

# Treasure Valley Community College

Code: GBEA  
Adopted: 10/20/98  
Readopted: 10/14/09  
Orig. Code: 402-2

## Workers Compensation Insurance

The College provides a workers' compensation insurance program for its employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment and/or the employee loses time away from work.

If an accident involves personal injury to an employee while on duty, regardless of how serious, the supervisor and Human Resources should be notified as soon as possible. Injury notification is necessary to comply with laws and assist in workers' compensation requirements. It is equally important that the employee's supervisor tell Human Resources that an injury has occurred. Injured workers who seek medical treatment or lose time from work must fill out a Worker's Compensation Report Form 801 and submit it within 5 work days to Human Resources. Employees who are injured or ill but do not seek medical treatment should complete the Incident/Accident Report and submit it to Human Resources. Human Resources will provide advice and assistance to any person filling out these forms.

When an employee is injured while performing his/her duties and qualifies for worker's compensation, the employee may:

1. Elect to receive only workers' compensation benefits and not use any of his/her accumulated sick leave; or
2. Elect to receive only workers' compensation benefits and use his/her accumulated sick leave to make up the difference between the amount of the workers' compensation benefits received and his/her normal salary or hourly wage. If sick leave is exhausted, then vacation may be used. For example, if an employee normally earns \$70 per day, and he/she receives \$50 per day in workers' compensation benefits, he/she may elect to receive \$20 per day from accumulated sick leave or vacation.

Work related fatalities must be reported to OR-OSHA within eight hours of occurrence. Accidents resulting in hospitalization overnight with medical treatment must be reported to OR-OSHA within 24 hours of the accident. Call (800) 922-2689, (503) 378-3272, or Oregon Emergency Response (800) 452-0311 on nights and weekends. The Human Resources office has forms for reporting injuries. Other than the types of injuries specified above, it is mandatory that every injury incurred on the job be reported.

Employees shall request volunteers working within their departments to complete a volunteer agreement so that the volunteers are subject to TVCC's workers' compensation insurance.

END OF POLICY

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**Legal Reference(s):**

[ORS 243.650](#)  
[ORS 656.033](#)

[ORS 657.170](#)

[OAR 437-001-0760](#)