

<b>University Enterprises, Inc. Policies and Procedures</b>	<b>Policy No. 120</b>
<b>Section:</b> Human Resources	
<b>Policy:</b> Workers' Compensation	
<b>Revised Date:</b> March 19, 2015	

## Workers' Compensation

### I. PURPOSE

To provide insurance coverage for employee claims due to occupational injury or illness, out of and/or in the course of employment.

### II. SCOPE

These procedures apply to all University Enterprises, Inc. (UEI) employees.

### III. DEFINITION

Workers' Compensation: insurance that UEI is required by law to carry to assist employees in the event that they are injured on the job or become ill due to their job.

### IV. PROCEDURES

- A. The UEI Human Resources division will post a notice stating the name of the current Worker's Compensation carrier and the designated medical facility.
- B. In the event of a work-related injury or illness, an accident report should be immediately completed by the employee and their supervisor. This report is forwarded within 24 hours to the UEI Human Resources division. The report should include whether the employee was seen by a physician or other licensed medical practitioner, and whether any loss of time from the job resulted.
- C. The UEI Human Resources division maintains a claim file and a claim log of all work injury claims.

### V. BENEFITS

Workers' Compensation benefits may be in the form of reasonable medical expenses and a percentage of the employee's wages. For additional information on specific benefits, contact the UEI Human Resources division.

### VI. RELATED POLICIES

Policy No. 915      Work-Related Illness/Injury and Accident Reporting