I. PURPOSE

To inform all employees of the benefits available under the Worker's Compensation Law and to provide information on how to apply for benefits.

General:

A. Benefits Provided by Worker's Compensation Law

   1. No compensation shall be paid for the first seven (7) days of disability. If disability extends to more than twenty-one (21) days, compensation shall be paid from the commencement of the disability.

   2. Medical expenses incurred at the assigned worker’s compensation clinic or emergency room treatment when warranted, that occur due to on-the-job injuries are paid upon receipt of proper medical reports.

B. Benefits Provided by the Institution

   Twelve (12) days for illness in-line-of-duty leave are provided to full-time employees. When this leave has been exhausted, regular sick leave may be used.

C. Benefit Payment

   1. Compensation checks are mailed from the College’s Worker’s Compensation insurance carrier, directly to the employee’s home.
2. Payroll and Benefits Accounting department will be provided the amount of the compensation check by Risk Management. The full-time employee's available "illness in-line-of-duty leave," "regular sick leave," "Vacation Leave" and/or "flexible holidays" will be charged at a rate of 1/3 of a work day for every full day the employee is out and the employee will be paid the difference between the Worker's Compensation and the employee's regular daily rate.

II. PROCEDURE

A. Submission of Injury Report

The employee in all instances of injury, regardless of degree, arising out of and in the course of employment, must report the injury to his/her supervisor and must submit a written report as required in paragraph B below.

B. Injury Report Forms

1. All reports of work related injury/illness will be submitted by Public Safety, which will complete the “Florida Community Colleges’ Risk Management Consortium (FCCRMC) Accident/Incident” form.

2. Risk Management will complete a “1st Report of Injury/Illness form, should medical treatment be necessary.

C. Immediate Supervisor's Responsibility

1. Reports of all injuries must be filed with the Public Safety Office within twenty-four (24) hours for referral to Risk Management.

2. Employees who require medical treatment will be provided with the Worker’s Compensation Referral for Medical Services form, which authorizes this action.

3. When the employee is unable to report to work, the Risk Management Office must be notified on the first day of absence by the supervisor. Risk Management will notify the supervisor when the employee is cleared to return to work.

1/18/05

PRESIDENT DATE