

D-7a PROCEDURE

Insurance/Claims

**Worker's Compensation Claims**

All employees are covered by worker's compensation insurance for expenses related to an on-the-job accident or injury. In the event of and immediately following an incident or accident on the job, employees must contact their direct supervisor and submit proper notification/paperwork promptly after the accident or injury on the job. The notification channels are as follows:

- Notification in writing to immediate Supervisor
- TIPS Report (immediately) or the designated system
- Worker's Compensation Claim (within 24 hours of incident).
- The designated College employees identified below will be responsible for ensuring information regarding the claim is entered on the NIRMA Origami portal:

**Lincoln Campus**

- o Assistant Campus Director/Dean of Students
- o HR Benefit & Compensation Analyst
  - (employee only)
- o Safety & Security Coordinator (*secondary*)

**Beatrice Campus**

- o Assistant Campus Director/Dean of Students
- o Administrative Director, Student Accounts (*secondary*)

**Milford Campus**

- o Assistant Campus Director/Dean of Students
- o Controller (*secondary*)

**All Other Locations and Backup as Necessary**

- o HR Benefit & Compensation Analyst

Employee's may contact their immediate supervisor for access to a Workers Compensation claim form to be submitted to the Human Resources Office.

**Auto, Property, General Liability and Other Professional Liability Claims:**

In the event of auto, property, general liability and other professional liability claim:



## COLLEGE POLICY

### FISCAL MANAGEMENT

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- Complete and submit a TIPS report or submit within the designated reporting system
- The designated College employees identified below will be responsible to ensure information regarding the claim will be entered on the NIRMA Origami portal:

#### **Lincoln Campus**

- o Assistant Campus Director/Dean of Students
- o Safety & Security Coordinator

#### **Beatrice Campus**

- o Assistant Campus Director/Dean of Students
- o Administrative Director, Student Accounts (*secondary*)

#### **Milford Campus**

- o Assistant Campus Director/Dean of Students
- o Controller

**Related Policy:** D-7

**Admin Team Adopted:** 10/21/22

**Reviewed:** 10/14/22

**Next Review:** TBD

**Web link:**

**Tags:**

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