WORKERS’ COMPENSATION D085

12/15/2006

PURPOSE

To provide Administrative/Professional employees with information regarding medical treatment and compensation for salary lost as a result of job-related injuries or illnesses.

DEFINITIONS

Job-Related Injury or Illness

Arising out of and in the course of employment.

Compensation

Remuneration payable to employees or dependents as provided by the Workers’ Compensation and Occupational Disease Act of the State of Florida.

POLICY

All Administrative/Professional (A/P) employees are protected by the provisions of the Workers' Compensation and Occupational Disease Act of the State of Florida. The university's insurance carrier pays for medical expenses and compensates the A/P employee for salary lost according to the rates set by the State of Florida, if such expenses or lost salaries are the result of a job-related physical injury or illness. A/P employees engaged in maritime operations who are covered under other statutes for purposes of job-related physical injury or illness may not be eligible for benefits under the Florida Workers' Compensation and Occupational Disease Act.

PROCEDURE

Any job-related injury or illness regardless of severity must be reported immediately by the affected employee, or any employee if the affected employee is unable to do so, to the supervisor and the Risk Management Office. The supervisor or the affected employee must immediately arrange for medical treatment. All lost time due to a job-related injury or illness must be reported to the Human Resources Office and the Risk Management Office. An employee absent during the first seven calendar days after an on-the-job accident is paid by the employee's department as Administrative Leave if the absence is verified by a physician. If the absence extends beyond seven calendar days, pay will be provided by the University's insurance carrier based on Florida law (see Leaves of Absence Policy D050).

All claims under the Workers' Compensation Act are processed through the appropriate Risk Management Office. Claims are reviewed for approval by the University's insurance carrier. The Act provides that the employer and its insurance carrier has discretion to select the practitioner(s) and the place for providing medical treatment.

For non-emergency situations, the employee must obtain approval from the Risk Management Office before being treated by any practitioner or health care facility (see Leaves of Absence Policy D050; section on Industrial Disability Leave).