

Worker's Compensation

Policy Owner Human Resources

Responsible Office(s) Human Resources

Policy

Converse University employees are covered by applicable workers' compensation laws, which may entitle them to receive medical attention and pay in the event of an injury sustained while carrying out their assigned work duties at the University. The University assumes the cost of the benefit by providing benefits through a workers' compensation insurance policy.

In order to be eligible to receive workers' compensation insurance benefits, an employee who is injured while carrying out his/her duties at the University must file a report with his supervisor as soon as possible after the injury, preferably within twenty-four (24) hours of injury. Failure to immediately report an accident or injury may subject the employee to discipline, up to and including termination, and may subject the employee to a denial of workers' compensation benefits. In addition to reporting to the supervisor, all injuries must be reported to the Director of Human Resources (telephone extension 9029) by the employee or the supervisor of an injured employee as soon as possible, preferably within twenty-four (24) hours. The illness/Injury must be recorded using the [Employee Incident Report](#) located on my.converse. Failure to report the injury to Human Resources immediately could affect the employee's right to receive benefits.

Process of Reporting Work-Related Injuries:

If an injury is serious or there is a life-threatening medical emergency, contact Campus Safety immediately at 864.596.9026 and/or dial (8) 9-1-1 and proceed to be taken to the nearest emergency medical care facility.

For non-serious injuries, treatment must be obtained through the Wellness Center. If more advanced care is needed, the injured employee must visit one of our designated Occupational Care providers listed on my.converse, Risk Management section of the Human Resources page. Please note prior authorization is required. Time spent in the treatment of an injury caused by an on-the-job accident, as well as any necessarily related absence that same day, is considered work/compensable time.

If it is determined by the designated occupational care provider that the injured employee is required to miss work, then the employee will receive no pay for the first seven (7) calendar days. Earned sick leave may be used. The Worker's Compensation Carrier will begin Lost Wage Benefits after the seven-day waiting period. If absence from injury is fourteen (14) or more calendar days, pay will be retroactive to day one. No duplicate payments to employees (i.e., payments of sick leave or vacation leave in addition to workers' compensation leave) will be made.

If the treating physician requires an injured employee to work alternative duties while recovering from their injuries, the University shall make every attempt to accommodate the employee. Injured workers are required to provide work status reports from the physician to their supervisor and Human Resources after every visit.

Version History

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