



**HUMAN RESOURCES POLICIES AND PROCEDURES**

Area: Employee Benefits  
Subject: Workers' Compensation  
Applies To: Benefitted Employees  
Sources:

Number: 2430  
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Page(s): 1 of 2

**Purpose**

All employees are covered by Workers' Compensation Insurance, which provides benefits to those injured while performing their job duties.

**Policy**

The University System of Georgia provides benefits for employees in the event of work-related injuries, illnesses, exposures or accidents as the means to return employees to meaningful, productive employment following the injury or illness. When an injury, accident, exposure or illness is sustained as a result of, out of, or in the course of employment, all employees of the University System of Georgia shall be covered under provisions of the Worker's Compensation Act.

**Procedure**

In accordance with the regulations issued by the Georgia Department of Administrative Services, the University System of Georgia (USG) provides Workers' Compensation coverage for all of its employees on all campuses statewide. All USG employees are also covered when conducting business off-site on behalf of the University System of Georgia. All USG employees as well as USG leased employees must report promptly to their immediate supervisor any work-related injury.

| True Life Threatening Emergency.                                  | Not an Emergency                              |
|---|---|
| Step 1: Seek medical treatment immediately, or call 911.          | Step 1: Make certain the employee is ok.      |
| Step 2: Contact the Human Resources, Benefits Office at 478-0854. | Step 2: Complete the Injury Report Form.      |
| Step 3: Complete and submit the Injury Report                     | Step 3: Contact the Human Resources, Benefits |

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| Form to Human Resources. Fax Number 478-0325. | Office at 478-0854.   |
|   | Step 4: Fax the completed form to the HR Benefits Office at 478-0325. |

USG encourages injured employees to return to work as soon as it is reasonably possible in accordance with DOAS guidelines. Individual campus benefits departments should work with each employee and their department to develop opportunities to return to work in transitional capacities. A Return-To-Work Program includes an assessment/identification of duties that can be performed during a period of transition to allow an injured employee to work even though he/she may not be able to resume his/her full duties. Please review the Return to Work policy 2450.