

EMPLOYMENT INFORMATION

WORKPLACE INJURIES

Reporting:

University Housing is committed to maintaining a safe work environment. All employees should be alert to unsafe work conditions or work practices and notify any safety concerns to their supervisors or Human Resources immediately. Additionally, all employees should report any and all work-related injuries to their supervisors immediately.

If a student employee is injured at work or suffers from an illness that may 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. Injury report forms should be completed within 24 hours of the injury and sent to University Housing Human Resources.

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 medical provider's office, employees may choose to arrange their own transportation, or may utilize Union Cab Company, and charge to the Housing account. 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 medical provider should provide regular updates to their supervisor regarding their ability to return to work. All medical statements or documentation should be given to University Housing Human Resources within 24 hours of receipt. When an employee is medically released to return to work by a healthcare provider, they should submit a return-to-work note, indicating when they are cleared to return to work, with or without restrictions, to University 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.

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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 to 625 Babcock Drive, Madison WI 53706, or via fax at 608-265-8724. Follow up requests regarding payment of medical bills or questions can also be sent to the University Housing Human Resources.

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 backdated 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](#)