



POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by
Marshall University Human Resource Services
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755
Phone 304.696.6455, FAX 304.696.6844
E-mail human-resources@marshall.edu, Web <http://www.marshall.edu/human-resources>

Applies to:	Marshall University Research Corporation (MURC)
Title:	Benefits – Workers’ Compensation Coverage
Number:	27
Effective Date:	10/01/06
Last Revision Date:	

Marshall University Research Corporation (MURC) provides workers’ compensation insurance coverage at no cost to employees. Workers’ compensation insurance covers any injury or illness caused by employment or sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to regulations, workers’ compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

An employee who sustains a work-related injury or illness should as soon as possible (1) inform his/her supervisor of what happened and (2) complete and submit to the supervisor a web-based workplace incident report form within 24 hours of sustaining the injury or illness. The supervisor should complete his/her portion of the form and forward it to Human Resource Services (address above) as soon as possible.

Even if the workplace injury or illness appears minor or inconsequential and/or even if the employee did not lose any work time due to the injury or illness, it is important that it be reported immediately. Doing so will enable an eligible employee to qualify for workers’ compensation coverage as quickly as possible in the event problems develop later with regard to that injury or illness.

The form is available on the web at: <http://www.marshall.edu/human-resources/forms/murc/>.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

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