1. Policy Purpose Statement

This policy provides all employees with information regarding workers’ compensation insurance in the event of a work-related injury or occupational illness.

2. Background

The Kennesaw State University (KSU) Workers’ Compensation Policy was created to comply with State Laws and the University System of Georgia (USG) policies regarding workers’ compensation.

3. Scope (Who is Affected)

This policy covers all faculty, staff, and student workers while actively engaged in work-related activities.

4. Exclusions or Exceptions

Temporary workers employed through a third party and contractors not on KSU payroll.

5. Definitions and Acronyms

- **Authorized Treating Physician:** An approved doctor, clinic, or facility that may be used in case of a workers’ compensation claim that requires treatment.
- **DOAS:** State of Georgia Department of Administrative Services.
- **Emergency:** An injury that requires immediate medical attention.
- **EtQ Reliance:** KSU online safety incident reporting tool.
- **Human Resources (HR):** KSU Office of Human Resources.
- **Workers’ Compensation Managed Care Organization (WC/MCO):** Manages the medical portion of a workers’ compensation claim to ensure that injured workers receive the quality medical care they deserve.
- **Work-Related Injury/Illness:** An injury, accident, exposure, or illness sustained because of or in the course of employment of an eligible employee.
6. Policy

Kennesaw State University is committed to complying with workers’ compensation laws and providing workers’ compensation benefits to employees injured in the course and scope of their employment with the University. Compliance with this policy and the USG Worker’s Compensation and Return-To-Work policy is required to ensure timely reporting, treatment, and investigation of work-related injuries and occupational illnesses necessary to provide prompt and efficient medical care and workers’ compensation benefits.

A post-accident drug screen will be required for employees that:

- are involved in an accident or incident that includes a motor vehicle or firearm.
- have been identified by each appointing authority as performing duties that are considered high risk.
- exhibit behavior or appearance that presents reasonable suspicion of alcohol or drug use.
- have an accident involving fatalities, injuries requiring immediate medical assistance, police citations, or damages to property.
- have a pattern of on-the-job injuries.

7. Associated Policies/Regulations

a. USG Human Resources Administrative Practice Manual, Employee Benefits and Services: Worker’s Compensation and Return-to-Work
b. USG Human Resources Administrative Practice Manual, Safety and Security: Drug Testing

8. Procedures associated with this policy

a. Kennesaw State University, Human Resources, Benefits, On the Job Injuries
b. Post-Accident Drug Testing Procedure

If possible, post-accident alcohol testing should be performed within two (2) hours of the accident. If a test cannot be performed within eight (8) hours, attempts to test shall cease and a written record stating the reasons the test was not performed shall be prepared by the employee’s manager or a designee and submitted to HR.

Post-accident drug testing should be performed within 32 hours or not at all. If a test is not performed, a written record stating the reasons the test was not performed shall be prepared by the employee’s manager or a designee and submitted to HR.

Testing will be performed at a hospital or medical facility. Human Resources may require employees to submit to additional testing, if warranted.

9. Forms associated with this policy

a. Georgia State Board of Workers’ Compensation Bill of Rights for the Injured Worker
b. State of Georgia Workers’ Compensation Official Notice to the Employee
10. Violations

An employee who neglects to follow the proper procedure to report a work-related accident or injury in a timely manner may be subject to appropriate disciplinary action.

An employee who fails to return to work after receiving a release from their authorized treating physician will be considered absent without authorization. The University considers three consecutive days of unauthorized absence to be a voluntary resignation.

Employees found to test positive in their post-accident drug screen under this policy may be subject to termination and/or denial of their workers’ compensation benefits.

Under Georgia law, an employee who submits a fraudulent workers’ compensation claim and/or misrepresents facts can be found guilty of a Class A misdemeanor and may be subject to substantial criminal fines, as well as further discipline, up to and including termination.

11. Review Schedule

This policy is reviewed annually by the Chief Human Resources Officer or designee.