

Section 803.02

Worker's Compensation.

All employees of the University, regardless of status, are covered by provisions of the Worker's Compensation Act, currently administered by the Department of Administrative Services. This protection provides benefits to employees who are injured on the job. Full details on worker's compensation procedures are available in the Department of Human Resources.

1. Reporting.

When injured, an employee should report the accident, regardless of severity to his or her immediate supervisor. The First Report of Injury Form should be completed immediately, if medical attention is necessary, and forwarded to the Department of Human Resources. If medical attention is not necessary fill out an Incident Notice.

2. Medical Treatment.

Injuries requiring medical treatment should be attended immediately. Supervisors should call 1-800-Amerisys. Click on [Workers Compensation](#) for additional information. While a supervisor may request a post-accident drug test be performed at time of treatment for low risk employees, the State of Georgia requires all state entities to conduct post-accident testing of employees that: are regulated by the US department of Transportation and its operating authorities; have been identified by each appointing authority as performing duties that are considered high risk and; because they are also considered high risk employees, the University System of Georgia requires post-accident testing is conducted for POST certified employees.

- a. Emergency Treatment** - Should the nature of the injury require emergency treatment at a facility equipped to handle trauma, an employee can report to the emergency room or similar facility and charges are covered.

3. Reimbursement of Expenses.

If an injured employee incurs personal expenses for drugs, ambulance, etc., he should furnish receipted bills to the Department of Human Resources so that reimbursement for such expense can be expedited.

4. Payment of Benefits.

Following a seven day waiting period, an injured employee is eligible for weekly indemnity from worker's compensation. An employee may use sick leave in addition to the worker's compensation benefit in order to maintain his or her normal level of compensation. In no case will income from combined sources be allowed to exceed an individual's regular rate of compensation. Absence due to injury may also be considered against the twelve week Family Medical Leave availability.

The Department of Administrative Services will furnish the agreement as to compensation forms to be signed by the employee, and return to duty forms to be signed by the supervisor. When these forms are completed, the compensation checks will be sent to the supervisors with specific instructions for their proper handling.

5. Return to Work Program

In compliance with the BOR and the DOAS, Valdosta State University encourages employees to return to work following a work-related injury or illness. If an employee is able to work, but is unable to return to his or her regular duties, this program is designed to provide methods by which the employee may return to work in a modified or alternative assignment.