



Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 9.6*

Effective August 13, 2009

On the Job Injury

Letter from the President

Rules and Regulations

Adjunct Handbook

 Print using your browser's print function.

Faculty Handbook

 Print using your browser's print function.

Staff Handbook

 Print using your browser's print function.

Employees covered by this policy

This policy applies to all Faculty, Staff and Hourly employees at LU and applicants of positions.

Policy

Lincoln University is part of the State of Missouri's Workers Compensation system. If a Lincoln University employee or a co-worker gets injured on the job, follow these procedures:

- Report **all** injuries immediately to the Lincoln University Human Resources Office.
- Document the time, place, names of witnesses, and nature of the injury in a written report.
- Unless it is an emergency, do not seek aid without informing the LU Human Resources office before going to authorized medical providers.
- If it is an emergency, seek initial treatment at the nearest hospital emergency room or medical clinic.
 - Then notify your employer as soon as possible.
 - Notify the hospital or clinic that your injury is a worker's compensation injury and give the name, address, and telephone number of your employer.
- If medical treatment is required, you should contact 1-800-624-2354 (or 1-800-735-2966 for the hearing impaired available) 24-hours a day for the name of an authorized medical care provider in your area prior to seeking treatment.
- You may seek your own medical care with the provider of your choice at your own expense, however;
- The State of Missouri may not pay for medical treatment if you do not utilize authorized medical providers.

The Human Resource Office will assist in completing the necessary forms for workers compensation.