Workers’ Compensation Guidance

Personnel Policies State: Workers’ Compensation is provided for each employee in accordance with the state law, through such insurance carried by this Agency at no cost to the employee. Workers’ compensation generally provides cash benefits and medical care for qualified employees who are injured or become disabled because of an accident, injury or sickness related to their job. To be eligible for workers' compensation benefits, the qualified employee must immediately report an injury to his/her supervisor.

Neither NMCAA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during voluntary participation in any off-duty recreational, social, or athletic activity sponsored by NMCAA. Further, all workers’ compensation benefits will be awarded in accordance with applicable law and the terms of the insurance policy.

* Supervisors Accident and Illness Report must be completed and sent to Human Resources Assistant within 24 hours of date of injury.
* Once the report is received, a case number will be assigned by the insurance company and a letter mailed to the employee with instructions on communicating with the Workers’ Compensation insurance carrier.
* Due to HIPAA laws, all communications regarding the medical condition of the employee must be completed between the employee and the Workers’ Compensation insurance carrier.
* If the employee seeks medical treatment, any restriction must be reported to HR.
* Wage benefits are not available for payment until after seven workdays are missed.

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