

Worker's Compensation

Reporting An Accident

Hope College carries Worker's Compensation Insurance for all College personnel. If an employee is injured while performing duties on his/her job, they must promptly report the injury prior to securing treatment (unless the injury is serious). The College uses the services of Holland MediCenter, 175 South Waverly, Holland for treatment and assessment of most workplace injuries. Severe injuries would, of course, require treatment at a Hospital Emergency Room. Injuries should be reported promptly to Director of Occupational Health and Fire Safety. If the Director is unavailable, then the Physical Plant Operations Manager should be contacted for Physical Plant staff or Human Resources Office Assistant for other staff. Treatment at MediCenter requires pre-authorization by one of the three staff members indicated. MediCenter also conducts return to work evaluations for the College. Use of an employee's personal physician is allowed for continued treatment or follow-up after 10 days of filing an injury claim.

It is very important to promptly notify your supervisor, the Department of Health and Fire Safety and secure the necessary claim form from the Office Assistant in the Human Resources Office. All bills resulting from the injury must be submitted to the Human Resources Office. Hope College uses the services of an outside company to coordinate the claims. Payments are made directly by them to the doctor and/or the hospital involved.

The Health and Fire Safety Department will investigate all incidents for possible health or safety hazards, make a written report and take corrective action when necessary.

Payment for Lost Wages

Payment for lost wages are paid from the Worker's Compensation fund and are sent directly to the employee. Earned sick pay benefits may be used to supplement Worker's Compensation Benefit payments -- not to exceed 100% of the employee's current hourly payrate. All Hope College disability benefits will be suspended while Worker's Compensation Benefits are being paid. The College will continue to make retirement contributions and pay employer life and AD& D, and LTD premiums based on what would have been the employees normal base wage. Any outside income replacement benefits received will be coordinated with College sick pay or Short Term Disability payments - combined total cannot exceed 100% of normal earnings. Leave accruals will not be calculated on workers compensation earnings.