

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Workers' Compensation for On-the-Job Injuries

DATE: June 15, 2009

PURPOSE: To provide employees with guidelines to follow if an injury by accident or occupational disease occurs in the workplace.

SCOPE: These procedures apply to all classifications of paid College employees.

1. General

- A. In Nebraska workers' compensation is designed to provide certain benefits to employees who sustain injury by accident or occupational disease arising out of and in the course of employment and who are not willfully negligent in incurring such injury.
- B. Some of the benefits provided by workers' compensation may include:
 - 1) Medical Benefits — Reasonable medical and hospital services, appliances, prescribed drugs, prosthetic devices, and other necessary supplies.
 - 2) Wage Loss Benefits — Under the current state statute, employees receive 66 2/3% of wages or up to the weekly maximum for time lost due to total disability, beginning on the eighth calendar day of total disability, subject to a maximum and minimum weekly benefit as prescribed by law. (State law is subject to change and an employee who believes that they may qualify for workers' compensation benefits will be bound by the law at the time of injury, or as otherwise prescribed by law.) Employees may supplement this partial payment and receive up to 100% of pay by using accrued sick leave or annual leave. Benefits for time lost in the first seven days are not paid by workers' compensation unless disability continues for six weeks or longer. Note: Different benefit amounts, and the duration of such benefits, are established by law for cases of partial disability or death.
 - 3) Vocational Rehabilitation

2. Responsibilities

The Human Resources office is responsible for submitting a "First Report of Alleged

Occupational Injury or Illness” form to the College’s workers’ compensation insurance carrier, as appropriate, and for monitoring any claims and/or work loss that result from an incident. The Public Safety office is responsible for investigating and submitting a written incident report on all workplace injuries or illnesses.

3. Procedures

- A. When an on-the-job injury or illness occurs, the employee must notify his/her supervisor immediately, unless the employee is prevented by incapacity from doing so. In any event, notification must occur within 24-hours of the incident.
- B. Once notified, the supervisor, or his/her designee, must contact the Public Safety Officer on duty and the Human Resources office (if during regular business hours). Public Safety will investigate and document the incident, and Human Resources will provide direction to the injured or ill employee and the supervisor, or his/her designee, as to the appropriate course of action, including treatment facility options, the paperwork to be completed, and the employee’s benefits provided by law.

Adopted 10/19/94; Revised 1/1/00 (combined PM-VI-31 with VII-29); 6/15/09