

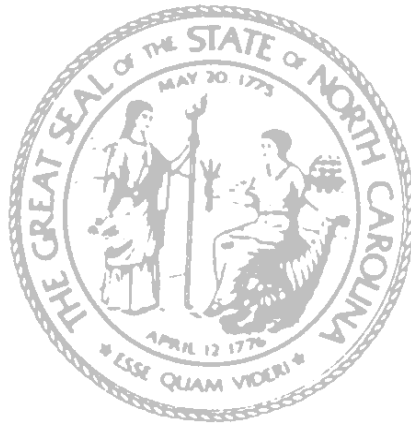
North Carolina State Government

WORKERS'

COMPENSATION

EMPLOYEE

HANDBOOK



PREPARED AND PUBLISHED BY
NORTH CAROLINA OFFICE OF STATE PERSONNEL

January 2005

PURPOSE

The contents in this handbook are designed to provide employees of the State of North Carolina with an understanding of the workers' compensation coverage provided to them by the State under the State Government Workers' Compensation Program and the general provisions of the North Carolina Workers' Compensation Act. It provides employees who have suffered an accidental injury on the job or contracted an occupational disease with the general guidelines to follow in filing their claim and the benefits they obtain.

The handbook is designed to give a general explanation of the employee's entitled benefits concerning workers' compensation coverage and the rights and duties of the employee and the employer. This is not a legal explanation of the North Carolina Workers' Compensation Act. If any questions are not specifically covered further information may be found in North Carolina General Statute 97, which is the North Carolina Workers' Compensation Act.

Notice To State Government Employees: If you have an accident or if you are injured on the job you should **immediately** notify your supervisor. If your injury requires medical treatment you should follow the agency procedures regarding medical treatment on claims. If you have questions about coverage or benefits under workers' compensation you should follow your agency procedures and either contact the agency Workers' Compensation Administrator or the Risk Manager assigned to your agency.

Agency : NC Department of Transportation

Division: _____

Agency Workers' Compensation Administrator

Name: Joyce Wilson

Telephone Number: 919-250-4200 Fax Number: 919-212-3121

Risk Manager:

| | | |
|----------------|--------------------------|-----------------------|
| Name: Tom Best | Divisions 1, 4, 5, Ferry | Cell: 919-920-5973 |
| Kathy Barefoot | Divisions 2, 3, 6 | Cell: 910-602-2248 |
| Rick Oldham | Divisions 7, 8, 9, 10 | Cell: 336-312-0871 |
| Walter Russell | Divisions 11, 12, 13, 14 | Pager: 1-888-457-0507 |

Employee Signature as Receipt of Handbook

Name: _____ Date: _____