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MEMORANDUM

To: New Law School Employees

From: Gael A. Hallenbeck

cc: Personnel File

Subject: Workers' Compensation

Date: August 6, 2004

Some changes in Duke University's Workers' Compensation policy took effect on July 1, 2004. These changes apply to all Duke employees regardless of classification. (**Faculty, please note that this policy also applies to you and the teaching and research assistants you supervise.**) Here is a brief summary of the changes (in bold) and other important parts of the policy. **Please note there are significant financial penalties for schools and departments who do not comply with these University expectations.**

- 1. Duke employees must report any work-related injury or illness within twenty-four hours of occurrence.** There is an on-line form available for filing this report (www.hr.duke.edu/forms/injury.html). A supervisor is responsible for ensuring completion of the employee's report form if the employee is unable to complete it. In instances where medical attention is needed, the employee should go to Employee Occupational Health and Wellness (Duke South; 684-3136) or, in an emergency, the Duke Hospital Emergency Department. After normal business hours, medical care should be sought from Duke Urgent Care- Hillandale Road or Duke Urgent Care South.
- 2. The employee's supervisor must conduct a prompt, thorough investigation of the incident and file a report via the same on-line process as used by the employee within 24 hours of the occurrence** (www.hr.duke.edu/forms/injury.html). The supervisor's report requires an accurate account of what happened, including any witness accounts, and a plan to address any emergent safety issues.
- 3. The employing unit of a staff member who is injured on the job is expected to return the employee to a suitable work assignment following medical clearance.**

If you have questions about these policy changes, please contact me.

Copy Received _____
(Signature)

(Date)