence due to an Industrial Accident, the employee may choose to use their sick time or they can take the time unpaid. Once sufficient medical documentation is received, DSMLO will contact you regarding any needed time sheet adjustments.

ENTERING TIME: If the employee has sick time available and wants to use their sick time while the Workers' Compensation claim is being processed, enter "Sick" on the time sheet. If they do not want to use their sick time or do not have sick time, enter "Leave without Pay." If you are unsure of the employee's choice, please enter "Sick."

Once every three years, the employee may be eligible for pay during the first five days of leave for an Industrial Accident. If your employee qualifies the time sheet will need to be adjusted. DSMLO will reach out to you if this change is needed.

Day 6 to end of leave: If the employee is still absent on day 6, Workers' Compensation payments will begin, administered by Cannon Cochran Management Services, Inc. (CCMSI). These payments are at 60% of the employee's Average Weekly Wage over the past 52 weeks, and are tax-free with no deductions taken. Workers' Compensation payments may be supplemented with 40% of available sick time, which will cover any benefit deductions.

Check the employee's sick time balance on their time sheet. If they have sufficient balance, check with the employee whether they choose to (a) use 40% sick time to supplement the Workers' Compensation payments, or (b) reserve their sick time and only receive the 60% Workers' Compensation payments. If they do not have sufficient sick time balance or choose not to supplement with sick time, they must arrange payment of their health insurance benefits (if

enrolled) by contacting Accounts Receivable in the VPF office at accounts-receivable@mit.edu or 617-258-9142.

ENTERING TIME: If the employee will use sick time, the time sheet administrator enters code "Industrial Accident" for the hours employee is regularly scheduled to work. If the employee does not have or does not want to use their sick time, use code "Ind. Acc. Leave w/o Pay."

***Holidays/Vacation*:**

If you are using code "Industrial Accident" on the employee's time sheet (which means they are being paid by MIT using their sick time balance during their absence), then enter "Holiday" on the time sheet for any holidays that fall during the leave.

If you are using code "Ind. Acc. Leave w/o Pay" on the employee's time sheet (which means they are not being paid by MIT), then continue to enter "Ind. Acc. Leave w/o Pay" for days on which a holiday falls.

If your employee has a scheduled vacation during a period of Workers' Compensation, please reach out to MIT's Workers' Compensation Administrator at hr-dsmlo@mit.edu to determine appropriate next steps.

Returning to work

The employee is required to provide a return to work note in order to resume working. If the employee returns without a note, tell them they cannot work and ask them to obtain a note. Send a copy of the note to hr-dsmlo@mit.edu.

Pay Codes for Industrial Accidents

IA-First Five – Paid at 100% for any shift lost during the first 5 consecutive days, once a medical note has been received placing the Injured Worker (IW) out of work. Employee is eligible every 3 years.

Industrial Accident – Pays an injured worker at 40% of the wage, deducting payment from their sick time totaling 16 hours per week. Injured workers have the option to opt out of having sick time deductions occur. When sick time balance is exhausted, switch to "Ind. Acc. Leave w/o Pay" ("Industrial Accident-Sick w/o Pay" for Kronos users).

Ind. Acc. Leave w/o Pay ("Ind. Acc.-Sick w/o Pay" for Kronos users) – This code is used when an employee has opted out of using their sick time to offset their IA pay. Employees doing so are responsible for repaying any benefits covered by MIT during their leave, such as union dues or medical insurance. This code is also used if an employee has no sick time available.

Ind Accident-Holiday – This code pays employees at 40%, generally utilized when an employee has returned from full IA and is working reduced hours under light duty restrictions and a holiday occurs.

MIT's policies around Industrial Accidents and Workers' Compensation are available at the MIT Policies website.

If you have questions about the policies, please reach out to the Workers' Compensation Administrator at 617-253-9496 or: hr-dsmlo@mit.edu.

***For support staff**, the above process applies with one exception. Support staff are eligible for pay for the first five days regardless of previous work-related injuries in the past three years.*