

POLICIES & PROCEDURES

TITLE: WORKER'S COMPENSATION

Restated: July 2001

The purpose of this Policy is to outline the procedures for reporting, processing and administering work-related events at Mercer University.

A. Faculty/Staff Report

To report a worker's compensation event, the faculty or staff member is to:

1. Notify Mercer Police.
At MERC: Notify MERC Administration during regular business hours or Mercer Police in Macon if after hours.
2. Notify one's supervisor.
3. If the individual is unable to accomplish the reporting, the responsible supervisor or a witness to the event should do so.

B. Administration Report

Upon notification of a work-related event, a Supervisor should ensure that the event is or has been properly reported as stated above and is to direct the employee to a physician on the Approved Panel of Physicians, or to an emergency room, depending on the nature and severity of the event.

C. Benefits Administration

Upon notification of a work-related event, Benefits Administration is to:

1. Review the Report and provide any additional personnel data needed.
2. Call Core Management Resources (CMR) within one business day and report the event and fax a copy of the Report to Core.
3. Enter the event in the Worker's Compensation Database.
4. Enter the event on the OSHA 200 Log if it is an OSHA recordable event.
5. Send a Memorandum to the faculty or staff member and his supervisor instructing them as to how to report any lost time; that the individual must utilize his accrued Sick and/or Vacation Time during the first seven days of lost time and to subsidize the Worker's Compensation Income Replacement Benefits (if awarded); and that copies of all work excuses/releases must be sent to Benefits Administration.
6. Coordinate with CMR and Human Resources if the individual reports any lost time.
7. Coordinate with CMR and Human Resources to facilitate the individual returning to work in a partial or full status.
8. Instruct any medical providers who may contact the University that all medical issues involved with the event are to be managed through CMR.

D. Core Management Resources (CMR)

Upon notification of a work related event CMR is to:

1. Enter the claim into the CMR Worker's Compensation System.
2. Determine if the event is compensable under the State Worker's Compensation rules.
3. If it is not a compensable event, CMR will notify Mercer Administration, General Counsel, Human Resources and Benefits Administration in writing of the reason(s) for denying the claim within one business day of the event being