



Eastern Florida State College

Workers' Compensation – Employees' Work Rules & Responsibilities

Reporting An Injury

Reporting Requirements. When an employee is injured on the job, the College has a responsibility to see that any needed medical treatment is provided; the employee has a responsibility to report the injury in order to receive medical treatment. **Reporting an injury is not optional.** Even if the employee is involved in an accident but decides that there is no injury, the employee is still required to report the accident to the supervisor. Failure to provide timely information subjects the College to fines and penalties under the Workers' Compensation Law. It can also affect the employee's eligibility for workers' compensation benefits.

Occupational Accident or Illness. On-the-job accidents, injuries, or occupationally incurred illnesses must be reported to the Human Resources Office **immediately** by the employee's supervisor; the supervisor is also responsible for submitting an *Accident/Incident Report* to the Human Resources Office **within two business days**. The Security Office is not responsible for completing the *Report* but informing the Security Department is advised in order to obtain assistance with the event, as well as notifying Human Resources, and calling 911 when necessary.

Vehicle Accidents. When a vehicle accident occurs on campus, the driver will notify Campus Security Office; the staff will offer assistance and call 911 when necessary. Whenever a College-owned or College-rental vehicle is involved in an accident, irrespective of the cause, severity, or fault, the driver must contact the appropriate law enforcement agency as soon as possible. Personal injuries are the priority and must be addressed before contacting the College.

During College business hours, the traveler will notify the immediate supervisor, the Human Resources Office, and the EFSC Campus Security Office as soon as practicable to report the details of the accident. The traveler or the supervisor will complete an *Accident/ Incident Report*.

Injuries Requiring Medical Attention. The *Accident/Incident Report* (including a physician's statement describing the ailment and verifying the disability) is submitted to the Human Resources Office within two business days from the accident/injury or from the beginning of the work-related illness.

College employees **will not transport** victims of accidents with injuries to or from any medical facility for any reason.

Absence from Work

Workers' Compensation Absence. Each employee is entitled to a maximum of 12 days of sick leave per calendar year when an injury or illness is due to a job-related activity. These leave days are non-cumulative and will be granted at full pay, provided that:

- The Office of Human Resources is notified of the situation **within two business days** after the injury or illness is sustained;
- A *First Report of Injury Form* is completed online by the Office of Human Resources **within two business days** after the beginning of the impairment.
- A *Leave of Absence Request Form* has been submitted to Human Resources **within two** business days.

Workers' compensation sick leave will be paid only when the employee is required to be away from the work site for the full work day as certified by the treating physician. If the employee works a portion of a day, then the employee will use available personal leave, sick leave, or vacation leave. An employee, absent from work due to a work-related injury, will also be allowed to draw time from accumulated vacation leave and sick leave to receive a full paycheck after the 12-day maximum has been reached. Refer to Procedure 307.4 Workers' Compensation Insurance and Procedure 305.17 Workers' Compensation Sick Leave.

Summary of Employee/Supervisor Responsibilities

- The employee must report any work-related accident/injury/illness to the supervisor.
- The supervisor must complete an *Accident/Incident Report* **within two business days**.

When accident/injury/illness is serious:

- If emergency room treatment is necessary, the injured/ill employee should proceed to the nearest hospital.
- The injured/ill employee must notify supervisor as soon as possible.
- The supervisor will notify the Office of Human Resources immediately.
- Human Resources will refer employee to an authorized physician for treatment, provide an identification form, and report the injury/illness.
- The supervisor or employee will complete the *Accident/Incident Report* **within two business days** from the date of the work-related accident/injury/illness and send the form to the Office of Human Resources.
- The employee (or supervisor, if employee is incapacitated) will submit a *Leave of Absence Request Form* **within two business days** from the accident/injury/illness.
- The employee, determined by a physician to be unable to work, must stay in contact with the supervisor on a weekly basis.
- The employee has a duty to follow doctor's instructions when recuperating from a work-related injury/illness.
- A statement from the treating physician stating the nature of the disability and the expected duration of the disability must be submitted to Human Resources by the employee in order for HR to authorize an absence from work due to a work-related injury/illness.
- The employee must provide a release form from the treating physician in order to return to full duty.

Important Phone Numbers

Human Resources	433-7079
Employee Benefits	433-7074

Security Services Emergency Numbers

Cocoa Campus	Office 433-7086; 24/7: 403-5907
Melbourne Campus	Office 433-5586; 24/7: 403-5909
Titusville Campus	Office 433-5086; 24/7: 403-4200
Palm Bay Campus	Office 433-5286; 24/7: 403-5911



www.easternflorida.edu

Eastern Florida State College is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award baccalaureate and associate degrees, as well as specialized certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Florida State College.