1. **Purpose**

The purpose of this regulation is to ensure that all eligible employees who experience a work related injury or illness receive appropriate medical care and equitable benefits as provided under the Workers' Compensation Act and the Workers' Compensation of the State Personnel Policy.

2. **Scope**

Workers' Compensation provides benefits to employees who are injured or contract occupational diseases while carrying out the duties and responsibilities of their employment. The University handles all claims for Workers' Compensation. This regulation sets forth responsibilities for processing and monitoring Workers' Compensation claims and procedures for properly filing a claim for Workers' Compensation. Such claims should be submitted to the Business & Auxiliary Services’ Risk Management Department.

3. **Covered Employees**

All University employees are covered under the North Carolina Workers' Compensation Act, including full-time faculty, staff (EHRA and SHRA) and part-time, temporary, and student employees.

4. **Responsibility**

4.1. State of North Carolina

4.1.1 The North Carolina Industrial Commission was established by the North Carolina General
Assembly in 1929 to administer the Workers' Compensation Act. The Act provides protection for workers and employers within North Carolina against loss due to work-related injury or disease. The Industrial Commission also has jurisdiction over claims against the state and claims by families of law enforcement officers, fire fighters, and rescue squad workers.

4.1.2 The State of North Carolina contracts with a Third Party Administrator (TPA) to handle the individual workers' compensation for the University System.

4.1.3 The TPA is responsible for accepting or denying liability for the State and is also responsible for monitoring and processing the claims. Additionally, the TPA is responsible to pay medical benefits and compensation in accordance with the North Carolina Workers' Compensation Act.

4.1.4 Additionally, the TPA is responsible to pay medical benefits and compensation in accordance with the North Carolina Workers' Compensation Act.

4.2 University

4.2.1 The University's primary responsibility is to arrange for and provide for the necessary treatment for any work related injury.

4.2.2 The University's Workers' Compensation Administrator (WCA) establishes the procedures and processes to ensure injured employees receive the appropriate level of care and compensation in accordance with State Law.

4.2.3 The University and the TPA try to provide the best possible medical care for injured employees to help them reach maximum medical improvement and return to work as soon as possible.

4.3 Employee

4.3.1 The responsibility for claiming compensation is on the injured employee. Employees must report workplace injuries to their supervisor immediately. The Workers' Compensation Act requires that an employee give written notice to the employer within 30 days of accident or within 30 days of being diagnosed as having a disease associated with employment. After 30 days, no compensation is payable to the employee without a ruling by the Industrial Commission.