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Maintain a Safe Workplace – Policy Statement #703

The University shall engage in a program of voluntary compliance with the Occupational Safety and Health Act of North Carolina and with all applicable federal, state and local regulations and codes. To be effective, this program must be proactive instead of reactive and must embody the proper attitudes toward injury, illness and property damage prevention on the part of all members of and visitors to the University community.

The program shall be designed to provide not only a safe and healthy working, teaching and learning environment, but also an atmosphere of safety and health awareness through training and employee and student involvement. The participation and earnest cooperation of all faculty, staff, students and visitors shall be actively encouraged.

Procedures

All members of and visitors to the University Community share the responsibility to provide and maintain a safe and healthful working, teaching and learning environment; and to reduce or eliminate known hazards. Each individual is expected to exercise appropriate care in the conduct of his or her activities to preserve the safety and health of self and others.

Certain areas of University activity have been identified as requiring special attention to safety and health considerations. Such areas and activities have unique policies or rules, and may have specialized tools, equipment, or training programs. Each of these special features is designed to increase safety and reduce the risk of injury to persons or property.

All members and visitors to the University community are expected to observe these requirements. The supervisor of the area is responsible for enforcing safety and health standards and supplying appropriate equipment and training. Questions related to safety and health matters should be directed initially to the supervisor in charge of the particular area.

Implementation

An important part of any successful safety program is the individual workplace supervisor, be it the faculty member in the classroom, laboratory or shop, the maintenance foreman on the job or the administrative department head in an office. Supervisors must exhibit proper attitudes towards safety and health as models to those they supervise or instruct.

It is expected that each department will furnish such equipment as deemed necessary to provide the mandatory protection of employees and students. It is also expected that each department will require the use of all such equipment whenever needed, and will invoke disciplinary action or administrative sanction in cases of failure to do so. Departments are encouraged to appoint their own Safety Committee and Safety Representative to deal with area safety on a regular basis.

Encourage Safe Work Practices and Correct Unsafe Conditions.
Planning and Financing

While it is recognized that the individual department is largely responsible for developing proper attitudes toward safety, it is also important that each department plan for and develop safe procedures and safe working areas for all those under supervision.

Safety considerations must become a vital part of budget planning for all new and existing programs. Responsibility for planning and development of budget requests for Departmental Safety Programs shall rest with the individual department.

Safety Training

The Environmental Health and Safety Office (EH&S) has a variety of safety training programs available to assist you in maintaining a safe workplace. To be effective, safety education and training must be incorporated into standard operating procedures, workplace practices, and individual job performance requirements.

In an effort to clarify safety training requirements, the EH&S Office has developed general safety training courses based on general job tasks. All UNC Charlotte employees and supervisors should review these requirements and periodically conduct a training needs assessment to ensure all safety training topics are being completed.

For more safety training information, please visit our website at: https://safety.uncc.edu/training or contact us at 704-687-1111.

Encourage Safe Work Practices and Correct Unsafe Conditions.
What is Workers’ Compensation?

The State Government Workers’ Compensation Program (WCP) was established in 1985 and is administered in the Office of State Personnel. The purpose of the program is to ensure that all eligible employees who experience a work related injury or illness receive appropriate medical care and equitable benefits as provided under the Workers’ Compensation Act and the Workers’ Compensation section of the State Personnel Policy.

The Workers’ Compensation law provides medical benefits and disability compensation including a weekly compensation benefit for time lost. The weekly benefit is equal to 66 2/3% of the employee’s average weekly earnings up to a maximum established by the North Carolina Industrial Commission each year. When an employee has a lost time injury, he/she must go on workers' compensation leave and receive workers' compensation weekly benefits after the waiting period required by statute (G.S. 97-28).

North Carolina Industrial Commission (NCIC)

The NCIC is a division of the Department of Commerce. The Commission was established by the General Assembly in 1929 to administer the Workers’ Compensation Act. The Act provides protection for workers and employers within North Carolina against loss due to work-related injury or disease. The Industrial Commission also has jurisdiction over claims against the state and claims by families of law enforcement officers, fire fighters, and rescue squad workers.

TPA’s Responsibility

The TPA is responsible for accepting or denying liability for the State and is also responsible for monitoring and processing the claims. Additionally, the TPA is responsible to pay medical benefits and compensation in accordance with the North Carolina Workers' Compensation Act. The University and the TPA try to provide the best possible medical care for injured employees to help them reach maximum medical improvement and return to work as soon as possible.

A Third Party Administrator (TPA) contracted by the State, handles the individual workers’ compensation cases for the University System. The TPA currently responsible for handling workers’ compensation claims is CorVel Corporation (CorVel) located in Charlotte, North Carolina.

UNC Charlotte’s Responsibility

When an employee is injured, the University's primary responsibility is to arrange and provide for the necessary treatment for any work related injury. The University’s Workers’ Compensation Administrator (WC Administrator) administers the procedures and processes to ensure injured employees receive the appropriate level of care and compensation in accordance with State Law.

Who is Covered?

All University employees are covered under the WCP, including full-time faculty, staff (EPA and SPA), senior administrative officers, part-time employees, student employees, and temporary employees (excluding those contracted through Temporary Agencies).
Employee Benefits Under the Workers’ Compensation Program

The law provides medical and disability compensation including a weekly benefit for lost workdays after a 7 calendar day waiting period. The employee will receive weekly benefits equal to 66 2/3% of his/her average weekly earnings up to a maximum established by the North Carolina Industrial Commission. Compensation begins on the eighth calendar day of lost work time, and if the lost time goes beyond 21 calendar days the employee is entitled to receive compensation for the first 7 calendar days. (Exception: Law Enforcement Officers are eligible for the salary continuation plan and the waiting period does not apply.)

Types of compensation paid to employees are (dependent upon extent of injury) temporary disability (lost work time), permanent disability (loss of use of part of the body), total disability, death, or certain bodily disfigurement.

After the employee has been placed on Workers’ Compensation leave, the weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the Supplemental Leave Schedule set by the State Personnel Commission. This will provide an income close to or approximately equal to the employee’s take-home or net pay. Contact the WC Administrator to integrate this supplemental payment.

DISABILITY -- a physical incapacity because of an incidental injury to earn wages which the employee was receiving at the time of the injury in the same or any other employment.

<table>
<thead>
<tr>
<th>Types of Disability</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Partial Disability</td>
<td>Complete loss or loss of use of any member or part of the body.</td>
</tr>
<tr>
<td>Permanent Total Disability</td>
<td>Complete and permanent total incapacity of the employee from following any gainful occupation.</td>
</tr>
<tr>
<td>Temporary Partial Disability</td>
<td>Employee able to work but at a lesser rate of earnings than that of his average weekly wage of his occupation at the time of the incident.</td>
</tr>
<tr>
<td>Temporary Total Disability</td>
<td>Employee unable to perform a regularly established job on one or more calendar days following the day of injury.</td>
</tr>
</tbody>
</table>

Continuation of Benefits

While on Leave without Pay (LWOP) Workers’ Compensation status, there will be no benefit deductions made from the employee’s workers’ compensation weekly check. The employee is responsible for his/her normal payroll deductions while on Workers’ Compensation leave. Benefits continue as outlined below:

- **Hospitalization Insurance** The employee continues coverage under the state health insurance program. However, the employee must pay premiums for dependent coverage to the Payroll Office.

- **Retirement Service Credit** Retirement contributions stop while on workers’ compensation leave. An employee who is a member of the State Retirement System may purchase credit for the period of time on an approved leave.
Vacation/Sick Leave  The employee continues to accumulate vacation and sick leave to be credited for use upon return to work. If the employee does not return to work, vacation and sick leave accumulated during the first twelve months of leave should be paid in a lump sum along with other unused vacation credit. The payout of the vacation leave may exceed the 240 hours normally allowed.

Performance Increases  Salary will be computed based on the last salary plus any legislative increases to which the employee is entitled upon reinstatement. Any performance increases which would have been given had the employee been at work may also be included in the reinstatement salary, or it may be given on any payment date following reinstatement.

Longevity  The employee continues to receive longevity credit and, if eligible, shall receive annual payments.

Weekly Benefits

DISABILITY COMPENSATION

Disability compensation is based on the average weekly wage, which is computed by adding all wages earned by the employee in the 52 weeks prior to the injury and then divided by 52. Workers’ Compensation payments made to the employee are paid directly from CorVel, so this amount is not charged to your budget immediately.

If, following a period of total temporary disability, an employee is released by the physician to return to light duty work, the employee is entitled to two-thirds of the difference between the average weekly wage on the date of the injury and the wages the employee is able to earn upon return to light duty work.

If the injury results in permanent total or partial loss of use of a part of the body, the employee is entitled to compensation in accordance with the disability rating given by the treating physician and the payment schedule set forth in the Workers’ Compensation Act. Employees are eligible to receive this compensation for permanent partial disability even though they have returned to work and are earning wages.

If the injury leaves serious facial or head disfigurement, or causes the loss of permanent injury to an important organ of the body, the NCIC, within its discretion, may award additional compensation. The employee is also entitled to payment for the loss of permanent teeth.

In the event of death resulting from an injury or occupational disease, compensation is paid to the surviving spouse and dependent child for up to 400 weeks at 66 2/3 percent of the deceased employee’s average weekly wage at the time of the incident.

After the employee has gone on Workers’ Compensation leave, the weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the Supplemental Leave Schedule set the State Personnel Commission. This will provide an income approximately equal to the employee’s take-home or net pay. Contact the WC Coordinator to integrate this supplemental payment.

Encourage Safe Work Practices and Correct Unsafe Conditions.
Is workers’ compensation paid by insurance?   **NO**

The University of North Carolina at Charlotte is a State Agency and the State of North Carolina is Self-Insured relative to workers’ compensation. Which means each agency is responsible for paying for the medical costs, equipment cost and weekly benefits associated with each work related injury.

**CorVel Corporation** is the Third Party Administrator (TPA) currently responsible for handling workers’ compensation claims. The TPA is responsible for accepting or denying liability for the State and is also responsible for monitoring and processing the claims. Additionally, the TPA is responsible to pay medical benefits and compensation in accordance with the North Carolina Workers’ Compensation Act. The University and the TPA try to provide the best possible medical care for injured employees to help them reach maximum medical improvement and return to work as soon as possible. Payment of medical bills is not an indication of the University’s acceptance of liability for the claim. If you receive a bill from the medical facility, please contact the Workers’ Compensation Administrator for further assistance if needed, 704-687-0681. If the claim is denied, you will be notified as soon as possible, pending receipt of medical documentation if necessary.

**Acceptance or Denial of Claim**

CorVel has the responsibility for determining whether or not the University is liable for the claim for Workers’ Compensation benefits. Payment of medical bills is not an indication of the University’s acceptance of liability for the claim. If an employee receives a bill from the medical facility, please encourage the employee to contact the WC Administrator for further assistance.

If the claim is denied, the employee will be notified as soon as possible, pending receipt of medical documentation if necessary. To petition further, the employee must file a written notice of claim in writing to the NCIC (4319 Mail Services Center, Raleigh, NC  27699-4319). The notice should include the employee’s name, address, Social Security number, the employers’ name, and the date and nature of the injury. The employee should be directed to the WC Administrator for the proper forms.

Once CorVel makes a determination that an injury resulted out of and in the scope of employment and thereby approves the claim as compensable, the Agency is responsible for all expenses associated with the claim. The bills are submitted to the TPA and after CorVel processes and pays the bills, the University reimburses CorVel from the fringe benefit pool established as a funding source to cover Workers’ Compensation claims.

**Encourage Safe Work Practices and Correct Unsafe Conditions.**
What Should I Do When an Employee Gets Injured or Contracts an Occupational Disease?

The supervisor is responsible to:

- ensure that the employee receives medical treatment;
- notify the WC Administrator; and
- complete the required forms

While many injuries may occur in the work place, not all are compensable under Workers’ Compensation. For example, a hernia or an injury to the back is compensable only if the injury is the result of a specific traumatic incident of the work assigned. The following list provides established categories for workplace mishaps.

Near-Miss: An incident that could result in personal injury or property damage. If the employee does not need first aid or any type of medical treatment by a physician, this occurrence is considered a near miss. Example: an employee trips over a loose carpet thread.

First-Aid: An incident resulting in injury that requires a one-time treatment. This type of injury usually needs on-site topical antiseptic or only a one-time evaluation without prescription medication by a medical provider. Example: an employee gets a splinter in his/her hand and receives first-aid treatment in the work area.

Accident: An incident resulting in injury that warrants immediate physician’s care. Possible examples are: the employee gets a splinter in his/her hand, receives first-aid treatment in the work area but five days later the wound becomes infected. In this example, a first aid incident has become serious enough for the employee to seek medical treatment. Another example may be that an employee falls and potentially sprains or fractures a limb.

Encourage Safe Work Practices and Correct Unsafe Conditions.
Procedures for Reporting an Incident

If an incident is serious or life-threatening contact Campus Police at 911 from a campus phone (or 704-687-2200). Also report these type incidents to the Environmental Health & Safety Office at 704-687-1111 immediately.

The following summarizes the steps in the Incident Reporting and Investigation process: Step 1: The employee must notify their supervisor and complete the “Employee Information” and Incident Information sections of the Employee Incident Report form. This form should be immediately given to your supervisor for review, medical treatment discussion and signatures. If no medical treatment is required the incident report will be recorded as an incident.

Step 2: If medical treatment is required, the supervisor must escort the employee to Student Health Center or an authorized treatment facility (listed on page 8) with a copy of the employee incident report. The treating physician will record any medical information in the “Medical Treatment/Return to Work Authorization Section” of the employee incident form.

Step 3: The employee should return to work providing their supervisor with the completed employee incident form. The supervisor must accommodate any medical restrictions indicated in the “Medical Treatment/Return to Work Section”. Please note: If the physician states that the employee should not return to work, ensure the employee completes a Leave Slip. Do not charge the employee’s leave for loss work time on the day of the incident.

Step 4: The supervisor must conduct a detailed incident investigation, recording the results on the Supervisor Incident Investigation form and taken corrective measures to ensure the hazard is minimized or eliminated. If needed contact the EH&S Office for guidance at 704-687-1111.

Step 5: Employee Incident Report and Supervisor Incident Investigation reports should be faxed to EH&S Office at 704-687-5302 within 24 hours after the incident occurred. The original incident forms should be forward to Environmental Health and Safety Office (EH&S) by mail within 3 days after the incident. (Failure to submit paperwork timely will cause delays in your employee receiving required authorization to obtain medical treatment or prescriptions medications.)

Encourage Safe Work Practices and Correct Unsafe Conditions.
Supervisor’s Notes

One misconception supervisors tend to have regarding employees on workers compensation is that the employee is no longer their responsibility once injured. As a supervisor, you are still required to effectively manage your employee, which involves, making sure absences are justified and any compensation paid by the University is correct.

You are required to collect the original copy of the Employee Incident Report along with any other medical documentation upon the employee’s return to work. **The employee should return to work following the initial doctor’s visit.** Keep a copy of this medical information for your records in a separate file and forward the “originals” to the Environmental Health & Safety along with the forms mentioned above. Please comply with any restrictions or accommodations noted under the Medical Treatment section of the Employee Incident Report and/or Work Status form provided by the medical provider. For example, if the physician states that the employee may not return to work for five days, he/she should be allowed the time away from work to get better. At the end of the five-day period, you should expect the employee to return to work. If the employee does not return as scheduled, the absence is considered unauthorized unless you have a written updated medical status from the approved treating physician allowing the additional time. Send all doctor’s notes and attending physician reports to the WC Administrator immediately. Adhere to the Return to Work section beginning on page 8.

The employee must be placed on a Leave of Absence (LOA) with the reason code of Workers’ Compensation after the 7 calendar day waiting period. During the waiting period, the employee can choose to use either sick or vacation leave, or go on Leave Without Pay (LWOP) [if your employee goes on LWOP, you must take the appropriate steps to make certain your employee does not receive pay for this period of time]. As noted above, the employee’s leave balance should not be charged on the day of the incident; however, leave should be charged for lost workdays after the initial incident consistent with the choice elected on the Leave Slip for the first 7 days (forward a copy to the Safety Office). **Note: Failure to provide the appropriate action to Payroll will result in your employee being overpaid.**

Not only should you keep in regular contact with your employee while he/she is out of work to stay abreast of his/her medical condition, but it is a great approach to showing your employee that he/she is a valuable asset to the University.

Occasionally, employees are billed for services they receive from an authorized medical provider because treatment was not coded as workers compensation. If this is the case, the employee needs to forward the bills to the Environmental Health and Safety office (EH&S).

The Workers’ Compensation Act requires that an employee give written notice to the employer within 30 days of an incident or within 30 days of being diagnosed as having a disease associated with employment. After 30 days no compensation is payable without a ruling by the Industrial Commission.

Encourage Safe Work Practices and Correct Unsafe Conditions.
Where Do I Send the Employee for Medical Treatment?

Employees with life threatening work-related injuries should be directed for immediate care to University Hospital Emergency Room (Dial 911 or 704-687-2200 from a campus phone and request an ambulance). Employees may not choose their own doctor.

The Health Center here on campus is the primary contact for University employees injured on the job. See PIM # 49. Supervisors must ensure employees are sent to an authorized treatment facility. If an authorized facility is unable to see the employee within a reasonable time period, please contact the WC Administrator located in the EH&S Office.

Medical treatment received at an unauthorized facility could result in non-payment of claims.

<table>
<thead>
<tr>
<th>Treatment Levels</th>
<th>First Point of Treatment (Urgent, Non-Life Threatening)</th>
<th>After-Hours &amp; Weekends (Urgent, Non-Life Threatening)</th>
<th>Life Threatening or Serious Injuries Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Locations</td>
<td>Fall &amp; Spring Hours Mon - Thurs (8a - 6p); Fri (8a - 4p)</td>
<td>Fall &amp; Spring Hours Mon - Fri (5:30p - 8p); Sat - Sun (8a - 4p)</td>
<td>Fall, Spring &amp; Summer Hours 24 hours (Breathing difficulty, Excessive bleeding; Visible Broken Bones; Loss of Consciousness; Threat to Life; etc.)</td>
</tr>
<tr>
<td>Main Campus</td>
<td>Student Health Center 9201 University City Blvd Charlotte, NC 28223 704-687-7400 / 7401 (ext. 7-7400)</td>
<td>FastMed of Charlotte at Mallard Creek 2728 W Mallard Creek Church Rd Charlotte, NC 980-218-1860</td>
<td>CMC Hospital - University 101 WT. Harris Blvd Charlotte, NC 28262 704-548-6000</td>
</tr>
<tr>
<td>Center City</td>
<td>Student Health Center 9201 University City Blvd Charlotte, NC 28223 704-687-7400/ 7401</td>
<td>FastMed of Charlotte 3250 Wilkinson Blvd Charlotte, NC 704-319-5176</td>
<td>CMC Hospital - Main 1000 Blythe Blvd Charlotte, NC 28203 704-355-2000</td>
</tr>
<tr>
<td>NC Research</td>
<td>Student Health Center 9201 University City Blvd Charlotte, NC 28223 704-687-7400/ 7401</td>
<td>FastMed of Concord 391 George W Liles Pkwy Concord, NC 28027 704-886-1780</td>
<td>CMC Hospital - Northeast 920 Church St N, Concord, NC 28025 704-403-1331</td>
</tr>
</tbody>
</table>

Prescriptions - Prescriptions can and should be filled at the Student Health Center. If the medication is not in stock or if employee is referred to an off-site authorized treating physician and is prescribed medication, the employee can take the prescription to any major pharmacies such as CVS, Walgreens, or Rite Aid to have their first fill at no cost. However, they must advise the pharmacist that CorVel is our third party carrier for the Workers’ Compensation program and CorVel processes prescriptions through CVS CAREMARK to manage the prescription drug plan. To obtain the required authorization to fill the prescription, the pharmacist should contact CorVel’s Pharmacy Center at 1-800-563-8438. If it is after normal business hours, and CVS Caremark is not able to obtain authorization, the employee may pay for the prescription and provide the original copy of the receipt to the WC Administrator who can provide assistance in filing a request for reimbursement consideration through CorVel.

Physical Therapy - Treatment is covered only when authorized by CorVel.
How Do I Return My Employee to Work?

There are three (3) possible “RETURN TO WORK” situations:

<table>
<thead>
<tr>
<th>Types of Return to Work</th>
<th>Employee</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reached maximum medical improvement (MMI).</td>
<td>Released to return to work by their authorized treating physician <strong>without</strong> physical restrictions.</td>
<td>Return the employee to his/her original or similar position held prior to the injury.</td>
</tr>
<tr>
<td></td>
<td>Check with the Benefits office to re-instate benefit deductions.</td>
<td>Forward all medical notes to the Workers’ Compensation Administrator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide information to Worker’s Compensation Administrator to process payroll action.</td>
</tr>
<tr>
<td>Has not reached maximum medical improvement (MMI) but is ready to return to restricted/transitional duty.</td>
<td>Released to return to work by the authorized treating physician <strong>with</strong> physical restrictions.</td>
<td>Provide transitional work for the employee that is suitable to the work restrictions.</td>
</tr>
<tr>
<td></td>
<td>Check with the Benefits office to re-instate benefit deductions.</td>
<td>Keep records of assigned duties.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forward all documentation to the WC Administrator.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide information to Worker’s Compensation Administrator to process payroll action.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact WC Administrator if you are unable to meet the work restrictions.</td>
</tr>
<tr>
<td>Reached maximum medical improvement (MMI), but has a permanent disability.</td>
<td>Released to return to work but disability prohibits employment in his/her original position.</td>
<td>Meet w/the Workers’ Compensation Administrator as soon as possible.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>An attempt will be made to place the employee in another “suitable” position.</td>
</tr>
</tbody>
</table>

**Return to Work (Same Day, Next Day):**

- The employee is expected to return to work unless the authorized treating physician indicates in writing that the employee is unable to work.
- If released to return to work **with** physical restrictions, provide transitional work for the employee that is suitable to the work restrictions. If restrictions are expected to last more than one week, use the Transitional Duty form to plan the assigned work tasks.

**Return to Work (After Workers’ Compensation Leave of Absence):**

- Once an employee has been released by the authorized treating physician to return to work, he/she is obligated to accept any suitable employment provided that is in keeping with the employee’s capability. Refusal to accept suitable employment may result in termination of compensation and may result in dismissal.
- Departments should work with the WC Administrator to develop a structured return to work plan to address transitional duty (restricted duty) and an employee’s inability to return to the original position at the time of injury. If restrictions are expected to last longer than one week, utilize the Transitional Duty form to outline the work assignments.

The transitional duty work should be temporary, not exceed 90 days without approval from the WC Administrator. All transitional duty work is subject to the department’s ability to provide such work.

**Note:** If the WC Administrator must obtain transitional duty or permanent work for the employee within another department, the hours worked will be charged to the departmental budget the employee is assigned.
UNC CHARLOTTE WORKERS’ COMPENSATION PROGRAM

The responsibility for claiming compensation is on the injured employee. Report all incidents/injuries to your supervisor immediately, not later than 30 days after the occurrence. No compensation shall be payable unless written notice is given within 30 days, unless reasonable excuse is made to the satisfaction of the Industrial Commission for not giving such notice and the Commission is satisfied that the employer has not been prejudiced thereby.

In the case of a life-threatening emergency:
Contact Campus Police, from a campus phone, at 911 or 704-687-2200

✓ Complete the Employee Incident Report form. Also, your supervisor will complete the Supervisor Incident Investigation Report form. All original forms must be forwarded to the EH&S Office no later than 3 days after the incident occurs.

✓ Work-related injuries must be treated by an authorized physician. If medical treatment is needed, your supervisor will give you the signed Employee Incident Report form to take with you for the appointment. The attending physician must complete the Medical Treatment section of this form.

✓ After the appointment, you must return to work and give your supervisor the original of the Employee Incident Report with the medical provider’s signature along with any medical documentation given to you by the physician. **You are required to return to work after the appointment to update your supervisor of your medical status.** If the doctor states that you should not return to your work duties, this statement must be reflected in the medical documentation. If you do not return to work as scheduled, the absence is considered unauthorized.

✓ Depending on the injury, the doctor may place restrictions on your duties, if so; your supervisor should try to provide transitional duty within reason in accordance with the restrictions. You must comply with the doctor’s recommendations. If transitional duty is not available, the supervisor should contact the Workers’ Compensation Administrator for assistance. **You are obligated to accept any suitable employment provided it is in keeping with your capability.** Refusal to accept suitable employment may result in termination of compensation and may result in dismissal.

✓ You may choose to use sick or vacation leave, or go on Leave Without Pay (LWOP) during the 7 day waiting period. The law provides medical and disability compensation including a weekly benefit for lost workdays after a 7 calendar day waiting period. You will receive weekly benefits equal to 66 2/3% of your average weekly earnings up to a maximum established by the North Carolina Industrial Commission. The weekly benefit may be supplemented by using sick or vacation leave, earned prior to the injury, in accordance with the Supplemental Leave Schedule set the State Personnel Commission.

Be sure to communicate regularly with your supervisor to update on your status.
**SUPERVISOR’S QUICK GUIDE TO WORKERS’ COMPENSATION**

When an Employee Injury Occurs:
- It is the employee’s responsibility to report any work related injury or illness to the supervisor immediately.
- The injured employee or student employee reports the injury by completing the *Employee Incident Report*. If the employee is unable to complete the Employee Incident Report, it may be completed later but preferably within 3 days of the incident.
- If medical treatment is required, the supervisor must escort the employee to medical provider with a copy of signed employee incident report.
- The supervisor must perform a thorough incident investigation and complete the *Supervisor Incident Investigation Report*.

If NO Medical Treatment is Required
- Fax all completed Incident Reports to the Environmental Health and Safety (EH&S) office at (704) 687-5302 immediately.
- Make a copy for departmental file.
- Send the signed originals to the EH&S Office.
- If the need for treatment changes, notify the Workers’ Comp Administrator immediately.

If Medical Treatment is Required
- Emergency treatment is needed when an injury results in:
  - Excessive bleeding;
  - Loss of consciousness;
  - Breathing difficulties;
  - Treat to life
- Call 911 from a campus phone or 704-687-2200 from a cellular phone.
- The supervisor should accompany/escort the injured employee to the ER facility.
- Provide ER staff with signed *Employee Incident Report* form. (Do not take Supervisor Incident Report.)

**Severity**

*Emergency*

For a blood-borne pathogen exposure, immediately contact the EH&S Office at (704) 687-1111.

If after hours, leave a voicemail message including name and telephone number.

*Non-emergency*

- Do not send employee to their personal physician.
- Escort employee to Student Health Center (or FastMed based on location and time) with the signed *Employee Incident Report*. (Do not take Supervisor Incident Report)
- Fax the completed Employee Incident Report & *Supervisor Incident Investigation Report* forms to the EH&S office at: (704) 687-5302.
- Make a copy for your files.
- Send ALL ORIGINALS to the EH&S office within 3 days.

If medical treatment was rendered, remind employees of the following:

**After each doctor’s visit:**
- Employee must take work status form to Supervisor to be cleared to return to work.
- If applicable, follow any light duty or work restrictions assigned by the treating provider/physician

**If follow-up treatment is necessary:**
- Employees must keep all scheduled appointments.
- Employees may not cancel or change appointments themselves; contact the Worker’s Compensation Administrator or TPA adjuster as applicable.
- For continued treatment beyond that determined necessary by the physician or treating provider, Employee should contact the workers’ Compensation Administrator at 704-687-0681.

**Additional Employee Responsibilities:**
- Keep your supervisor informed of work status as it changes.
- Ensure all follow-up appointments and treatment have been scheduled prior to work or toward the end of the work schedule in order to reduce level of disruption in workday.
- If time off is needed due to treatment for the injury, contact the Workers’ Compensation Administrator.

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**Encourage Safe Work Practices. Correct Unsafe Conditions**