

STOCKTON UNIVERSITY



PROCEDURE

Accidental Injuries Sustained by Employees

Procedure Administrator: Director of Risk Management and Environmental/Health/Safety

Authority: State of New Jersey Claims Section

Effective Date: July 25, 1983, September 23, 2009; November 4, 2011

Index Cross-References:

Procedure File Number: 6906

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide employees with information related to accidental injuries during periods of active employment.

II. PROCEDURE:

- A. Applicability: Any employee of the University injured in an accident arising from and/or in the course of employment or contracting an occupational disease from contact during employment is covered by this procedure. The term "employee" includes all full-time, part-time, seasonal and student workers paid by the State of New Jersey, Department of Treasury.
- B. Reports: To insure coverage for employees, a personal injury report must be filed by the supervisor and employee with the Human Resources Department within 48 hours of the accident. These forms are available in that office and on-line.

- C. Injury: In event of a serious injury or fatal accident, the Human Resources Department must be notified immediately. An employee who reports that he/she has been injured at work should obtain medical care immediately. In case of an emergency, Human Resources will insure treatment at the nearest adequate facility. The State of New Jersey requires the injured employee be treated by an authorized physician. The Human Resources Department maintains a list of recommended treating physicians from the surrounding area. If the injury is of such a minor nature that the employee is not required to see a physician and there is no time loss other than for incidental first aid, a brief report should be filed with the Human Resources Department. When completing reports concerning accidents, it is essential that all witnesses be identified and reported. Injured state employees should not make any verbal or written statements to anyone other than:
1. Police officers investigating the accident.
 2. Supervisors filing the reports.
 3. Representatives of the N.J. Workers Compensation claims section who carry identification.
 4. Representatives of the State's liability insurance carrier who will also present identification.
 5. Representatives from Stockton University Risk Management Office
- D. Notification: The Human Resources Department will notify the Department of Risk Management of accidents or injuries affecting an employee. Other departmental heads will also be notified as appropriate.
- E. Claims: All bills for medical treatment, x-rays, hospital care, drugs, physicians' statements concerning employee's ability to work must be submitted to the Human Resources Department as soon as possible. Employees should not pay any of these bills but arrange for them to be charged and sent to the Human Resources Department for submission to Workers Compensation Claims Section.
- F. Final Report: At the conclusion of treatment, a final report will be procured from the treating physician to ascertain if the injury has resulted in permanent disability. If so, the disability claims section will contact the employee for compensation pursuant to a schedule set forth in the Workman's Compensation Law. If a direct settlement cannot be concluded, the Claims Section will arrange for a hearing before the Workman's Compensation referee and, in the event of litigation, will define the claim on behalf of the state.

G. Workman's Compensation Claim: If the injury is found to be a bona fide Workman's Compensation Claim, the employee has the option of charging lost time against sick, vacation or personal leave or receiving payment through Workers Compensation.

1. Leave is limited to the periods of disability required for the recovery or to a period of one year from the date of the accident, whichever period ends first.
2. Workers Comp is approximately 66% of the employee pay with the maximum rate being \$792 for 2011. The maximum rate is determined by the State of NJ at the beginning of the calendar year. Monies received from a third party to an employee for costs incurred out of a Workman's Compensation Claim will be reimbursed to the state for its costs.

Approval History:

	Date
President	11/4/11