

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES ON THE BENEFITS WHICH ARE PROVIDED TO THEM UNDER THE LAW.

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*This policy provides information only. It does not substitute for face-to-face contact with the Office of Human Resources to clarify individual situations.*

A. SOCIAL SECURITY (Federal Insurance Contribution Act -- FICA)

1. All Brenau employees, except for student employees, are covered under FICA.
2. Brenau pays an employer share of FICA taxes and is responsible for collecting the employee's share of FICA taxes. Certain payments - e.g., disability, medical and dental - are excluded from FICA wages.
3. There are several kinds of Social Security benefits: retirement or disability benefits for fully insured workers, benefits for survivors of deceased workers and lump-sum death benefits for survivors of insured workers. Additionally, Medicare benefits covering hospitalization and convalescent care and major doctor bills are available to all employees who are aged 65 or older.

B. WORKER'S COMPENSATION

1. All employees of Brenau are covered under the provisions of the Workers' Compensation Act. The act is designed primarily to cover medical expenses due to accidental injury to the employee during actual working hours at Brenau, on one of the satellite campus locations, or in an official capacity representing the institution away from campus.
2. Occupational diseases are covered by the Worker's Compensation Act, provided that a direct causal connection between the work conditions and the disease can be determined.
3. Benefits include: (a) Medical benefits - provided without dollar or time limits, (b) Temporary or permanent partial disability benefits, (c) Total disability benefits - payments that usually extend through an employee's lifetime and (d) Survivor benefits - in cases of a fatal injury or occupation-related illness, a worker's surviving spouse and children are eligible for a burial allowance and a specific portion of the employee's wage.

C. PROCEDURES FOR WORKERS COMPENSATION

The following procedures are required in the event an employee is injured on the job:

1. If the injury is life-threatening, the employee should notify the direct supervisor and proceed to the Emergency Room at the nearest hospital (transported by Security, or the campus director), or call 911 if appropriate. After the visit, the employee is responsible for notifying HR and to complete paperwork.
2. If the injury is not life-threatening, the employee should report the injury to the supervisor and then to the Office of Human Resources immediately to ensure that the proper forms are filed in a timely manner. A list of approved physicians (for each campus location) is on file in the Office of Human Resources and on the Human Resources website. Employees are required to select a physician from the list of approved physicians, subject to the provisions of the Workers Compensation Act. Should the employee choose to seek

medical attention, Security (or the campus director) should transport the employee to the physician chosen on the panel.

3. If the Office of Human Resources is closed, and immediate treatment is necessary, the employee should proceed to the Emergency Room at the nearest hospital for treatment, or call 911 if appropriate. The injury should be reported to the Office of Human Resources within 24 hours.
4. In any event, the employee must contact the Office of Human Resources as soon as possible, (but no later than 2 working days after the injury) to complete the incident report form. Failure to contact the Office of Human Resources to complete a claim immediately following an injury may result in the employee being denied workers compensation benefits.
5. During a period in which an employee is out on Workers Compensation leave, the employee will not be paid by Brenau University but by the Workers Compensation Insurance carrier.
6. When an employee is involved in a job related accident/incident, they will be required to submit to a drug and/or alcohol screen typically within 2 hours of the accident/incident.
7. Employees must submit to a drug and/or alcohol test if the employee has caused or contributed to an on-the-job injury or was involved in an accident while operating a university vehicle. If employee refuses to submit to a test, he/she may forfeit any eligibility for workers compensation, medical or indemnity benefits.
8. Refer to FSG 1-08 for detailed information on the drug screening process.