

# **NORTHEAST COMMUNITY COLLEGE POLICY MANUAL**

## **SECTION 7– HUMAN RESOURCES SUBSECTION 75 – EMPLOYEE BENEFITS – INSURANCE & RETIREMENT**

**POLICY NUMBER: BP – 7540**

### **WORKERS' COMPENSATION**

#### **1. POLICY REASON/PURPOSE/INTENT**

To establish principles for employee workers' compensation insurance.

#### **2. DEFINITIONS**

N/A

#### **3. POLICY**

- 3.1 All Northeast Community College employees are covered by workers' compensation insurance for eligible workplace occurrences in accordance with applicable federal and state laws, and the provisions listed on the College's worker's compensation insurance policy.
- 3.2 Occurrence Report forms must be completed and submitted to Human Resources immediately and no later than twenty-four (24) hours from the occurrence of a workplace incident.
- 3.3 Occurrence Report forms are available electronically within SharePoint and in hard-copy in the mailroom and in Human Resources.

#### **4. APPLICABILITY**

N/A

**EFFECTIVE DATE:** 10/09/2014

**ORIGINAL ADOPTION DATE:** 09/08/1983 (item #3729)

**REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER):** 03/13/1997 (item #7957); 04/14/2005 (item #9681); 10/09/2014 (item #11517); 08/08/2019 (item #12520)

**PRIOR POLICY/PROCEDURE NUMBER:** 4146

**SCHEDULE FOR REVIEW:** 2024

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RESCINDED DATE:** none

**LEGAL REFERENCE:** none

**CROSS REFERENCE:** none

**PROCEDURE(S) FOR POLICY:** none

**RELATED POLICIES/REFERENCES:** none

**POLICY KEY WORDS:** workers' compensation; occurrence report