Policy 5.42

Workers Compensation Policy

The College Worker's Compensation Rules and Procedures are established by applicable Federal laws and state statutes. Changes in these legal guidelines will take precedence over published college rules and procedures.

Accidents involving injuries to employees must be reported to the Human Resources Department.

An employee of the College who is injured on the job in a job related accident is eligible to receive compensation and other benefits while suffering the effects of the on-the-job injury. In the event of an injury, both the employee and the supervisor have certain responsibilities required by law and good business practice.

Employee's Responsibilities

- It is the responsibility of the injured employee to make the injury known immediately to his/her supervisor.
- The employee will complete an "Employee Statement" form.
- Employees must consult Human Resources before seeing a physician and must seek treatment from physicians approved by Human Resources.
- If the employee must have a prescription filled due to a work-related injury, the pharmacist must be told that it is in connection with a Worker's Compensation claim.
- Work-related injuries must be reported to the North Carolina Industrial Commission using Form 19, "Employer's Report of Injury to Employee," immediately, if possible, but no later than 30 days after the date of injury. The Human Resources representative or the Worker's Compensation Insurance Company will complete and submit these forms. The employee will receive a copy of the completed form.

Supervisor's Responsibilities

- A supervisor receiving a report of a work-related injury must notify the Human Resources Department immediately. Human Resources is required by law to submit a full report (Form 19) to the state Worker's Compensation Office within five days after the employee's supervisor was notified of the injury. The supervisor will be required to complete a "Supervisor's Accident Report Form."

Compensation and Leave for Injury

- The College has the right to accept or deny alleged work related claims.
- An employee who is injured on the job may have certain costs paid if the North Carolina Industrial Commission accepts the claim. Payments may be made for expenses related to medical, surgical, hospital, and nursing services, required treatments and drugs, and certain medically necessary transportation costs.
- Employees who lose work time as a result of an on-the-job injury may elect one of three leave options if the claim is determined to be valid and the employer is liable. Worker's Compensation weekly benefits are currently paid at the rate of two-thirds the weekly salary up to a maximum which is set annually by the North Carolina Industrial Commission.

Option 1: The employee may elect to take sick leave or annual leave (if available) at full salary during the seven-day waiting period and then go on Worker's Compensation Leave and begin drawing Worker's Compensation weekly benefits.

Option 2: The employee may elect to go on Worker's Compensation leave immediately with no pay for the seven-day waiting period and then begin drawing Worker's Compensation weekly benefits.

NOTE: In either option above if the injury results in disability of more than 21 days, the Worker's Compensation weekly benefits shall be allowed from the date of the disability and the employee will be reimbursed for the first seven days and reinstatement of sick and/or annual leave used.
Option 3: The employee may elect to supplement the Worker's Compensation weekly benefit with the use of partial earned sick or annual leave (if available). This allows the employee to receive full salary as long as leave is available.

Additional information about Worker's Compensation is available from the Director of Human Resources.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *11/6/13*

Board of Trustees Review/Approval Dates: *11/6/13*

Implementation Dates: *Enter date(s) here*