



WORK-RELATED INJURY REPORTING PROCEDURES

There are occasions in which an employee may sustain an injury during the course of his/her employment with the University. We want to insure that such injuries are treated promptly and properly. Therefore, we are taking this opportunity to reconfirm the procedures to be followed by University employees in the event of a work-related accident/injury in order that, where appropriate, SLI and/or Workers Compensation Benefits may be forthcoming to cover such situations. Sick Leave Injury pays the employee full salary for up to one year while he/she is on approved leave. After that period of time, Workers Compensation takes over and pays a percentage of the employee's salary.

The State of New Jersey has selected Horizon Casualty Services to provide a managed care program to administer the University's Workers' Compensation claims. An injured employee must follow the reporting procedures set forth below and seek treatment in accordance with this managed care program. ***Employees who do not comply with these procedures will be responsible for any unauthorized medical bills.***

1. In the event that you are injured in the course of your employment, you are required to notify your immediate supervisor and the Benefits Office at extension 4394.
2. It is the policy of the University to require that employees who are injured in work-related incidents report immediately to the Office of Employee Benefits in College Hall Room 314B. The Benefits Office hours are Monday through Friday 8:30 a.m. to 4:30 p.m. Summer hours are Monday through Thursday 8 a.m. to 5:15 p.m. If the Benefits Office is closed, the mechanism for reporting such incidents is to report to the Immedicenter at 1355 Broad St., Clifton, NJ. They remain open until 10pm on weekdays and on Saturday and Sunday their hours are from 8am to 5pm.
3. In order for you to be considered for SLI/Workers' Compensation Benefits, a State of N.J. accident report (form RM-2) must be completed and submitted to the Benefits Office within 48 hours after the injury occurred in accordance with State regulations. Employees may obtain the form from either the Benefits Office or the Health and Wellness Center.

Prior to any Sick Leave Injury (SLI) absence due to a work-related injury being approved, the employee must have followed the above required procedures. It is the employee's responsibility to provide the proper medical documentation from an ***approved*** physician supporting the absence to the Benefits Office in timely fashion.

In the rare instance in which there is reason to believe that work-related sick leave is being abused, the University or its designee may choose to conduct an investigation. If the University concludes that there has been abuse, disciplinary action, up to and including termination will be taken. In addition, where appropriate, the matter will be referred to the State of New Jersey's Attorney General Office for legal action.