MEMORANDUM

To: Departments

From: Corrinne Kjelstrom, Insurance/Office Mgr., UND Safety

Date: June 18, 2013

Re: Out of state Workers Compensation Coverage

The University of North Dakota is required to procure workers compensation for employees working outside of the state of North Dakota for more than 30 consecutive days. This coverage MUST be in place at the time the employee begins his or her duties. The Risk Management Workers Compensation Program coordinates the purchase of this required coverage for all state agencies through its broker.

If an employee returns to work in North Dakota within the 30 days and works at his job for one day and then returns to the state where they are working and does this repeatedly throughout employment, the employee would be covered under North Dakota Workforce Safety and would not need out of state coverage. Coming home for a weekend and not putting in a days work, does not count. That employee would need out of state coverage.

Part-time employees, adjunct faculty, etc. must also be considered. Coverage needs to be in place prior to the employee beginning their employment with the University.

Attached is a form that must be completed when a department needs to obtain out of state coverage for a UND employee. The form needs to be completed by the department, not the employee. This form is also located on the UND Safety web site: http://und.edu/finance-operations/environmental-health-and-safety/riskmanagement.cfm. Send the completed information to Stop 9031 or e-mail it to: corrinne.kjelstrom@email.und.edu. The information will be forwarded to Risk Management to obtain the coverage.

If you have any questions or concerns, feel free to contact the Safety Office at 7-3341.

Thanks!