

P. WORKERS' COMPENSATION

Under Workers' Compensation law an employee is insured for any injury or illness sustained arising out of and in the course of employment.

This means an employer is liable for injuries to employees under these circumstances: first, when an employee is engaged in the performances of job duties in a regular area of service and second, when an employee is engaged in certain acts related to personal comfort while on the job, such as coffee breaks.

On the basis of the above, employees must confine execution of work-related duties to scheduled hours and assigned job sites. Furthermore, paid rest periods must be taken at a location designated by the employee's department head. If a fixed workplace is not provided for an employee, it will be the responsibility of the supervisor to inform the employee in writing about where paid rest periods are to be taken.

Failure to report a work related injury within twenty-four (24) hours of occurrence will be cause for a written reprimand that will become a part of the employee's record. The second failure to report a work related injury within twenty-four (24) hours of occurrence will result in

suspension without pay or such other disciplinary action as the situation indicates.