

## LINCOLN UNIVERSITY

**Policy:** Workers' Compensation and Notice of Injuries  
**Policy Number:** HRM – 121  
**Effective Date:** September 2011  
**Revisions:**  
**Next Review Date:** August 2012  
**Review Officer:** Chief Human Resources Officer  
**Status:** Approved by President and Active

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### 1. Purpose

- 1.1 Lincoln University ("University") to the extent required by law provides Workers' Compensation insurance coverage for all employees for work-related injuries and conditions that arise out of, and in the course of, employment for the University (hereinafter "Work Injuries").
- 1.2 The purpose of this Policy is to provide employees with some basic information concerning the statutory insurance coverage provided as an exclusive remedy for Work Injuries. This policy also sets forth certain rules regarding the reporting of work injuries and accidents to the University that are separate from, and on top of, notice of injury reporting requirements mandated by law.
- 1.3 Lincoln University provides workers' compensation insurance coverage for all employees, to the extent mandated by law. For University employees employed in Pennsylvania, workers' compensation coverage, and the rights, obligations, and procedural requirements relating to statutory compensation for Work Injuries are governed by the Pennsylvania Workers' Compensation Act, 77 P.S. §1, et seq. For University employees working in another state which state's law applies may depend on a number of factors, and to the extent that the law of the other state instead of Pennsylvania's applies, the law of that other state will determine the requirements to receive worker's compensation benefits.
- 1.4 Nothing in this policy is intended to expand, or may be interpreted as expanding, the obligations of the University, or the Workers' Compensation insurance coverage, beyond the benefits provided for by law.

### 2. Applicability

This policy shall apply to the all University employees.

### 3. General Policy Provisions

3.1 Statutory Coverage Provided. The University shall assure that all employees, regardless of the work location, are insured in accordance with the law governing worker's compensation benefits and that a legally appropriate method is available to record claims and deliver treatment to those individuals suffering from Work Injuries or illness.

3.2 Notice of Injury Requirements. There are two sources of requirements for employees suffering Work Injuries at the University to provide notice of the injury:

A. Notice Required by Law as a Condition for Claiming Statutory Benefits.

Subject to certain exceptions in the law, Workers' Compensation requirements generally include as one of the conditions for claiming workers' compensation benefits that an appropriate Notice of Work-Related Injury be provided to the employer within time limits provided in the corresponding law. This Policy is not intended to summarize or explain the requirements of the law. Information about Pennsylvania Workers Compensation Act is available from the Pennsylvania Department of Labor and Industry website (<http://www.portal.state.pa.us>). Information on workers compensation law in other states may be obtained from the Office of Human Resources as needed.

The notice of injury required by law may be given to the immediate or other supervisor of the employee, or to another appropriate agent of the employer. Notice to the Risk Management (484) 365-7595, in the University's Office of Human Resources is considered by the University to be notice to a duly authorized agent of the employer for receiving such statutorily required notices of injury.

B. Employer-Required Notice of Work Injury Within Twenty-Four (24) Hours.

Separate and apart from the requirements mandated by law, the University requires any University employee who is injured or becomes ill as a result of performing job duties for the University to notify the employee's immediate supervisor or Risk Management, in the Office of Human Resources at (484) 365-7595 of such work-related injury/illness within twenty-four (24) hours of the occurrence of such injury or onset of illness to complete the necessary paperwork to ensure proper claim reporting. In the event

of extenuating circumstances this notice cannot be provided within the twenty-four (24) hour deadline, such notice must be provided as soon as reasonably possible. Please see Workplace Injury and Illness Reporting Guidelines regarding provision of notice.

C. Satisfying this Employer-Required reporting requirement may also serve to satisfy the statutory notice requirements noted in Paragraph 3.2(A) above if the required information is provided. Failure to provide such required notice under Paragraph 3.2 (B) may result in disciplinary action.

3.3 Treatment by Designated Health Care Providers During First 90 Days. The University has established a list of at least six designated healthcare providers in accordance with the provisions of the Pennsylvania Workers' Compensation Act that, with certain exceptions provided for in the law, an employee is required to use for non-emergency treatment during a period of ninety (90) days from the date of the first visit following a Work Injury. Please review the University's Workplace Injury and Illness Guidelines for more information regarding procedures.

3.4 Lost Time due to Work Injury. Any lost time because of a Work Injury that also qualifies as a medical leave of absence will be charged against an eligible employee's leave under Family and Medical Leave Act (subject to any applicable substitution of sick leave requirements of the University's FMLA Policy), to the extent permitted by law. For detailed information regarding the University's FMLA Policies and Procedures, see University Policy HRM – 111, Family and Medical Leave, or contact the Office of Human Resources.

3.5 Fraudulent Workers' Compensation Claims. Fraudulent claims against the University for workers' compensation benefits shall be grounds for discipline, up to and including termination.

3.6 Identity of Workers' Compensation Insurance Carrier. Workers' compensation benefits are provided on an insured basis through a licensed workers' compensation insurance carrier. As of the effective date of this policy, the name, address, and telephone numbers of the workers' compensation insurance carriers are:

In Pennsylvania or Maryland:

HighMark Workers Compensation  
PO Box 2738  
Pittsburgh, PA 15230  
800-880-7963

In New Jersey or District of Columbia:

Liberty Mutual Business Market Claims  
3 Becker Farm Road  
Roseland, NJ 07068  
800-900-4875

In New York:

The State Insurance Fund  
199 Church Street  
New York, NY 10007-1100  
888-875-5790

#### **4. Administration**

The Office of Human Resources shall establish and maintain the guideline and/or procedures for administering the University's Workers' Compensation program according to this Policy.

The University reserves the right to change insurance carriers from time-to-time. Please check with the Office of Human Resources to determine whether the above-referenced carrier is still providing the University's workers' compensation insurance coverage. Information regarding the current carrier is available through the Office of Human Resources.

Questions regarding this policy may be addressed to:  
Lincoln University Office of Human Resources  
1570 Baltimore Pike,  
Lincoln University, PA 19352  
484-365-8059