



Human Resources

Workers' Compensation

Revised 8/2016



Workers' Compensation

For more information regarding workers' compensation visit:
http://www.wnjin.state.nj.us/labor/wc/workers/workers_index.html

Employee Injury Policy

- The University is committed to providing a safe environment for its employees.
- This policy applies to situations where employees are injured during normal working hours (excluding lunches and breaks).
- Injuries that are sustained within NJCU premises or another assigned work site.

What Do I do if I get injured?

- Notify your supervisor
- Report injury to the Health & Wellness Center (create a report). Location Vodra Hall 101.
- Employee has 24 hours to report injury.
- Health & Wellness will assess situation and check injury for any other possible treatments.
- If you need further medical assistance / treatment please notify HR immediately. Report has to be sent to Risk Management.
- If further treatment is needed the Human Resources Office will refer you to an in-network health care provider.
- The health care provider will advise you of your treatment program and provide reports to the HR department regarding status and expected return to work date. **Please be advised that if you choose to use your own doctor the University WILL NOT be liable for any cost incurred.**
- The University will not assume responsibility for accidents that are not reported in the prescribed manner.

No more SLI (Sick Leave Injury)

- The University does not keep the employee on active pay status.
- If you are out less than seven (7) days you must use your own time.
- If you are authorized to be out for more than seven (7) days you will be paid through workers' compensation at 70% of your salary.
- Employees do have an option to use their accrued time if they are out more than seven (7) days.

Denials & Appeals

The Human Resources Department has the right to deny treatment for an employee for the following reasons:

- The Supervisor of the department states that the injury was sustained due to negligence of the employee.
- The injury is reported after 24 hours.
- The injury was sustained during lunch or break periods. *(If you are denied treatment for an injury you must seek care through your down physician. Classified employees have the right to appeal through the Merit Board Department of Personnel, Trenton, NJ 08625. Unclassified employees should contact HR for the appeal procedures).*

**Benefits while on Worker's Compensation**

- Employee can keep health benefits active while on W/C.
- Employee has to pay the current deduction taken from each corresponding paycheck. (EE will be billed for the entire time he/she is out due to injury).
- Employee has option to waive benefits if he/.she cannot afford payments.

Pension while on Worker's Compensation

- Pension will be active while on W/C.
- Employee's and NJCU's contribution will be submitted until employee returns to work.
- Any loans owed to the State of New Jersey will postponed until employee resumes active work status duty.

Returning to Work

- Once you return to work you are to report to the Human Resources Department to finalize all injury paperwork.
- Employee cannot resume work until Human Resources verifies that employee is completely clear.
- If employee is able to be back to work with restrictions HR need to verify that department can accommodate restrictions.
- If health care provider has instructed therapy the following procedures must be followed: Therapy must be scheduled during beginning or end of workday. Human Resources needs documents/ physician certifications until employee is completely clear.

All inquiries should be made to the Human Resources Department / Benefits Unit at (201) 200-2335. HR is located Hepburn Hall 105.