EMPLOYMENT INFORMATION

WORK PLACE INJURIES

University Housing is committed to maintaining a safe work environment. All student employees should be conscious of unsafe conditions and work practices and bring them to the immediate attention of 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 must immediately notify the supervisor. It is important that the Employee’s Work Injury and Illness Report form be completed as soon as possible to document the circumstances of the injury or illness. This form should be obtained from your supervisor.

Student employees at UW are covered by the State of Wisconsin Workers Compensation program. This program provides for a review of medical treatment related to work injuries and payment of approved medical expenses. If a student employee misses work for an extended period because of a work-related injury, the Workers Compensation program may also make partial payment to the employee for lost wages.

A student employee who needs treatment for a work-related injury may arrange his/her own transportation and may choose to receive care from any medical provider.

University Housing has contracted with Union Cab Company to provide transportation for employees who need medical treatment, but are unable to arrange their own transportation. Housing employees are not allowed to use either personal or Housing vehicles to transport ill or injured employees for treatment.

A student employee who misses work due to a work-related injury or illness must regularly update his/her supervisor on the student employee’s availability to work. The student employee should turn all medical statements in to the University Housing Human Resources Office within one day of the medical appointment. When ready to return to work after receiving medical treatment for a work-related injury, the student employee should give the University Housing Human Resources Office a medical statement from a physician releasing the employee to return to work without restriction or outlining any restrictions due to physical limitations.

The injured employee should be sure to notify the medical provider that the injury is work-related and request that all medical bills related to the injury be mailed to the University Housing Human Resources Office at 625 Babcock Drive, Madison, WI 53706 or faxed to: (608) 265-8724. An injured student employee should forward all follow up requests for payment of medical bills to the Human Resources Office as well.