



## NOTICE TO EMPLOYEES – WORKERS’ COMPENSATION POLICY AND PROCEDURES

**East Central College** participates in all provisions of the Workers’ Compensation Law for all college employees. Employees who suffer any work related injury or illness must report it to the Office of Human Resources. In the event that an employee is seriously injured, his/her immediate supervisor or any member of administration has the authority to have the injured employee transported to a medical facility for treatment. Time spent by an employee in waiting for and receiving such attention shall be considered hours worked for pay purposes (Board Policy 5.22.1 (f)).

If you become injured or ill because of your job, you will be entitled to benefits under the Missouri Workers' Compensation Law. For more information about the Law, go to the Department of Labor website at [www.dolir.mo.gov](http://www.dolir.mo.gov).

### **Notification of Injury or Illness**

Human Resources and your supervisor should be notified immediately of any work related injury or illness. An injury report should be completed by you, any witnesses, and your supervisor and submitted to the Human Resources Office within 24 hours after injury. You must visit a designated facility in order to be covered through Workers’ Compensation. Prompt reporting of your injury is essential. Any delay in reporting may delay workers' compensation benefits. Injury report forms are available in the Human Resources Office or on the HR web page.

### **An Emergency Injury**

If an injury is an emergency, immediately call 911 and then Human Resources ext. 6710, 6711, or 6712. Injured employees will be taken to the nearest hospital. Make sure you inform the treating physician or other appropriate medical facility staff that the injury happened while working. An injury report should then be completed within 24 hours.

### **A Non-Emergency Injury**

If the injury is a non-emergency, but medical treatment is necessary, you will need to contact your supervisor and Human Resources prior to leaving campus. You will then need to go to a designated medical facility closest to your work location. Human Resources will contact the appropriate medical facility to inform them of the injury.

### **After-Hours/Weekend Injury or Illness**

If a non-emergency injury happens during the week between 5pm – 8pm, you will need to inform the campus evening administrator (not present on weekends) and go to Mercy Urgent Care or St. John’s Clinic. If an emergency, go to the emergency room at the nearest hospital. Make sure you inform the treating physician or other appropriate medical facility staff

that the injury happened while working. Report the incident to HR by leaving a voice mail message at 6711. Please submit an injury report within 24 hours of injury.

### **Important Notice on Compensation Benefits**

You will be responsible for payment of medical treatment if you receive treatment from any physician or facility other than the designated workers’ compensation facilities listed below. If you have any questions, please contact the Human Resources Office at ext. 6711 or 6712.

### **Designated Workers’ Compensation Facilities**

#### **Main Campus and Washington**

Mercy Corporate Health Center  
3195 Phoenix Center  
Washington, MO 63090 636-390-2600  
8am – 5pm Monday - Friday

#### **After Hours and Weekends**

Mercy Urgent Care  
3195 Phoenix Center  
Washington, MO 63090 636-390-2600  
8am – 8 pm Sunday - Saturday  
OR

If after 8 pm Sunday – Saturday or Emergency

Mercy Hospital Washington  
901 East Fifth Street  
Washington, MO 63090 636-239-8000

#### **Sullivan**

Missouri Baptist Hospital  
751 Sappington Bridge Road  
Sullivan, MO 63080 573-468-4186

#### **After Hours and Weekends**

Same as above

#### **Rolla**

Mercy Clinic  
1605 Martin Springs Drive  
Rolla, MO 65401 573-458-6300

#### **After Hours and Weekends**

Phelps County Regional Medical Center  
1000 W 10th St  
Rolla, MO 65401 573-458-8899