



Southeastern Louisiana University Worker's Compensation Policy

Document History

Responsible Administrator: VP Admin and Finance

Responsible Office: Human Resources

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Approved by: Sam Domiano

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Policy Statement

The purpose of this policy is to ensure that any worker injured in the course and scope of employment receives timely access to all the benefits as prescribed by workers' compensation laws.

Purpose of Policy

Employees are covered by workers compensation, which provides for payment of medical expenses and partial salary payments in the event of an approved work-related injury or illness. The amount of the benefits payable and the duration of payment depend on the nature of the injury or illness and the employee's salary. In general, usual and customary medical expenses incurred in connection with an injury or illness are paid and partial salary payments are provided beginning after the seven-day waiting period.

Applicability

This policy applies to all employees.

Policy Procedure

If an employee is injured or becomes ill on the job, a report must immediately be filed with the employee's immediate supervisor or department head and with the Human Resources Office. This ensures that the University can assist in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate Worker's Compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness. Questions regarding Worker's Compensation should be directed to the Human Resources Office.

The Human Resources Office must be notified immediately following any accidents/incidents. In all cases that are true emergencies (life or limb threatening) the most important issue to remember is to get the employee immediate medical care by:

1. First call the University Police Department at ext. 2222. (Southeastern Police Officers are certified in initial first aid and CPR after their initial employment.)
2. Then place a call to the Human Resources Office for additional instructions and information.

The accident report must then be completed as soon as possible. All other accident/incidents are to be reported immediately to the supervisor and the departmental timekeeper, when applicable, and to the Human Resources Office for the appropriate forms to be completed. The Human Resources Office must be kept informed of all aspects of medical care to properly notify the Division of Administration-Office of Risk Management and the Office of Workers' Compensation, when applicable as outlined by LA Workers' Compensation Law.

The University can be fined if found to be in violation of reporting requirements. Fines for violating reporting requirements will be charged to the department at fault. The accident/incident forms and Office of Risk Management/Loss Prevention forms are required whether or not the employee requires medical treatment.

In the event that the employee does require medical care, the employee is entitled to select a physician of choice for treatment. The treating physician may refer the injured employee to another doctor specializing in another area of medicine and in some cases to physical therapy. The employee cannot travel outside the State of Louisiana to receive medical treatment unless it is approved by the Office of Risk Management. The University or the Office of Risk Management may choose other physicians and arrange examinations, which the employee would be required to attend for a second opinion.

Employees are entitled to all necessary and reasonable medical expenses associated with the injury as provided by Louisiana Workers' Compensation Law. The employee becomes eligible for Temporary Total Benefits after the doctor certifies the employee as being unable to work and the employee has been out for 7-days following the injury. Workers' Compensation is computed at 66 and 2/3% of average weekly earnings or a maximum not to exceed \$605/per week. Wages lost during the first seven days after the injury are not replaced unless the employee is off the job for more than 14 days. The employee uses his/her accrued sick leave and stays in full pay status with the University. The check for the employee's Temporary Total Benefits is sent to the Human Resources office and the employee is asked to sign the check over to the University. The check will be receipted by the Cashier Section of the Controller's Office. The check stub and the original receipt are given to the employee. The amount of leave that the check will buy back is determined by dividing the employees' hourly rate of pay at the time of the accident into the amount of the check. The amount of the check then converts to leave time and that amount of time is added back to the employee's existing leave balances. If the employee does not have a sufficient amount of leave to use, then the employee may receive the workers' compensation check.

Note: The employee cannot receive both the Workers' Compensation Check and a full payroll check.