



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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Workers' Compensation

Policy:

Alcorn State University provides worker's compensation coverage under a self-insurance program, in accordance with Mississippi law. The cost of workers' compensation insurance is borne entirely by the University.

Workers' Compensation provides for payment for injuries and loss of time from work when employees become disabled as a result of job-related injuries. A Workers' Compensation Injury Report Packet is required to determine eligibility for benefits. The packet includes the following forms:

1. MWCC – Workers' Compensation – First Report of Injury or Illness with Instructions
2. Job Description Form
3. Statement of Claimant
4. Supervisor's Workplace Investigation Report
5. Authorization for Release of Health Information

These forms must be received by the Workers' Compensation Commission within ten (10) days after the first day of injury or illness. The packet is available on the Human Resources website and within the Human Resources office. Mississippi Law provides for a penalty of up to \$100 for each late report or late filing. The individual responsible for any late filing of the forms will be held liable for any penalty assessed by the Mississippi Workers' Compensation Commission.

To assist employees, supervisors, and department heads in avoiding any personal liability for this penalty, the following schedule is established for reporting work related injuries:

1. Employees are to report work-related injuries to their supervisor as soon as possible, but no later than 24 hours after the injury or illness, excluding weekends.
2. The injured employee shall complete the Statement of Claimant and the Authorization for Release of Health Information forms and submit to his/her department head or delegate.
3. Department heads or their delegate shall complete the MWCC – Workers' Compensation – First Report of Injury or Illness and the Job Description Form. These forms and those completed by the

injured employee or student worker will be forwarded to the Office of Human Resources within 48 hours of the accident, excluding weekends.

4. The Office of Human Resources will submit the forms to the University's workers' compensation insurance carrier, who will then forward information to the Mississippi Workers' Compensation Commission.

As mandated by Senate Bill 2977, effective July 1, 2008, an employee's total compensation, as a combination of paid leave and indemnity payments, cannot exceed 100% of regular compensation. The Office of Human Resources is responsible for calculating the maximum compensation an employee is eligible to receive for paid leave and to notify the employee's department head or delegate of the process for submitting leave each pay period.

Employees will receive verbal and written correspondence from the Office of Human Resources defining the policy and process.

In the event that total compensation as a sum of paid leave and indemnity payments exceed regular wages, the employee is required to return the excess amount. The following repayment methods are available to the employee. Option '2' is the default method in the event of non-selection.

Repayment Methods:

1. The employee can issue a personal check or money order to the University for the excess amount.
2. The University will collect the overpayment via payroll deduction during the pay period immediately following notification from the workers' compensation insurance carrier.

Employees and student workers' who suffer a work-related injury that requires treatment at a hospital emergency room will be required to submit to drug and alcohol testing. Should it be determined that the illegal use of drugs, the use of a valid prescription medication(s) taken contrary to the prescriber's instructions and/or contrary to label warnings, or intoxication due to the use of alcohol of the employee was the proximate cause of the injury, or if it was the willful intention of the employee to injure or kill himself or another, then compensation is not payable.