

UNCW WORKERS' COMPENSATION PROGRAM

UNCW is continuously striving to provide a safe and healthy work environment. When you practice safety on the job you are helping to maintain an accident free workplace. Any employee who suffers an injury by accident or contracts an occupational disease within the meaning of the Workers' Compensation Act may apply for benefits provided by the Act. The State has a self-insured program that is managed by a third-party administrator, Key Risk Management Services, Inc. (KRMS). All expenses for Workers' Compensation are paid from current operating budgets.

Please become familiar with the information outlined below. Your recovery is a major concern to the university. If you have questions about your claim, contact the university's Workers' Compensation Administrator in Human Resources (**962-3392**), your adjuster at Key Risk Management Services, Inc. (**1-888-876-8611**), or the North Carolina Industrial Commission at 430 N. Salisbury St., Raleigh, NC 27611. Additional information is available in the university's Administrative Procedures Manual.

EMPLOYEE'S RESPONSIBILITIES IN THE EVENT OF A JOB-RELATED ACCIDENT OR ILLNESS

- ✓ Report all injuries and illnesses immediately to your supervisor. Your supervisor will arrange medical treatment with **an approved medical provider**, notify Environmental Health & Safety (EH&S) and Human Resources, and complete appropriate reports.
- ✓ Seek appropriate medical attention from the university's **approved medical providers** as listed below.

Life-threatening emergency: Call University Police at 4911 or Go to the nearest medical facility.

Serious Injury: Cape Fear Hospital Emergency Room **452-8112**

All others: Medac II
1442 Military Cutoff Road
8 AM – 8 PM 7 days a week **256-6088**

Medac II is staffed by physicians trained in emergency and family medicine and is the appropriate place of treatment for most non-life threatening situations including lacerations requiring sutures, strains, sprains, possible fractures, and insect stings.

Follow-up Care: Medac Corporate Health Services
5220 Oleander Drive
8 AM – 5 PM Monday – Friday **452-7000**

- ✓ Employees are expected to return to work on the day of the injury unless the approved treating physician **prohibits** return to work. UNCW's Transitional Work Program provides injured employees with alternative work assignments within their usual work unit or, if necessary, elsewhere on campus. Sick leave may only be used if return to work is prohibited. Refer to "Use of Leave and Payment for Time Away From Work" below.
- ✓ Follow all medical instructions and restrictions.
- ✓ The "Return to Work" form provided by Medac should be given to your supervisor to review.
- ✓ Complete the Employee's Statement for Work-Related Accidents and give to your supervisor.
- ✓ Adhere to work duties assigned to you as part of the university's Transitional Work Program.
- ✓ Follow safe work practices!

SUPERVISORS' RESPONSIBILITIES IN THE EVENT OF JOB RELATED INJURY OR ILLNESS

- ✓ Ensure that the injured employee receives immediate and appropriate medical attention and is directed to **approved medical providers** as listed above.
- ✓ Report the injury immediately to Human Resources (**962-3392**) and Environmental Health & Safety (**962-3057**).

- ✓ Complete Supervisor's Accident Report and forward to Human Resources and EH&S within 24 hours.
- ✓ Correct unsafe conditions immediately and assist in the accident investigation to determine the cause of the accident.
- ✓ Review the Return to Work form given to employee by physician. **Employees are expected to return to work on the day of the injury unless the approved treating physician provides a written authorization prohibiting return to work.**
- ✓ Follow the physician's instructions for work restrictions; assign alternate work duties if appropriate; contact Human Resources with questions about the Transitional Work Program.
- ✓ Communicate with injured employees to ensure their needs are met.
- ✓ Encourage safe work practices!

DETERMINATION OF WORKERS' COMPENSATION LIABILITY

Determination of Workers' Compensation benefits will be made by the adjuster at Key Risk Management Services, Inc., the state's third-party administrator for Workers' Compensation.

PAYMENT OF MEDICAL EXPENSES

All reasonable medical, surgical, hospital, nursing, sick travel, medicines, and rehabilitative services that are prescribed by the **approved medical provider** and **authorized** by the third-party administrator will be covered by Workers' Compensation for compensable injuries. Only the approved physician should prescribe treatment and medication for the job related injury. Payments for medical expenses are processed and mailed by Key Risk Management Services, Inc.

USE OF LEAVE AND PAYMENT FOR TIME AWAY FROM WORK

- ✓ The employee's salary is continued on the day of the injury. If the approved treating physician restricts the employee from all work, the employee must go on Workers' Compensation leave and must elect to use accumulated sick or vacation leave, compensatory leave, or leave without pay for the first 7 days.
- ✓ After the 7-day waiting period, if the approved treating physician continues to prohibit return to work, the employee receives 66-2/3% of average annual earnings up to a maximum benefit established by the North Carolina Industrial Commission. If lost time continues more than 21 days, the 7-day waiting period is reimbursed.
- ✓ Employees who require additional approved medical visits authorized by the third-party administrator are not charged leave for reasonable time away from work for these appointments. Employees should try to schedule treatments at a time most convenient for their work unit.

CONTINUATION OF BENEFITS DURING WORKERS' COMPENSATION LEAVE

For employees receiving a Worker's Compensation wage, benefits are affected as follows:

Medical Insurance	UNCW continues to pay the employer portion.
Vacation & Sick Leave	Employees continue to earn leave.
Longevity (SPA Only)	Longevity payments begin following 10 years of service.
State Retirement	Employees do not receive retirement service credit while on Workers' Compensation leave. However, members of the State Retirement System may purchase service credits within 12 months after returning to work.
Optional Benefits	Employees may continue optional benefit programs by sending the monthly premium to the Payroll Department.