**Workers’ Compensation: Employee Rights & Responsibilities**

**Purpose:**  
Workers' compensation provides benefits to employees who experience work-related injuries or illnesses. This document outlines your rights and responsibilities to ensure a smooth process.

**Your Rights:**

1. **Medical Treatment:** You have the right to seek medical care for a work-related injury or illness from an approved provider. In emergency situations, you may receive care at Bronson ProHealth:

**Bronson ProHealth**   
**820 John St., Suite 102**  
Kalamazoo, MI 49001

Main: [(269) 341-8938](tel:2693418938)  
Fax: [(269) 341-7556](tel:2693417556)

1. **Wage Replacement:**
   1. If your injury prevents you from working, you may be eligible for wage replacement benefits through the state of Michigan. ​In Michigan, if you're unable to work due to a work-related injury or illness, you may be eligible for wage replacement benefits under the [Workers' Disability Compensation Act](https://www.legislature.mi.gov/(0czyc0qhfdwzqjiz1upjmmns)/documents/mcl/pdf/mcl-317-1969-3.pdf). These benefits are designed to provide financial support during your recovery period.​

**Responsibilities:** To continue receiving benefits, you are required to:​

* + 1. Actively seek employment within your capabilities.​
    2. Attend reasonable medical examinations as requested.​
    3. Participate in rehabilitation efforts aimed at returning you to work.
    4. Accept suitable employment offers that align with your physical abilities. ​
    5. It's important to note that these benefits are specific to work-related injuries or illnesses only.
  1. While you recover from a work-related injury, Kalamazoo College provides salary continuation based on the medical examinations and adherence to treatment plans. Salaried employees must communicate to their supervisor and HR time away for a work-related injury. Hourly employees must do the same ensuring that the time away is not recorded on their timecards in HornetHQ, instead this time is paid through short-term disability.

1. **Job Protection:** Your employment status is protected while you are recovering and actively engaged in recommended treatment plans, and accommodations will be determined based on medical restrictions and business needs.
2. **Claim Process:** You have the right to file a workers' compensation claim if your injury is work-related. Your claim will be reviewed by our workers' compensation carrier, Broadspire.
3. **Appeal Rights:** If your claim is denied, you have the right to appeal the decision through the appropriate state agency.
4. **Privacy & Confidentiality:** Your medical records and claim details will be kept confidential, except where necessary to process your claim.

**Your Responsibilities:**

1. **Report Promptly:** Notify your supervisor and HR of any work-related injury or illness **immediately**, or as soon as possible. Complete an Employee Incident Report Form within **24 hours, unless incapacitated**.
2. **Seek Medical Care:** If medical treatment is needed, follow the instructions provided by HR to visit a Bronson ProHealth facility.
3. **Follow Treatment Plans:** Comply with all medical instructions and attend follow-up appointments as required.
4. **Provide Updates:** Submit any medical documentation related to work restrictions or return-to-work status to HR promptly.
5. **Do Not Present Your Health Insurance Card or Pay Claims:** Medical care received in connection with a workplace illness or inquiry is covered by our workers' compensation carrier, Broadspire. Please submit any unpaid claims promptly to [hr.benefits@kzoo.edu](mailto:hr.benefits@kzoo.edu) to ensure payment.
6. **Return-to-Work Coordination:** Provide all documentation from Bronson ProHealth to HR so we can review if there are any restrictions related to your return-to-work. HR will reach out to your supervisor to discuss temporary job modifications, if medically necessary. We (HR and/or supervisor) will inform you of the status of your accommodation request as soon as possible.
7. **Accurate Information:** Provide accurate and complete information throughout the workers' compensation process.

For questions about workers’ compensation, contact **HR at hr.benefits@kzoo.edu**.