

LSU Health Sciences Center - New Orleans

Department of Human
Resource Management

Annual Policy Newsletter

Revised May, 2008

Equal Employment Opportunity Policy

The Louisiana State University Health Sciences Center-New Orleans (LSUHSC-NO) recognizes its legal and moral obligations to guarantee equal employment opportunity to all persons in all segments of University life. We also recognize the historical denial of equal opportunity to certain segments of our population. We are, therefore, committed to providing equal opportunity at LSUHSC-NO to fulfill our legal and moral obligations.

It is with genuine concern for all the people that we publicly express our commitment to equal employment opportunity and a diverse workplace. This commitment includes not only providing equity in our present employment practices, but also a commitment to the removal of past barriers that hinder equal employment opportunities.

LSUHSC-NO is committed to this policy because it is our belief that it is morally right, it is good personnel management, and it is

legally required by Title VII of the Civil Rights Act of 1964, as amended by Equal Employment Opportunity Act of 1972, Executive Order Number 11246, the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendment of 1972, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Governor Edwin Edwards' Executive Order Number 13, and Louisiana Fair Employment Practices Act.

LSUHSC-NO will take affirmative action to insure that the following will be implemented at all levels of administration.

1. Base employment decisions so as to further the principles of equal employment opportunity;
2. Ensure that all personnel actions, such as, compensation, tenure, benefits, transfers, layoffs, education, tuition assistance, social and recreational programs are

administered without regard to race, color, religion, sex, age, national origin, handicap or veteran status, or any other non-merit factor.

3. Basic guidelines and methods of achieving the goal of equal employment opportunity will be set forth in the LSUHSC-NO Diversity Program.

Overall responsibility for the reaffirmation of policy and program is the responsibility of the Chancellor's Office. Implementation of the program coordination and monitoring to ensure compliance is the responsibility of Human Resource Management. Any persons having questions regarding this program should contact the Human Resource Management Labor Relations Manager, 568-2029.

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Changes to The Family and Medical Leave Act extends to close relatives of Service Members

On January 28, 2008, President Bush signed into public law, the National Defense Authorization Act (NDAA). The NDAA amends the Family and Medical Leave Act of 1993 (FMLA) to provide eligible employees two new leave rights related to military service:

1) New Leave Entitlement which permits an eligible employee who is the "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of

leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

2) New Qualifying Reason for Leave which permits an eligible employee to take 12 weeks of leave because of "any qualifying exigency" arising out of the fact that

the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation. By its express terms, this provision of the NDAA is not effective until the Secretary of Labor issues final regulations defining "any qualifying exigency." The Department of Labor has not issued the final regulation. For additional information on the FMLA changes contact the Labor Relation section of Human Resources

Have you seen us on the
web?
www.lsuhscc.edu/no/administration/hrm/



The Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) requires that eligible employees be granted up to 12 weeks per year of unpaid, job protected leave for certain family and medical reasons. The State of Louisiana uses the “rolling year” method to determine the year.

Eligibility

Employees who have worked at least one (1) year and have worked at least 1,250 hours during the preceding 12 month period are eligible for FMLA. For employees not eligible for FMLA, LSUHSC-NO will review business considerations and the individual circumstances involved. Employees will be returned to the same or equivalent positions upon return from FMLA.

Leave

FMLA leave will consist of, and run concurrently with, appropriate accrued paid leave and unpaid leave. If leave is requested for an employee’s own serious health condition, the employee must first use all of his/her accrued paid sick and annual leave. If leave is requested for reasons other than one’s own health condition, the employee must first use all of his/her accrued annual leave. The remainder of the leave period will consist of unpaid leave. All leave, whether paid annual, paid sick, or unpaid, will also be recorded as FMLA.

Notice and Medical Certification

In all cases, an employee requesting FMLA must complete an “Application for Leave” form indicating that the intended leave is FMLA. Additionally, the employee is required to submit a completed “Certification of Physician or Practitioner” form.

An employee intending to take FMLA because of an expected or planned event, must submit an application for leave 30 days in advance of the leave, or as soon as the necessity for the leave arises.

When it is impossible, due to medical necessity, to provide advance notice, the leave will be granted conditionally based upon the information provided by the employee. Final approval or denial will be given upon receipt of the “Certification of Physician or Practitioner” form.

The law requires that the employer record leave as FMLA (even when the employee has not requested FMLA) when the employer has information that the absence is due to a qualifying event under FMLA.

Any additional information on the FMLA policy can be obtained from the Labor Relations Section of Human Resources , (504) 568-3916. The Family Medical Leave Act may be accessed through the LSUHSC-NO website (LSUHSC Policies-CM-50). <http://www.lsuhsoc.edu/no/administration/cm/cm-50.aspx>



Americans With Disabilities Act of 1990 Policy

LSUHSC-NO is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. The LSUHSC-NO policy prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, medical condition or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful. To comply with applicable laws insuring equal employment opportunities to

qualified individuals with disabilities, LSUHSC-NO will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact their supervisor or the Department of Human Resource Management Labor Relations Manager, (504) 568-3916 and request such an

accommodation. The individual with the disability should specify what accommodation he/she needs to perform the job.

For more information visit the Human Resources Management website at www.lsuhsoc.edu/no/administration/hrm/labor%20relations/ada or the LSUHSC-NO Policies website (CM-26)

Discrimination Complaints

**Make
TRUST DIGNITY
RESPECT
The
Foundation of Our
Workplace**

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to the Department of Human Resource Management. If the complaint relates to personnel of the Department of Human Resource Management, submit the complaint to the Vice Chancellor for Administration and Finance. Your complaint should be specific and include the names of individuals involved and the names of witnesses. LSUHSC-NO will immediately undertake an effective, thorough, and objective investigation and

attempt to resolve the situation. If LSUHSC-NO determines that unlawful discrimination has occurred, effective remedial action will be taken to deter any future discrimination. Whatever action is taken will be made known to you and LSUHSC-NO will take appropriate action to remedy any loss to you as a result of the discrimination. LSUHSC-NO will not retaliate against you for filing a complaint and will not willingly permit retaliation by management, employees or coworkers.

Questions or concerns should be directed to Human Resources Labor Relations (504) 568-3916.



Sexual Harassment

The policy of LSUHSC-NO always has been that all employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee...either male or female... should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to the occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which therefore interferes with our work effectiveness.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes: repeated offensive sexual flirtations, advances or propositions, graphic or degrading verbal comments about an individual or his/her appearance, the display of

sexually suggestive objects or pictures, or any offensive or abusive physical conduct.

Accusations of sexual harassment which are found to be valid may subject the individual (s) involved to severe disciplinary action or termination of employment.

In addition, no one should imply or threaten that an applicant's or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any questions regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor, Director of Human Resource Management, or Labor Relations Manager. The Sexual Harassment policy –CM49 may be accessed through the LSUHSC website at <http://www.lsuhs.edu/no/administration/cm/cm-49.aspx>

Sexual harassment is based on how the person being harassed is affected, not on the harasser's intent.

**IMPORTANT: TAKE ALL THREATS
SERIOUSLY****Violence in the Workplace**

LSUHSC-NO recognizes that employees are its most valuable resource. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults. LSUHSC-NO will take positive action to ensure that the following is implemented throughout all work environments within its jurisdiction:

1. The commitment of management and employees to promote a positive, respectful, and safe work environment that fosters employees' security, safety, and health.
2. Zero tolerance for the occurrence of violence, aggressive acts, verbal or non-verbal threatening behavior and harassment in

the workplace.

3. Eliminating and prohibiting acts of threats of violence, by or against employees at all work sites and wherever LSUHSC-NO business is conducted.
4. Minimize the chance of exposure of employees to violent, threatening, or harassing situations by implementing effective security measures, procedures, and practices.
5. Educate employees to increase awareness about health, and safety concerns, and train them how to properly respond in the event a violent, threatening, or harassing situation occurs.

Maintaining a violence-free

workplace requires the commitment, involvement, and cooperation of management and employees. Persons who fail to adhere to the violence-free workplace policy are subject to administrative disciplinary action.

Employees are required to report to the appropriate supervisor, Department Head, or University Police all threats or incidents of violent behavior in the workplace which they observe or of which they are informed. Examples of inappropriate behavior which shall be reported include (but not limited to):

- Unwelcome name-calling, obscene language, and other abusive behavior.
- Intimidation through direct or veiled verbal threats.

- Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.
- Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing any object.

If a situation is dangerous contact University Police at 568-8999; or local police at 821-2222; or 911.

The *Violence in the Workplace Prevention Plan CM-44* can be accessed through the LSUHSC-NO website <http://www.lsuhs.edu/no/administration/cm/cm-44.aspx>

Federal False Claims Act

The False Claims Act, 31 USC § 3279 is a federal statute that covers fraud involving any federally funded contract or program, including the Medicaid and Medicare programs. This act is commonly known as the "Lincoln Law" because it was first enacted to counter fraudulent activities involving military procurement during the Civil War. The act establishes liability for any person who knowingly presents or causes to be presented a false or fraudulent claim to the U.S. government for payment

Health care providers and suppliers who violate the False Claims Act can be subject to civil monetary penalties (CMP) ranging from \$5,500 to \$11,000 for each false claim submitted, can be required to pay three times the amount of damages

sustained by the U.S. government and if convicted of a False Claims Act violation, the OIG may seek to exclude the provider or supplier from participation in federal health care programs.

"Qui Tam "Whistleblower" provisions encourage individuals to come forward and report misconduct involving false claims. The False Claims Act includes a "qui tam" or whistleblower provision."

It allows any person with actual knowledge of allegedly false claims to the government. Such persons are known as a "relators." By way of example, the U.S. Department of Justice reports that the federal government obtained more than \$1.4 billion in settlements and judgments for fraud committed against the government in 2004-

2005.

Qui Tam Procedure

The relator must file his or her lawsuit on behalf of the government in a federal district court. The lawsuit will be filed "under seal," meaning that the lawsuit is kept confidential while the government reviews and investigates the allegations contained in the lawsuit and decides how to proceed. If the government determines that the lawsuit has merit and decides to intervene, the prosecution of the lawsuit will be directed by the U.S. Department of Justice. If the government decides not to intervene, the whistleblower can continue with the lawsuit on his or her own. If the lawsuit is successful, and provided certain legal requirements are met, the qui tam relator may receive an award ranging from 15 to 30

percent of the amount recovered. The whistleblower may also be entitled to reasonable expenses including attorney's fees and costs for bringing the lawsuit. In addition to a financial award, the False Claims Act entitles whistleblowers to additional relief, including employment reinstatement, back pay, and any other compensation arising from retaliatory conduct against a whistleblower for filing an action under the False Claims Act or committing other lawful acts, such as investigating a false claim or providing testimony for, or assistance in, a False Claim Act action.

Louisiana State Law

Under Louisiana state law, the definition of a false or fraudulent claim is slightly broader, at LSA R.S. 46.437.--, "(8) "False or fraudulent claim" means a claim which the health care provider

Federal False Claims Act Continued...

or his billing agent submits knowing the claim to be false, fictitious, untrue, or misleading in regard to any material information. “

Just as with the federal whistleblower statute, under Louisiana state law, “a private person (“Qui Tam plaintiff”) may institute a civil action (“Qui Tam Action”) in the courts of this state on behalf of the medical assistance programs and himself to seek recovery

A person who is or was a public employee or public official or a person who is or was acting on behalf of the state shall not bring a qui tam action if the person has or had a duty or obligation to report, investigate, or pursue allegations of wrongdoing or misconduct by health care providers, or had access to the records of the state through the normal course and scope of his employment relative to activities of health care providers.

No employer of a qui tam plaintiff shall discharge, demote, suspend, threaten, harass, or discriminate against a qui tam plaintiff at any time arising out of the fact that the qui tam plaintiff brought an action pursuant to this Subpart unless the court finds that the qui tam plaintiff has instituted or proceeded with an action that is frivolous, vexatious, or harassing.

No employee shall be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner in the terms and conditions of his employment because of any lawful act engaged in by the employee or on behalf of the employee in furtherance of any action taken pursuant to this Part in regard to a health care provider or other person from whom recovery is or could be sought. Such an employee may seek any and all relief for his injury to which he is entitled under state or federal law.

No individual shall be threatened, harassed, or discriminated against in any manner by a health care provider or other person because of any lawful act engaged in by the individual or on behalf of the individual in furtherance of any action taken pursuant to this Part in regard to a health care provider or other person from whom recovery is or could be sought except that a health care provider may arrange for a recipient to receive goods, services, or supplies from another health care provider if the recipient agrees and the arrangement is approved by the secretary. Such an individual may seek any and all relief for his injury to which he is entitled under state or federal law.

Generally, if the secretary or the attorney general intervenes in the action brought by a qui tam plaintiff, the qui tam plaintiff shall receive at least ten percent, but not more than twenty percent, of recovery, exclusive of the civil monetary penalty provided in R.S. 46:439.6(C). In making a determination of award to the qui tam plaintiff the court shall consider the extent to which the qui tam plaintiff substantially contributed to investigations and proceedings related to the qui tam action.

State law provides that there may be a reward of up to two thousand dollars to an individual who submits information to the secretary which results in recovery pursuant to the provisions of this Part, provided such individual is not himself subject to recovery under this Part.

Louisiana State False Claims penalties include payment of actual damages, civil fine not to exceed 10,000 dollars per violation or a civil fine not to exceed three times the value of the illegal remuneration, whichever is GREATER, and payment of interest on the mandatory civil fine imposed.

LSUHSC_NO's DRA Notice
<http://www.lsuhs.edu/no/administration/ocp/dranotice.aspx>

LSUHSC-NO's Whistleblower Policy
<http://www.lsuhs.edu/no/administration/cm/cm-53/PatientInformationpolicy5.aspx>



Phone: (504) 568-2350

Hotline: (504) 568-2347

Fax: (504) 568-7399

LSUHSC Drug Testing Program

It is the policy of LSUHSC-NO to promote and safeguard the workplace from consequences of alcohol and drug use. Statistics show that approximately 60 percent of all illegal drug users are employed either full or part-time.

The purpose of implementing a drug testing program is threefold:

1. Consistently provide the highest quality service to patients and customers.
2. Comply with the Federal Drug Free Workplace Act of 1988.
3. Provide a safe and healthy environment for patients, employees, visitors, and all members of the community.

What are the Different Types of Testing?

There are basically 5 different types of urine testing and one type of alcohol testing at LSUHSC-NO.

Types of Urine Drug Testing:

Post Job Offer

Post-job offer testing is a requirement for all applicants that have completed the interview process and have been offered a position contingent upon a negative drug test result.

Reasonable Suspicion/For Cause

Any individual may be tested who is suspected of being under the influence of alcohol, legal and/or illegal drugs. Suspicion is based on observable behavior, physical symptoms, and/or evidence of drug tampering or physical symptoms, and/or evidence of drug tampering or misappropriation.

Periodic Monitoring/After Case

Upon the completion of an outpatient or inpatient treatment program for substance abuse, the employee will be required to submit to periodic and/or aftercare testing and monitoring.

Post-Accident

Any individual involved in a job-related accident, and who is suspected of drug or alcohol use will be subjected to a urine drug test as soon as possible.

Random

In accordance with State law, employees whose principal responsibility is to operate public vehicles, maintain public vehicles, or supervise any employee who drives or maintains public vehicles are subject to random drug testing.

Breath Alcohol Testing

The devices used for breath alcohol testing measure alcohol concentration in breath. Breath alcohol testing is done for reasonable suspicion/for cause, periodic monitoring/aftercare, post-accident, and random. Trained Breath Alcohol Technicians conduct the breath tests.

What are the Testing

Methods?

Enzyme Multiplied Immunoassay Technique (EMIT) is used for preliminary or initial screening on urine drug tests. A positive EMIT test result will undergo Gas Chromatography/Mass Spectrometry (GC/MS) for confirmation. This combination of tests is sensitive, specific, and can identify all types of drugs in any body fluid. All alcohol breath tests are subject to a confirmation test on an evidential breath test device according to Department of Transportation regulations when the result of the screening test is 0.020 or greater.

May I Challenge a Positive Result?

Yes, you may challenge a positive urine drug test result. Once you have been notified of a positive drug test result by either the Medical Review Officer (MRO) or the Drug Testing Coordinator, you must: 1) provide the Human Resource Management Department and the MRO a written request to retest the original specimen, 2) provide the MRO a written explanation for the legitimate use of any drug(s) and, 3) have the MRO receive the repeat test results within 10 working days of the initial notification of a verified positive test.

Retesting is done on the original specimen and must be requested by the MRO. Testing is done at the expense of the client and must be performed at a NIDA or CAP-FUDT certified laboratory.

The results of alcohol testing are available immediately. All positive screening tests will be confirmed in the individual's presence.

Standards of Conduct and University Sanctions

The unlawful possession, use, manufacture, distribution or dispensation of illicit drugs or alcohol on LSUHSC-NO property, in the workplace by any employee or student of LSUHSC-NO, or as any part of any functions or activities by any employee or student of LSUHSC-NO is prohibited.

Violations of the LSUHSC Standards of Conduct by individuals covered under this policy will result in disciplinary action. Depending on the nature of the offense, disciplinary action can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the

individual's association with LSUHSC-NO and referral for prosecution by civil authorities in accordance with local, State, and Federal law.

Campus Assistance
is located in
Nursing / Allied Health
Bldg
1900 Gravier Street
7th floor Room 745
New Orleans, LA 70112
568-8888

Invitation for Self Identification

LSU Health Sciences Center-New Orleans is a Federal Contractor subject to the requirements of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended (38USC 2012), and to the requirements of Section 503 of the Rehabilitation Act of 1973 as amended, and their implementing regulations.

If you are a person with a disability, a special disabled veteran, or a veteran of the Vietnam era, please tell us. Provision of this information is voluntary. If you do not wish to identify yourself at this time as a person with a disability, a special disabled veteran, or veteran of the Vietnam era, you will not be subject to any adverse treatment.

If you do wish to identify yourself, the information provided will be

used only in accordance with the Acts and the regulations.

PERSONS wishing to self identify may access the INVITATION FOR SELF IDENTIFICATION at <http://www.lsuhscc.edu/no/Administration/hrm/Forms/INVITATION%20FOR%20SELF%20IDENTIFICATION.pdf>.

The completed form should be submitted to Human Resources, Labor Relations section located at 433 Bolivar, Room 603, New Orleans, LA 70112. The information provided will be kept confidential, except that:

A. Supervisors and managers may be informed of any restrictions of work or duties of persons with disabilities or special disabled veterans, and of any necessary accommodations;

of persons with disabilities or special disabled veterans, and of any necessary accommodations;

B. First aid and safety personnel may be informed, when and to the extent appropriate, if particular handicap or disability may require emergency treatment;

C. Government officials investigating compliance with the Acts shall be informed.

Any questions regarding the Invitation for Self Identification should be directed to the Labor Relations section of Human Resource Management at (504) 568-3916.



Post Offer, Pre-existing Conditions, Injuries or Illnesses Medical Inquiry Worker's Compensation

LSUHSC-NO is committed to providing Workers' Compensation benefits, in accordance with Louisiana R.S. 23:1208.1 of the Workers' Compensation Law, if an employee sustains an employment-related injury. The Post Offer, Pre-existing Conditions, Injuries or Illnesses Medical Inquiry (E-2) form request medical information and will be kept confidential and separate from your personnel file. It will be used only in the event you experience a work-related injury and become eligible for Workers' Compensation benefits.

In accordance with Louisiana R.S. 23:1208.1 of the Workers' Compensation Law, LSUHSC-NO requires that all employees

complete this questionnaire upon hire and every two years thereafter. The information is needed because if a work-related injury or disability is caused or made worse by a pre-existing condition, LSUHSC-NO may be able to seek reimbursement of the benefits paid from the Louisiana Second Injury Fund. This reimbursement would not reduce an employee's workers' compensation benefits. In order to be considered for reimbursement, an employer must show it knowingly hired or knowingly retained an employee with a pre-existing disability. Disclosure of a pre-existing condition shall not be used for any discriminatory purpose.

FAILURE TO ANSWER TRUTHFULLY ANY OF THE QUESTIONS ON THE (E-2) FORM MAY RESULT IN THE FORFEITURE OF WORKERS' COMPENSATION BENEFITS UNDER LA. R.S. 23:1208.1.

The Post Offer, Pre-existing Conditions, Injuries or Illnesses Medical Inquiry (E-2) form may be downloaded at <http://www.lsuhscc.edu/no/administration/hrm/Forms.aspx>. Every two years and upon hire each employee must submit a completed form to Human Resource Management, attention Labor Relation, in a sealed envelope with label including your full

name, employee Identification number, and department.

Any questions regarding the Post Offer, Pre-existing Conditions, Injuries or Illnesses Medical Inquiry (E-2) form should be addressed to the Assistant Director of Human Resource Management (504) 568-4834.

Overpayments

Louisiana State University Health Sciences Center – New Orleans (LSUHSC – NO) is required to recoup overpayments from both active and separated employees.

It is the policy of Louisiana State University Health Sciences Center – New Orleans (LSUHSC – NO) to recoup overpayments made to employees in accordance with La. Rev. Stat. 42:460 as promulgated by the Louisiana Administrative Code Title 4, Part III, Chapter 7. Overpayments occur when compensation that is not owed to the employee is paid in error. This includes but is not limited to overpayment of wages, annual leave paid in error, and erroneous refunds of deductions. Unearned payments to employees are prohibited by Article 7, Section 14 of the Louisiana State Constitution, which prohibits the donation of

public funds. Therefore, LSUHSC – NO is required to recoup overpayments to both active and separated employees.

For more information on CM-57 Policy and Procedure for Recoupment of Overpayment go to

<http://www.lsuhscc.edu/no/administration/cm/cm-57.aspx>

Return to Work

Louisiana State University System provides workers' compensation benefits to its faculty and staff in accordance with Louisiana law. This coverage includes the University's modified duty program designed to encourage employees, who have been released to perform work with limitations to return to work.

LSU will make reasonable efforts to place the returning employee into a meaningful assignment, which he/she can perform while on modified duty on a temporary basis. LSU cannot guarantee placement and is under no obligation to offer, create, or encumber any specific position for purposes of offering placement.

Applicability

This policy only applies to permanent employees of LSU who are on leave as a result of work related injuries or illnesses and who are receiving workers' compensation benefits.

Modified Work Requirements

For work to be considered suitable modified employment, specific condition must be met. For a list of conditions and more information on PM-70 Return to Work Policy for Employees on Workers' Compensation visit <http://lsuhsc.edu/no/administration/pm/pm-70.aspx> or call Human Resources Labor Relations at (504) 568-3916.



Worker's Compensation

Worker's Compensation coverage is provided to LSUHSC-NO employees through the Office of Risk Management, Office of Workers' Compensation, Baton Rouge, Louisiana. It is the responsibility of each employee to report to their supervisor and/or designated departmental liaison any occupational injury or disease, even if it is deemed to be minor. An injured employee must give notice to the University within thirty (30) days of the injury to be eligible for Worker's Compensation benefits.

When an occupational injury results in an employee being away from work for a period of seven (7) calendar days or more, the department must notify the Employee/Labor Relations office via telephone (504) 568-3916 immediately so that compensation for any lost wages

the employee may incur can be filed.

If a serious injury occurs on the job, it is necessary for your department to notify Human Resource Management/Labor Relations via telephone at (504) 568-3916 **immediately**.

The [Employer's Report of Injury/Illness](#) should then be completed and sent to Human Resource Management Labor Relations, 433 Bolivar St, New Orleans, LA 70112. For access to the Employer's Report of Injury/Illness form, go to <http://www.lsuhscc.edu/no/Administration/hrm/Forms/WorkersComp.xls>

Please note, when an employee reports an injury or disease to a **supervisor**, it becomes the responsibility of the **supervisor** to submit the *Employer's Report of Injury/Illness* to Human

Resource Management as soon as possible. Failure to report in a timely fashion may result in a \$500 fine being levied against LSU Health Sciences Center. Your cooperation is needed to insure that no penalties are incurred and to insure that employees interests are protected.

When completing the *Employer's Report of Injury/Illness*, please note that the hourly time must be indicated on the form. Also, if the employee has not returned to work at the time the form is completed, please indicate that fact and telephone Human Resource Management/Labor Relations at (504) 568-3916 the day the employee returns to work.

Bills or receipts for all medical expenses associated with injuries covered by Worker's

Compensation are to be forwarded to Labor Relations, Human Resource Management promptly for further processing for payment.

When a minor injury occurs and no medical costs will be incurred, the Office of Risk Management/Unit of Risk Analysis and Loss Prevention Incident/Accident Investigation Form should be completed. It can be downloaded from the LSUHSC Homepage - Intranet - LSUHSC Forms - Adobe PDF Formats.

<http://www.lsuhscc.edu/no/Administration/hrm/Forms/ACCIDENT.doc>

To report an injury or to gain further information on the program, please contact Paulette Albera at (504) 568-3916.

Acknowledgement of Policies

I hereby certify that I have received information on, and I understand that I will be accountable for conducting my duties in the workplace in accordance with the information contained in this packet on the following topics:

- Equal Employment Opportunity Policy
- Americans With Disabilities Act of 1990 Policy
- The Family and Medical Leave Act Policy
- Violence in the Workplace Policy
- Drug Prevention Program/Policy
- Drug Testing Program
- Sexual Harassment Policy
- CM-23 Drug Free Workplace Policy
- Discrimination Complaints
- Standards of Conduct and University Sanctions
- Overpayments
- Pre-existing conditions
- Worker's compensation
- Deficit Reduction Act

Legal Name (please print)

Signature

Date of Signature

EMPLID
(on back of ID Badge)