

STUDENT EMPLOYMENT MISCELLANEOUS POLICIES

STUDENT EMPLOYEES WORKERS' COMPENSATION

The following policy has been established by the State of Illinois Department of Central Management Services.

WHAT TO DO IF YOU HAVE AN ON-THE-JOB ACCIDENT

If the injury is life threatening please seek prompt medical care and then proceed with the reporting of your injury.

For all other injuries, please follow the steps below:

1. Notify your supervisor
 - Notice can be given orally or in writing but by law it must include all of the following: date, time, and location. It is also recommended that your notice include a brief description of the accident and the injury sustained.
2. Report your accident to the CARESYS early intervention 24-hour hotline 1-800-773-3221
 - Provide your name exactly as it appears on your Social Security Card and your current mailing address.
 - If you plan to seek medical treatment, please provide to CARESYS the physician and/or facility information you plan to utilize.
3. If you require medical treatment and it is not an emergency, contact your primary care physician. IF you have an emergency, go to the nearest hospital ER or prompt care facility. Please inform the facility that you are treating for a worker's compensation injury and to forward information and bills to:

Jeni Batson – Worker's Compensation
Employee Benefits, Mailcode 6520
805 South Elizabeth Street
Carbondale, IL 62901-6520

- SIUC employees may utilize the Student Health Programs facility for non-urgent treatment.
4. The injured employee or the employee's supervisor should report the injury
 5. If you receive medical treatment, a workers' compensation claim packet will be mailed to the address that was provided to CARESYS.

- All claim forms should be completed in a timely manner. Without the completed packet, CMS cannot determine compensability of the claim.
 - If your doctor places you off duty or on any form of restricted duty, you will need to provide a written work status slip from the doctor. The work status slip or off duty slip must be signed by the doctor.
6. If you do not require medical attention, your claim will be classified as an “incident only” and you will not receive a claim packet.
- If medical treatment is necessary later, you must contact CARESYS and the campus Workers’ Compensation Coordination to reopen your claim.

Failure to follow these procedures may affect the employee’s right to compensation for time lost or reimbursement for expenses incurred.

GRIEVANCE POLICY

In case of difficulty or complaint, each student employee of the university shall have the right to use the channels provided for the settlement of grievances against the university. In general, it is preferable that personnel problems be solved within the organization at the level at which they arise. Individuals outside the university internal organization should not be asked to rule on such difficulties until established university channels have been exhausted. Written appeal must be made within 30 days of the grievance and shall state the nature of the grievance in sufficient detail that a proper response can be prepared. This procedure shall be followed regarding any complaint concerning the performance of work assignments or any act of discrimination on the basis of race, color, national origin, sex, religion, age, sexual orientation, marital status, or disability. The grievance is to be presented in writing. The employee, at her/his option, shall have the right to an oral presentation at each level of review.

STEP 1 A student employee shall first present any such matters to the immediate supervisor. This step should be taken at the earliest possible date and must be within 30 days of the action being grieved. The supervisor's decision shall be in writing to the student employee within 5 working days of receipt of the grievance.

STEP 2 If the matter is not satisfactorily resolved, the student employee may submit the grievance in writing to the head of the department. This must be done within 3 working days after receipt of the decision in Step 1. The department head shall review the facts and render his/her decision in writing to the student employee within 5 working days after receipt of the grievance.

STEP 3 If the grievance still exists, the case shall be submitted in writing to the director of Financial Aid. This must be done within 3 working days following receipt of the decision in Step 2. Within 10 working days following receipt of the grievance, the director of Financial Aid shall consider the matter with the student employee and a representative of the student's choice, and with the administrative officer involved. The director shall render a decision in writing within five working days following said consideration. If the grievance alleges discrimination on the basis of race, color, national origin, sex, religion, sexual orientation, marital status, or disability, the employee may also notify the Affirmative Action Office.

STEP 4 If the matter is not satisfactorily resolved, the director of Financial Aid, within 5 working days of the completion of Step 3, shall refer the matter to the appropriate vice chancellor (or other individual reporting directly to the chancellor). Within 15 working days of receipt of the grievance, the

appropriate vice chancellor (or other individual reporting directly to the chancellor) shall conduct an investigation concerning the grievance and render a decision in writing.

- STEP 5** If the matter is not satisfactorily resolved, the vice chancellor (or other individual reporting directly to the chancellor) will submit findings to the chancellor within 5 working days following completion of Step 4. The chancellor will render a decision in writing within 20 working days after receipt of the grievance. The chancellor may waive a personal hearing and refer the matter to a committee chosen to hear the grievance.
- STEP 6** The student employee may appeal to the Board of Trustees providing the matter meets the Board of Trustees appeal standards.

RELEASE OF EMPLOYMENT VERIFICATION INFORMATION

SIUC Faculty and Staff may inquire as to any information pertaining to previous campus employment and/or evaluations in a student's employment file at Financial Aid Student Employment Services.

Requests for employment verification and other inquiries by off-campus sources should be referred to Financial Aid Student Employment Services. By contacting Financial Aid Student Employment Services, employers or other agencies off-campus can confirm information that they have been given by the potential employees. Other information may be released only if the student has granted the inquiring party written permission to acquire this information, and a copy of the permission has been forwarded to Financial Aid Student Employment Services.

Inquiries to departments regarding personal references may be handled at the discretion of the department. Departments should ensure the inquiry is based on the wishes of the prospective employee.