WORKER'S COMPENSATION

POLICY

The college shall maintain appropriate Workers Compensation insurance in accordance with state law.

PROCEDURE

Employees are protected under the state workers compensation law against loss of income due to injury or death that occurs during work activities. The college pays the entire cost of the Workers Compensation insurance premium.

Employees must report all job-related accidents, injuries and illness immediately. The insurance carrier will determine the benefits, if any, the employee deserves.

- REPORTING--Any employee injured on the job will report the injury immediately to his or her supervisor, regardless of whether the injury is minor or of no apparent significance.

- INCIDENT REPORT--An Incident Report will be completed promptly by the supervisor to ensure documentation and expedite compensation. This report must be forwarded to the director of human resources within 24 hours.

Failure of an employee to document job-related injuries may result in disciplinary action, including termination. Reporting job-related injuries protects both the college and the employee.

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.