WORKERS’ COMPENSATION EMPLOYEE NOTIFICATION

This Notification shall serve to advise you of your rights and responsibilities under the Pennsylvania Workers’ Compensation Act.

If an employee is injured while on duty, she/he is responsible for notifying her/his supervisor at Millersville University as soon as possible.

Workers’ Compensation is designed to provide wage loss benefits and reimbursement for reasonable medical care for one who is injured on the job.

Millersville University, in compliance with the Workers’ Compensation Act, has posted a list of at least six (6) medical providers from which you are to select (see reverse).

If you sustain a work-related injury requiring medical treatment, you are required to first treat with a doctor who is on the list. You are required to treat with that provider for ninety (90) days from the first visit. However, if the designated physician recommends invasive surgery, then you are allowed a second opinion by a physician of your choice. If the second opinion differs from the first, you have the right to determine which course of treatment to follow, provided that the second opinion provides a specific and detailed course of treatment. If you choose to follow the course of treatment designated in the second opinion, such treatment shall be performed by one of the physicians or other health care providers so designated by Millersville University (see reverse) for a period of ninety (90) days from the date of the second opinion visit. Treatment with your own medical provider in violation of the above may result in your medical bills being unpaid for the prescribed period.

Upon expiration of the prescribed period, if you select a medical provider not on the panel, you must notify the Office of Human Resources (717-871-4950) of your choice of providers within five (5) days of the first visit. Failure to notify Millersville University will relieve us of the responsibility for the payment of the services rendered until such time the proper notification is given.

Your signature indicates that you have been informed of your rights and responsibilities outlined in this Notification.

Employee Name ____________________________

(please print)

Employee Signature ____________________________ Date _______________
NOTICE TO ALL EMPLOYEES
IN THE EVENT OF A WORK INJURY
TELL YOUR SUPERVISOR

If you are injured while at work, Millersville University has arranged for payment of your medical care with

INSERVO INSURANCE SERVICES, INC.
P.O. BOX 3899, HARRISBURG, PA 17105-3899
1-800-356-0438

It is your responsibility to immediately report the injury to your supervisor.

IN CASE OF WORK-RELATED INJURY OR DISEASE
IN ACCORDANCE WITH THE PENNSYLVANIA WORKERS' COMPENSATION ACT,
YOU MUST CHOOSE A MEDICAL PROVIDER FROM THE LIST BELOW:

If you suffer from a work-related injury or disease, Millersville University will pay for reasonable surgical and medical services, medication, supplies, orthopedic appliances and prostheses, including training in their use.

In order to ensure that your medical treatment will be paid for by Millersville University/Inservco, you must select from one of the licensed physicians or practitioners of the healing arts listed below.

MILLERSVILLE UNIVERSITY HEALTH SERVICES (WITMER INIRMARY)
4 McCullough Street, P.O. Box 1002, Millersville, PA 17551
(717) 871-5250

WORKNET OCCUPATIONAL MEDICINE
241 Rohrerstown Rd, 2nd Fl., Suite 200, Lancaster, PA 17601
(717) 431-1770

WORKNET OCCUPATIONAL MEDICINE – LANCASTER NORTH
4237 Oregon Pike, Ephrata, PA 17522
(717) 859-5002

EYE PHYSICIANS OF LANCASTER
810 Plaza Boulevard, Suite 103, Lancaster, PA 17601
(717) 735-6700

LANCASTER GENERAL HOSPITAL – EMERGENCY ROOM
555 North Duke Street, Lancaster, PA 17602
(717) 544-5122

LANCASTER GENERAL HOSPITAL - OCCUPATIONAL MEDICINE
2110 Harrisburg Pike, Lancaster, PA 17604
(717) 544-3155

LANCASTER GENERAL HOSPITAL – PHYSICAL THERAPY
2110 Harrisburg Pike, Lancaster, PA 17604
(717) 544-3103

LANCASTER REGIONAL MEDICAL CENTER – EMERGENCY ROOM
233 College Avenue, Lancaster, PA 17604
(717) 291-8111

HEART OF LANCASTER – EMERGENCY ROOM
15 Highlands Drive, Lititz, PA 17543
(717) 625-5000

You must continue to visit one of the physicians listed above, if you need treatment, for 90 days from the date of your first visit.

After this 90-day period, if you still need treatment, you may choose to go to another licensed physician or practitioner of the healing arts for treatment. If this situation should arise, please let your employer or your claims representative know ahead of time.

All physicians or practitioners of the healing arts must file reports within 21 days after your first visit and at least once a month for as long as treatment continues in order for payment to be considered.

If one of the persons listed refers you to another licensed specialist, your employer or his insurer will consider payment for reasonable bills for these services.

If you are faced with an immediate medical emergency, you may secure initial assistance from a hospital emergency room of your choice. You should then seek subsequent treatment from a licensed physician or practitioner of the healing arts listed above for the first 90 days from the date of your first treatment.

A Member of Pennsylvania’s State System of Higher Education

10/2008
WORKERS’ COMPENSATION INFORMATION

The following information is being provided to you in compliance with 34 Pa. Code § 121.3b.

1) The workers’ compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

2) Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers’ compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

3) You should report immediately any injury or work-related illness to your employer.

4) Your benefits could be delayed or denied if you do not notify your employer immediately.

5) If your claim is denied by your employer, you have the right to request a hearing before a workers’ compensation judge.

6) The Bureau of Workers’ Compensation cannot provide legal advice. However, you may contact the Bureau of Workers’ Compensation for additional general information at: Bureau of Workers’ Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501; telephone number within Pennsylvania (800) 482-2383; telephone number outside of this Commonwealth (717) 772-4447; TTY (800) 362-4228 (for hearing and speech impaired only); www.state.pa.us, PA Keyword: workers comp

Employee Name ____________________________
(please print)

Employee Signature ____________________________ Date ________________
STUDENTS ARE NOT ELIGIBLE FOR UNEMPLOYMENT COMPENSATION

Please read the Unemployment Compensation Law below and sign that you understand that you are not eligible for Pennsylvania unemployment compensation when your student employment position at Millersville is ended for any reason.

PENNSYLVANIA UNEMPLOYMENT COMPENSATION LAW

Section 4. Definitions

(10) (A) Service performed in any calendar quarter in the employ of an organization exempt from income tax under section 501(a) of the Federal Internal Revenue Code of 1954, as amended, (other than an organization described in section 401(a) of said code) or under section 521 of said code if the remuneration for such service is less than fifty dollars; or

(B) Service performed in the employ of a school, college or university if such service is performed (i) by a student who is enrolled and is regularly attending classes at such school, college or university or (ii) by the spouse of such a student if such spouse is advised at the time such spouse commences to perform such service that (i) the employment of such spouse to perform such service is provided under a program to provide financial assistance to such student by such school, college or university and (ii) such employment will not be covered by any program of unemployment insurance; or

(C) Service performed by an individual under the age of twenty-two who is enrolled at a nonprofit or public educational institution which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where its educational activities are carried on, as a student in a full-time program, taken for credit at such institution which combines academic instruction with work experience, if such service is an integral part of such program and such institution has so certified to the employer, except that this subparagraph shall not apply to service performed in a program established for or on behalf of an employer or group of employers; or

(D) Service performed in the employ of a hospital, if such service is performed by a patient of the hospital as defined in section 4 (m.1) of this act.

______________________________ Date: ___________________
Signature
Employment Policy

Eligibility to be Paid on the Student Payroll
In order to be paid by Millersville University on the student payroll, you must currently be enrolled as a graduate or undergraduate student at Millersville University. Exceptions may be requested by the employing department under the following circumstances:

- A student may begin working one semester/session preceding enrollment as a student. For example, a student may begin to work the summer prior to commencing studies.
- A student enrolled at another college may be employed in certain areas when Millersville students are not available.
- Millersville University does not hire high school students.

Students are not permitted to work for the University via a temporary employment agency or on the regular Staff Payroll at the same time they are employed on the Student Payroll.

Maximum Hours of Employment
Students employed on the Student Payroll may work up to a maximum of 30 hours per week when the University is in session. This includes examination periods and weeks in which holidays fall. Work weeks run Saturday through Friday. The maximum hours per pay period includes all hours worked, whether in one department or multiple departments.

In compliance with INS regulations, International students may work a maximum of 20 hours per week, which overrides University policy.

During the summer or semester breaks, all students (including International students) may work up to a maximum of 40 hours per week. No student may work over 40 hours total per week.

Students with a GPA average below 2.0 are limited to working no more than 20 hours per week. This includes examination periods and weeks in which holidays fall.

The Payroll Office will notify students and student supervisors if permitted maximum hours are exceeded. If the excessive hours continue, and no exception to the maximum hours has been requested or approved, the Payroll Office will terminate the student’s employment with the University.

The State System of Higher Education pays all employees on a biweekly basis (every other week). The two-week pay period begins on a Saturday and ends on Friday. Compensation due for a given pay period is paid to employees two weeks after the end of the pay period. Your student supervisor will be able to provide you with exact pay periods and pay dates. Paychecks are distributed on payday to the department which employs you. Should a change in job assignment occur, promptly notify Payroll Services so the change in check distribution may be put into place.

_________________________________________ Date: ____________
Signature