WORKERS’ COMPENSATION

The College provides workers’ compensation insurance to eligible employees for work-related injuries and illnesses that arise from, and occur in the course of employment.

An employee who performs hazardous work (as defined by the State of Wyoming Workers Compensation Act) is covered by the State Workers’ Compensation Fund. Employees working in non-hazardous positions are covered through private workers’ compensation insurance.

The President shall establish procedures regarding participation in the workers’ compensation plans.

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Employees must immediately report any work-related injuries or illness to his/her immediate supervisor or the Human Resources office. Failure to report a work-related injury or illness within three (3) calendar days could jeopardize the workers’ compensation benefits.

Choosing Sick Leave or Workers’ Compensation
Since workers’ compensation provides partial compensation for absences for than the three (3) working days, the employee must decide whether to accept benefits either from the College or from workers’ compensation, not both. If the employee chooses to use sick leave instead of pay from workers’ compensation and the employee receives payment from workers’ compensation, the employee must remit all such payment to the College. If the College objects to the employee’s work-related injury and the employee’s workers’ compensation is denied, the employee’s accumulated sick leave will be used for the employee’s absence.

The procedures for filing a claim for worker’s compensation are available in the Human Resources office. Employees are responsible for completing the appropriate workers’ compensation forms.

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