

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: Click here to enter text.

Policy Title: WORK RELATED INJURIES

Policy Statement: College employees injured while at work on campus or in discharging his/her assigned GCCC duties are covered under Worker's Compensation Insurance.

Procedures:

Under the Workers' Compensation Law, employees are entitled to certain benefits if they are injured on the job or suffer from an occupational illness. If an employee sustains an injury or contracts a disease believed to be related to employment, the employee must report it to the Human Resources Office. Certain procedures must be followed to ensure proper attention to the employee's claim. For injuries occurring during office hours, contact the HR Office immediately. If the injury occurs after hours, notify the HR Office as soon as possible the next business day. To ensure benefits, an employee must notify HR of the injury by the earliest of the three options below:

20 calendar days from the injury or accident

20 calendar days from the date they seek medical treatment

10 calendar days from the injured worker's last day of work (if the employee no longer works for the employer).

HR must authorize medical treatment before a claim will be considered a work related injury. The College shall have the right to conduct tests for drugs or alcohol on employees who are involved in an accident occurring during a time when the employee is working for the College. After authorization, the medical provider should send medical expenses incurred directly to the HR Office. In addition, worker's compensation may pay an employee a portion of their monthly salary up to an established maximum, provided the employee is off work a consecutive number of days as determined by law. If an employee does not qualify for salary replacement through worker's compensation, sick leave must be used for work days missed. If sick leave is not available, accumulated compensation time or vacation leave may be used. If there is no leave available, the employee will take leave without pay. In the event an employee receives salary replacement through worker's compensation, they may not also request paid leave from the college.

Non-employee: The college does not carry insurance to cover injuries to students or visitors. When a visitor or student sustains an injury while on college grounds, we expect all GCCC employees to respond in a helpful manner. Under no circumstances should you attempt to transport an injured individual in a personal or college vehicle. When in doubt, call 911. The injured party has the right to refuse treatment.

College employees are strictly prohibited from transporting injured employees, community members or students to seek medical attention. CALL 911.

Contacts: Director of Human Resources

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Keywords: injury, work comp, accident

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