



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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GLENN K. RIETH
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The Adjutant General

MEMORANDUM

TO: All State Employees
FROM: Mrs. Loreta P. Schuvela, Director, Human Resources Division
SUBJECT: New Procedures for Reporting an Accident/Incident on the Job Injury

Effective 1 July 2011, the procedures for reporting an accident on the job have been changed. The following information is provided for your guidance. Please pay close attention to the following changes:

All required documentation must be submitted to the Human Resources Office.

1. When an accident on the job occurs, the accident must be reported immediately to your supervisor **and you are responsible for filling out the RM-2 form** which should be available at a central location at all facilities. If the accident is of an emergency nature your supervisor can fill out the form for you but you and your supervisor will be required to sign a waiver form which must be submitted with the RM-2. **The RM-2 form must be submitted to the Human Resources Division or your local Employee Health Nurse as soon as possible after the occurrence in order for Human Resources to obtain a claim number and to insure your medical bills and follow up care is covered.** If you have any questions please contact Irene Sokolowski at (609) 530-7038 or Cindy Leese at (609) 530-7056.
2. If you require treatment you must be treated by a state authorized physician, listed on the Horizon Authorized Physicians list maintained at your facility. You should go to the closest facility to where you work. You will no longer be allowed to go to an Emergency Room for treatment, unless it is for an extreme emergency injury and you must go to one of the Horizon Authorized Hospitals listed. You may not go to your own doctor, it will not be covered and you stand a chance that your health benefits will not pay the bills. Should you require further treatment you will be contacted by a claims adjuster from Horizon Casualty Insurance Company.

3. **Effective 30 June 2011 Sick Leave Injury will expire and employees will be placed on Leave Without Pay for Worker's Compensation if eligible. Worker's Compensation cannot be requested until you have been out of work for more than seven calendar days.** You will be required to use your own leave time for the first seven days. Should you not have any accumulated leave time you will be charged Leave Without Pay. You may be required to pay your employee share to continue your health benefits if you are out of work for a full pay period. Should you be required to be out of work for more than seven days, you have the option of using your earned sick leave in lieu of being submitted for worker's compensation payments which is only a percentage of your salary. Should you exhaust your earned sick leave, Human Resources will then be required to submit you for worker's compensation payments. The Bureau of Risk Management makes the final determination whether you will be entitled to compensation.

4. If the injury prohibits you from performing your job duties, you must obtain a physicians note from a State authorized physician stating that you cannot perform your job duties and it must include an approximate return to work date. The note must be submitted to the Human Resources Division or local Employee Health Nurse at your facility. If you are returned to work with restrictions, you will be given ADA paperwork to complete to determine if the restrictions can be accommodated. You will be advised by Human Resources. **Failure to submit a doctor's note will result in your absence not being covered and you will be charged Leave Without Pay Unauthorized and could be subject to disciplinary action.**

5. If physical therapy is required, appointments must be scheduled before your work day begins or at the end of your work day or as close as possible. Any physical therapy appointments scheduled during the work day will be charged to your own sick time if available. Should you not have leave time to use you will be charged leave without pay and will be provided Family Leave Paperwork to complete.