



COLLEGE POLICY

FISCAL MANAGEMENT

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D-3a PROCEDURE Worker's Compensation

Worker's Compensation

All employees are covered by worker's compensation insurance for expenses related to an on-the-job accident or injury. In the event of and immediately following an incident or accident on the job, employees must contact their direct supervisor and submit proper notification/paperwork promptly after the accident or injury on the job:

- Notification in writing to immediate Supervisor (immediately)
- TIPS Report (immediately)
- Worker's Compensation Claim (within 24 hours of incident)

Employee's may contact their immediate supervisor for access to a Workers Compensation claim form to be submitted to the Human Resources Office.

Adopted: 01/20/09

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Web link:

Tags: worker's compensation