



Origination 6/7/2011
Last Approved 12/9/2025
Effective 12/9/2025
Last Revised 12/9/2025
Next Review 12/8/2028

Owner Janet Nix: Chief
Human
Resources
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Area 2.0 Human
Resources

Workers Compensation, 2.18

~~OPERATIONAL POLICY STATEMENT~~

~~All Yavapai College employees and documented College volunteers come within the provisions of the Arizona Worker's Compensation Law. Arizona Worker's Compensation provides wage replacement, rehabilitation, and medical benefits for employees who become injured or ill in the course and scope of employment, as well as compensation for dependents of an employee who dies as a result of an on-the-job illness or injury.~~

~~Injuries and illnesses occurring on campus or at a College-sponsored function must be documented and reported to the Human Resources department using established forms and procedures.~~

~~OPERATIONAL POLICY HISTORY~~

PURPOSE

Yavapai College (the College) is committed to providing a safe and healthy environment for all employees. In accordance with Arizona Workers' Compensation laws, this policy outlines the College's commitment to ensure that employees who experience a work-related injury or illness receive appropriate coverage, support, and protections.

POLICY APPLICATION

This policy applies to all College faculty, staff, student workers and documented volunteers.

OPERATIONAL POLICY

The College maintains Workers' Compensation insurance as required under Arizona Revised Statutes. Employees who sustain an occupational injury or illness arising out of and in the course of employment

are eligible for medical treatment and statutory benefits determined by the College's Workers' Compensation insurance carrier.

The College's approach reflects our values of **excellence, continuous improvement, and employee well-being**, and includes:

- A. Promoting a culture of safety and injury prevention
- B. Ensuring compliance with statutory and regulatory requirements
- C. Providing support to employees throughout recovery
- D. Encouraging early and safe return-to-work opportunities

I. Scope

This policy applies to all of the College employees, including:

- A. Full-time and part-time staff
- B. Full-time, adjunct, and temporary faculty
- C. Student workers
- D. Seasonal, temporary, or grant-funded employees

Volunteers may be covered as permitted under Arizona law and the College's insurance provisions.

II. Definitions

- A. **Occupational Injury or Illness:** A medical condition, injury, or illness that arises out of or occurs in the performance of duties on behalf of the College.
- B. **Workers' Compensation Benefits:** Statutory benefits provided under Arizona Revised Statutes, which may include medical care, disability compensation, and rehabilitative services.
- C. **Return-to-Work Program:** A College-supported framework that provides temporary modified or transitional assignments to support an employee's safe and timely return to work following an occupational injury or illness.

III. Medical Care and Benefits

Employees who experience a work-related injury or illness may receive Workers' Compensation benefits as determined by the College's insurance carrier. These benefits may include:

- A. Necessary medical evaluation and treatment
- B. Prescription medications as related to the injury
- C. Temporary or permanent disability benefits
- D. Rehabilitation services

E. [Wage compensation as allowed under Arizona law](#)

The College does not determine eligibility, benefit levels, or claim decisions; these determinations are made by the Workers' Compensation insurance carrier in compliance with state law.

IV. Return-to-Work

The College is committed to supporting employees in returning to work as soon as it is medically safe to do so. Modified and transitional duty assignments may be provided based on:

- A. [Documented medical restrictions](#)
- B. [Operational needs of the department](#)
- C. [Availability of appropriate temporary tasks](#)

Participation in the Return-to-Work Program reflects the College's values of continuous improvement, shared responsibility, and employee well-being.

V. Fraud Prevention

The College strictly prohibits fraudulent or intentionally misleading claims related to workplace injuries or illnesses. Employees who knowingly misrepresent information may be subject to:

- A. [Disciplinary action, up to and including termination](#)
- B. [Loss of Workers' Compensation benefits](#)
- C. [Civil or criminal penalties as permitted under Arizona law](#)

VI. Confidentiality

All information relating to workplace injuries, medical treatment, or Workers' Compensation claims will be maintained confidentially and stored separately from personnel files, in accordance with state and federal requirements.

RELATED PROCEDURES

[Workers Compensation Procedures, 2.18.01](#)

RELATED POLICIES

RELATED INFORMATION

POLICY HISTORY

Formerly Policy 2.3.14, Adopted 6/7/2011

Renumbered to Policy 2.18 in 10/2014

Revised to "Operational" Policy 3/5/2021

Transferred to PolicyStat 12/1/2021

Approval Signatures

Step Description	Approver	Date
Formatting Verification - PRC Head	Janet Nix: Chief Human Resources Officer	12/9/2025
Formatting Verification	Jamie Oltersdorf	11/18/2025

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