Summary of Employee/Supervisor Responsibilities

- The employee must report any work-related accident/injury/illness to the supervisor.
- The supervisor must complete an Accident/Incident Report within two business days.
- When accident/injury/illness is serious:
  - If emergency room treatment is necessary, the injured/ill employee should proceed to the nearest hospital.
  - The injured/ill employee must notify supervisor as soon as possible.
  - The supervisor will notify the Office of Human Resources immediately.
  - Human Resources will refer employee to an authorized physician for treatment, provide an identification form, and report the injury/illness.
  - The supervisor or employee will complete the Accident/Incident Report within two business days from the date of the work-related accident/injury/illness and send the form to the Office of Human Resources.
  - The employee (or supervisor, if employee is incapacitated) will submit a Leave of Absence Request Form within two business days from the accident/injury/illness.
  - The employee, determined by a physician to be unable to work, must stay in contact with the supervisor on a weekly basis.
  - The employee has a duty to follow doctor's instructions when recovering from a work-related injury/illness.
  - A statement from the treating physician stating the nature of the disability and the expected duration of the disability must be submitted to Human Resources by the employee in order for HR to authorize an absence from work due to a work-related injury/illness.
  - The employee must provide a release form from the treating physician in order to return to full duty.

Important Phone Numbers

- Human Resources: 433-7084
- Employee Benefits: 433-7079

Security Services Emergency Numbers

- Cocoa Campus: Office 433-7086; 24/7: 403-5907
- Melbourne Campus: Office 433-5586; 24/7: 403-5909
- Titusville Campus: Office 433-5086; 24/7: 403-4200
- Palm Bay Campus: Office 433-5286; 24/7: 403-5911

**Occupational Accident or Illness.** On-the-job accidents, injuries, or occupationally-acquired illnesses must be reported to the Human Resources Office immediately by the employee’s supervisor; the supervisor is also responsible for submitting an Accident/Incident Report to the Human Resources Office within two business days. The Security Office is not responsible for completing the report, but informing the Security Department is advised in order to obtain assistance with the event, with notifying Human Resources, and with calling 911 when necessary.

**Vehicle Accidents.** When a vehicle accident occurs on campus, the driver will notify Campus Security Office; the staff will offer assistance and call 911 when necessary. Whenever a College-owned or College-rental vehicle is involved in an accident, irrespective of the cause, severity, or fault, the driver must contact the appropriate law enforcement agency as soon as possible. Personal injuries are the priority and must be addressed before contacting the College.

During College business hours, the traveler will notify the immediate supervisor, the Human Resources Office, and the EFSC Campus Security Office as soon as practicable to report the details of the accident. The traveler or the supervisor will complete an Accident/Incident Report.

**Injuries Requiring Medical Attention.** The Accident/Incident Report (including a physician’s statement describing the ailment and verifying the disability) is submitted to the Human Resources Office within two business days from the accident/injury or from the beginning of the work-related illness.

College employees will not transport victims of accidents with injuries to or from any medical facility for any reason.

**Absence from Work**

**Workers’ Compensation Absence.** Each employee is entitled to a maximum of 12 days of sick leave per calendar year when an injury or illness is due to a job-related activity. These leave days are non-cumulative and will be granted at full pay, provided that:

- The Office of Human Resources is notified of the situation within two business days after the injury or illness is sustained;
- A First Report of Injury Form is completed online by the Office of Human Resources within two business days after the beginning of the impairment;
- A Leave of Absence Request Form has been submitted to Human Resources within two business days.

Workers’ compensation sick leave will be paid only when the employee is required to be away from the work site for the full work day as certified by the treating physician. If the employee works a portion of a day, then the employee will use available personal leave, sick leave, or vacation leave.

An employee, absent from work due to a work-related injury, will also be allowed to draw time from accumulated vacation leave and sick leave to receive a full paycheck after the 12-day maximum has been reached. Refer to Procedure 307.4 Workers’ Compensation Insurance and Procedure 305.17 Workers’ Compensation Sick Leave.