



Policy Chapter: Chapter 15 Risk Management

Policy Number and Title: 15.005 Workers' Compensation Program

I. Policy Statement

UNT values the health and welfare of its employees and provides workers' compensation coverage to employees who sustain an injury or occupational disease in the course and scope of employment.

II. Application of Policy

Employees

III. Policy Definitions

A. Alternate Duty

"Alternate Duty," in this policy, means a work assignment that allows an injured employee to temporarily perform the essential and marginal functions of a position, other than the employee's regular job, that are within the restrictions prescribed by the health care provider. An alternate duty assignment may be physically located in the employing unit or in another unit.

B. Benefit

"Benefit," in this policy, means a medical or income payment related to a compensable injury.

C. Claim

"Claim," in this policy, means formal request for worker's compensation benefits.

D. Claims Coordinator

"Claims Coordinator," in this policy, means an employee in Risk Management Services who is responsible for receiving notice of work-related injury or occupational disease and serves as the liaison between an injured employee, UNT, the healthcare provider, and the insurance carrier.

E. Communicable Disease

"Communicable Disease," in this policy, means an illness that occurs through the transmission of an infectious agent or its toxic products from a reservoir to a susceptible host, either directly, as from an infected person or animal, or indirectly through an intermediate plant or animal host, a vector, or the inanimate environment.

F. Compensable Injury

"Compensable Injury," in this policy, means damage or harm to the physical structure of the body sustained in the course and scope of employment or disease arising out of and in the course and scope of employment. "Compensable injury" does not include an ordinary

disease of life to which the general public is exposed, unless the disease is related to a compensable injury.

G. Course and Scope of Employment

"Course and Scope of Employment," in this policy, means the activity of an employee while performing official UNT business.

H. Employee

"Employee," in this policy, means an individual who is employed by UNT in a full-time, part-time, or temporary capacity.

I. Modified Duty

"Modified Duty," in this policy, means a temporary arrangement until the injured employee can resume full duty. It allows the employee to return to employment in their regular job and perform essential functions of the position and those nonessential duties and tasks that are within the capabilities of the employee, given the restrictions imposed by the treating health care provider. If, during the course of the modified duty assignment or after twelve (12) months, whichever is sooner, it is determined that the employee is a qualified individual with a disability as defined under the ADA, the employee may request a reasonable accommodation in accordance with [UNT Policy 05.011](#). The modified duty position may be considered a reasonable accommodation if the accommodation does not create an undue hardship on the university.

J. Occupational Disease

"Occupational Disease," in this policy, means a disease arising out of and in the course of employment that causes damage or harm to the physical structure of the body, including a repetitive trauma injury. The term includes a disease or infection that naturally results from the work-related disease. The term does not include an ordinary disease of life to which the general public is exposed outside of employment, unless that disease is an incident to a compensable injury or occupational disease.

K. Workers' Compensation

"Workers' Compensation," in this policy, means coverage that provides employees medical and income benefits if they sustain a compensable injury or occupational disease in the course and scope of employment.

IV. Policy Responsibilities

A. Employee Responsibility

1. Reporting Injury or Occupational Disease

Employees must notify their supervisor when they are injured within thirty (30) days of the date the injury or within thirty (30) days of when the employee knew or should have known that an occupational disease may be related to their employment. Failure to report the injury within thirty (30) days, may result in a denial of the claim.

2. Exposure to Communicable Disease

Employees who believe they may have been exposed to bodily fluids, injured by a sharp object or injured in any manner that could reasonably transmit a communicable disease must immediately inform their supervisor and be tested within ten (10) days of the possible exposure.

3. Submission of Claim

Employees who want to file a workers' compensation claim must complete and return all required claim forms to their supervisor or the Claims Coordinator.

B. Supervisor Responsibility

1. Reporting Injury or Occupational Disease

The supervisor is responsible for immediately informing the Claims Coordinator of employee injuries or when an employee has been or may have been exposed to an occupational or communicable disease as a result of the work environment.

2. Submission of Claim Forms

The supervisor must complete and return all required supervisor forms to the Claims Coordinator.

3. Education and Training

The supervisor must inform employees of their rights and responsibilities under the UNT Workers' Compensation Program on an annual basis.

4. Additional Responsibilities

The supervisor, in conjunction with [UNT Policy 05.020](#), must notify and coordinate with the Claims Coordinator immediately when an employee sustains a compensable injury and is unable to work, returns to work, is on modified or alternate duty, exhausts sick and/or vacation leave, resigns, or is terminated.

C. Claims Coordinator Responsibilities

1. The Claims Coordinator must act as a liaison with all applicable parties and maintain records of all work-related injuries reported and claims filed.
2. The Claims Coordinator must conduct periodic training for units, supervisors, and employees.
3. The Claims Coordinator must administer return to work options for injured employees as part of the Workers' Compensation Program.

D. Return to Work

Employees may return to work on alternative or modified work assignments following a compensable injury until released to full duty by their health care provider, as set out [in UNT Policy 05.020, Return to Work](#).

E. False Claim

An employee who intentionally files a workers' compensation claim when an injury or occupational disease is not sustained in the course and scope of employment or who provides false information about a claim is subject to criminal and civil penalties and disciplinary action, including termination.

F. Protection Against Retaliation

Retaliation against any person who reports an injury or occupational disease, encourages another to report, seeks assistance or guidance about workers' compensation, or who files a workers' compensation claim in good faith is strictly prohibited. UNT must take immediate action to address retaliation, up to and including termination for individuals who are found to have engaged in retaliation.

V. References and Cross-References

[Texas Office of Risk Management Communicable Diseases: Resources for Prevention and Mitigation](#)

[Texas Administrative Code, Title 28, Part 2](#)

[Texas Department of Insurance, Division of Workers' Compensation](#)

[Texas Labor Code, Chapter 501, Workers' Compensation Insurance for State Employees](#)

[Texas Labor Code § 418.001, Penalty for Fraudulently Obtaining or Denying Benefits](#)

[Texas Labor Code § 412.051, Texas Workers' Compensation Act](#)

[UNT Policy 04.015, Disability Accommodations for University Visitors](#)

[UNT Policy 05.011, Employment of Individuals with Disabilities/Workplace Accommodations](#)

[UNT Policy 05.020, Return to Work](#)

[UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

VI. Revision History

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