The University of Mississippi

Workers’ Compensation

Summary/Purpose: The guidelines and requirements to receive Workers’ Compensation payments are given.

Workers’ Compensation provides for payment for injuries and loss of time from work when employees, including students, become disabled as a result of a job-related injury. A Workers’ Compensation – First Report of Injury or Illness form and a Supervisor’s Workplace Injury Investigation Report form are required to determine eligibility for benefits. These forms must be received by the Workers’ Compensation Commission within ten days after the first day of disability. Copies of the forms are available on the Human Resources website and within the Human Resources office.

Mississippi Law provides for a penalty of up to $100 for each late report or late filing. To assist employees, supervisors, and department heads in avoiding any personal liability for this penalty, the following schedule is established for reporting work-related injuries.

1. Employees are to report work-related injuries verbally to their supervisor as soon as possible, but no later then 24 hours after the injury, excluding weekends.
2. Supervisors who are not department heads are to complete the Supervisor’s Workplace Injury Investigation form and submit to the department head immediately upon being informed by the employee of a job-related injury.
3. Department heads are to complete the Workers’ Compensation – First Report of Injury of Illness form and forward it to the Department of Human Resources within 48 hours of the accident, excluding weekends.
4. The Department of Human Resources will forward the form to the University’s carrier of Workers’ Compensation Insurance.
5. The University’s carrier will forward the form to the Workers’ Compensation Commission.

The individual responsible for any late filing of the form will be held liable for any penalty assessed by the Workers’ Compensation Commission.

As mandated by Senate Bill 2977, effective July 1, 2008, an employee’s total compensation as a combination of paid leave and indemnity payments cannot exceed 100% of regular compensation. Human Resources is responsible for calculating the maximum compensation an employee is eligible to receive for paid leave and to notify the employee’s department head of the process for submitting leave each pay period.

Employees will receive verbal and written correspondence from the Department of Human Resources defining the policy and process.

In the event, total compensation as the sum of paid leave and indemnity exceed regular wages, the employee is expected to return the excess amount. The following repayment
methods are available to the employee. Option ‘b’ is the default method in the event of non-selection.

Repayment Methods:
   a. The employee can issue a personal check or money order to the University for the excess amount.
   b. The University will collect the overpayment via payroll deduction during the pay period immediately following notification from the Workers’ Compensation carrier.