



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
2/21/01**

**REVISION  
4**

**PAGE  
D4-170.0**

SUBJECT

**EMPLOYEE INSURANCE AND BENEFITS**

SUB-TOPIC

**WORKERS' COMPENSATION INSURANCE (WCI)**

THE PROGRAM

This program, at no cost to the employee, provides payment of all medical expenses plus weekly disability benefits for all UTD employees who sustain an injury "on the job". "On the job" means while working for the University in an approved position or doing work related to that position for which an employee is being compensated by UTD. Injury may include occupational related diseases as well as physical bodily damage.

If an employee is injured on the job, he/she should immediately report to his/her supervisor regardless of how minor the injury may appear.

1. In accidents resulting in minor injury, the supervisor should contact the Safety Office immediately so arrangements for treatment can be made and administrative processing of the WCI claim may begin.
2. In accidents resulting in serious injury, anyone having knowledge of the accident or discovering the accident victim should immediately call "911" which contacts the University Police. The University Police will provide for immediate first aid and notify the Safety Office.

RIGHT TO CHOOSE A PHYSICIAN

Each employee retains the right to choose the person and facility to provide necessary medical services.

NON-DISCRIMINATION AGAINST EMPLOYEES

No employee will be discriminated against for filing a claim under this Act or for testifying in an associated proceeding. However, this is not to be construed as preventing the discipline or discharge of an employee for "just cause" in accordance with established discipline policies.

WAIVER OF BENEFITS

Employees who do not wish coverage under this insurance program may waive all benefits prior to University employment. This waiver may be revoked at any time during continuous State employment, at which time, the Program will become effective immediately.