

Employee Injury Policy

Purpose: The University is committed to providing a safe environment for its employees. The University is also aware that from time to time employees may sustain injuries while working. The purpose of this policy is to ensure that employees are educated on the procedures once an injury is sustained.

Scope: This policy applies to situations where employees are injured during normal working hours (excluding lunches and breaks). Injuries may be sustained on the work site or another assigned work site. This policy addresses the following:

- Procedures for reporting an accident
- How time is charged for employee injuries
- Reporting to work after an injury (therapy)
- Denial of treatment and Appeals process

Background: This policy was originally established in the New Jersey Administrative Code 4:???

Policy: Procedures for reporting an accident: If an injury or illness occurs during the performance of normal job duties the following steps must be taken:

1. It is mandatory that your supervisor is advised immediately following the injury.
2. All injuries must be reported to the university medical department within 24 hours. If the medical department is closed, the injury must be reported to university safety and security department.
3. The medical department will take a report (that is forwarded to the Human Resources Department) and determine if further treatment is needed.
4. If further treatment is needed the medical department will refer you to an in-network health care provider.
5. The health care provider will advise you of your treatment program and provide reports to the Human Resources Department regarding your 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 costs incurred.***

How time is recorded for employee injuries: The following are the procedures for how time is recorded for employee injuries:

1. The health care provider will determine the seriousness of your injury and forward your status report to the Human Resources. The report will indicate your expected return to work date.
2. The time that you are out of work is charged to Sick Leave Injury time. This is recorded internally in the Human Resources department and is not a part of your normal leave record. While on Sick Leave Injury you will be paid your normal rate of pay.
3. Sick leave injury is not allowed to go over a period of one year. If your injury spans longer than this you will then be paid directly through the State's Risk Management program at 60% of your regular salary.

Returning to work

1. Once you return to work you are to report to the Human Resources Department to finalize all injury paperwork.
2. If the health care provider has instructed therapy the following procedures must be followed:
 - Therapy must be scheduled during the beginning of a workday or the end of the work day. (consult with your supervisor as to the most appropriate time)
 - A therapy schedule must be provided to your immediate supervisor upon the first day you return to work. Copy to Human Resources so that this time can be charged to Sick Leave Injury.
3. If you are returned to light duty you must inform your supervisor so that they can make provisions as necessary.

Denials and Appeals

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

1. The supervisor of the department states that the injury was sustained due to negligence of the employee.
2. The injury is reported after 24 hours to the medical department.
3. The injury was sustained during lunch or break periods.

If you are denied treatment for an injury you must seek care through your own physician. You have the right to appeal through the merit board: Department of Personnel, Trenton, NJ 08625-0295.
