

WORKER'S COMPENSATION

ORIGINATOR: Human Resource Administration

DATE: September, 1983

POLICY #83-20

PURPOSE:

To process and determine if a claim should be paid and to pay the amount of weekly compensation due to an injured employee promptly.

APPLICABLE TO:

All employees.

RESPONSIBILITY:

1. It is the responsibility of the department to file an injury report with Human Resources Administration as soon as possible after an employee has been injured.
2. It is the responsibility of the injured employee to have the hospital or doctor call his/her home department for verification of employment and "on the job injury."
3. It is the responsibility of the department to notify the Payroll Office the SAME DAY the employee returns to work.

POLICY:

1. It is required by law that injury reports are to be filed with Worker's Compensation within 48 hours after death, if injuries prove fatal; within ten (10) days after the injury; or, in the case of an occupational disease, within ten (10) days after the incapacity comes to the knowledge of the supervisor.
2. All bills or doctor's notes regarding the injury are to be sent directly to Human Resource Administration.
3. The weekly amount paid by Worker's Compensation is non-taxable.
4. Vacation and sick leave amount paid on the bi-weekly payroll is taxable.
5. Vacation and sick leave accumulations will be based on the amount of hours paid on the bi-weekly payroll during the period of incapacity, NOT THE FULL 70 or 80 HOURS BI-WEEKLY.