

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

WORKER'S COMPENSATION

Policy 5.4
BOT 5-16-95

Applies to: Faculty, Staff, Work-Study Students

A. Policy Guidelines

All College faculty, staff, and work-study students are covered by provisions of the Worker's Compensation Law of Ohio. In the event of an accidental injury, the contracting of an occupational disease, or a death occurring in the course of and arising from employment, Worker's Compensation provides medical, salary and survivor benefits.

The following steps are to be observed in case of accidental injury on the job:

1. The injured person should be taken to a hospital emergency room or to his/her personal physician for treatment immediately.
2. It is the responsibility of the supervisor to report all injuries and incidents to the Security Supervisor. An Accident Report will then be completed. This information will be used to develop accident prevention programs and will serve as source documentation for the various agencies requiring reports from the institution. This information is also extremely important for the College for protection under any prospective liability claim.
3. The injured faculty/staff member or work-study student should contact Human Resources as soon as possible to file a Worker's Compensation Claim.
4. The faculty/staff member may elect to use his/her accumulated sick leave during an absence due to an on-the-job injury. If he/she prefers to retain his/her sick leave, he/she must notify Human Resources immediately. Earned vacation may also be used for this purpose if the individual so chooses. Worker's Compensation regulations prohibit the payment of compensation for loss of salary for time during which the faculty or staff member receives paid sick leave benefits.
5. Questions about extended leave due to injury on-the-job should be referred to Human Resources. Extended leave options will be administered in accordance with Policy 6.7 Leave of Absence.