



## **WORKERS' COMPENSATION PROCEDURES-WORK-RELATED INJURIES 2019-20**

Genesee Education Consultant Services (GECS) strives to put safety first in the workplace. Unfortunately, accidents do occur on the job. In the event of a work-related injury, please report the injury to your supervisor and GECS immediately.

Our Workers' Compensation Carrier is:

**Accident Fund Insurance Company of America**  
**P.O. Box 40790**  
**Lansing, MI 48901-7990**  
**1-866-206-5851**

Our occupational health/workers' compensation clinics are attached.

### **When Injury Occurs**

1. Report to Supervisor and GECS (810-396-1100) immediately.
2. GECS will send you to clinic. GECS must be the entity to authorize treatment.
3. Employee must fill out Basic Report of Injury Form (attached) and return to GECS office via fax, email, or drop-in.
4. If GECS office is closed, a supervisor may authorize treatment.

Please reference the following payroll information for payment of wages for lost time.

- On the day of injury, GECS will pay lost wages for hours regularly scheduled to work. If clinic clears employee to return to work on the day of initial visit, you must return to work unless given permission by supervisor.
- If injured and off work **7 days or less**-no payment of wages, unless employee has accumulated PTO days.
- If injured over **7 days**, payment of wages charged to workers' compensation carrier.
- If injured over **14 days**, payment of wages will be retroactive to the date of the injury.

If you have any questions regarding the workers' compensation process, please contact the Human Resources Department at 810-396-1100.

