

Workers' Compensation Policy

Applies to: All employees

Policy Statement:

The purpose of this policy is to ensure that *any* worker injured in the course and scope of employment receives timely access to all the benefits as prescribed by the workers' compensation laws of New Hampshire.

All Dartmouth employees are covered under the provisions of the workers' compensation laws of New Hampshire. The law covers employees' reasonable and necessary medical expenses and provides them weekly income for lost time from work due to an accident or an illness deemed compensable under the New Hampshire workers' compensation laws.

Regulation:

The New Hampshire Department of Labor regulates the provisions of the state's workers' compensation laws.

Obligation to Provide Temporary Alternative Work:

The law mandates that employers provide meaningful temporary alternative work to injured employees who have been released to light or modified work. Providing temporary alternative work not only meets the state's mandate, it also reduces the cost of workers' compensation claims. Dartmouth must supply temporary alternative work when asked with a few exceptions allowed.

Procedure:

Procedures on "what to report," "when to report" and "when to file" workers' compensation claims are outlined at the following Web site:

<http://www.dartmouth.edu/~rmi/workerscomp/wcprocedures.html>.

With few exceptions (such as medical emergencies) employees should report all injuries to the Office of Integrated Risk Management on the same day the injury occurs. They should also complete all paperwork on the same day as the injury to ensure their best recall of the facts.

Documentation:

Employees must submit three required forms before filing a workers' compensation claim. These forms are conveniently located at the following Web site:

<http://www.dartmouth.edu/~rmi/forms/>

Dartmouth College
Employment Policies and Procedures Manual
Policy last updated: Dec 1, 2006

For information on workers' compensation and short term disability please see the [Leaves of Absence](#) policy.

If you, or an injured worker, have a question regarding workers' compensation, please contact the Office of Integrated Risk Management at (603) 646-2441.