

Office of Human Resources
Phone: 717-871-4950
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WORKERS' COMPENSATION EMPLOYEE NOTIFICATION
Rights and Duties

The Workers' Compensation Act is designed to provide reimbursement for reasonable medical care for someone who suffers an injury arising in the course of his employment and causally related thereto. Pursuant to the Act, your employer will provide payment for reasonable surgical and medical services, services rendered by physicians or other health care providers, medicines, and supplies, as and when needed.

If you require emergency medical treatment, you may seek it from any provider, however, any subsequent non-emergency treatment shall be obtained from one of the designated health care providers whose names appear on the list posted on your employer's premises. You must obtain treatment from one of these providers for ninety (90) days from the date of your first visit to that provider; otherwise, your employer shall not be responsible for payment of your nonemergency medical bills for that first ninety (90) days.

During the initial ninety (90) days from the date of your first visit, you have the right to switch from one health care provider on the list to another and that treatment will be paid for by your employer.

If a designated health care provider refers you for treatment to another health care provider whose name is not on the list, your employer will pay for treatment rendered by the provider whom you were referred.

Naturally, you have the right to seek treatment or medical consultation from a non-designated health care provider during the initial ninety (90) day period following the first visit, but you are personally responsible for payment for those services.

You have the right to seek treatment from any health care provider at the expiration of the ninety (90) day period from the date of first visit. This treatment will be paid for by your employer unless the treatment is found to be unreasonable or unnecessary by a utilization review organization pursuant to the utilization review process contained in the Pennsylvania Workers' Compensation Act.

Your employer will be responsible for the cost of that treatment after the initial ninety (90) day period has ended but only if you notify the employer that you are receiving treatment from a non-designated health care provider and only if that notice is provided to your employer within five (5) days after the first visit to that provider. If you provide notice to your employer of treatment by a non-designated provider more than five (5) days after the first visit to that provider, the employer will not be responsible to pay for treatment rendered by that non-designated provider until it receives notification from you that you are receiving such treatment.

Should invasive surgery be prescribed by a designated health care provider, your employer will pay for an additional opinion from a health care provider of your choice. If the additional opinion differs from the opinion of the designated health care provider and if the additional opinion provides a specific and detailed course of treatment, you will then determine which course of treatment to follow. If you choose to follow the procedures recommended in the additional opinion, your employer will pay to have such procedures performed by one of its designated health care providers and will not be responsible for payment for treatment provided by a non-designated provider for a period of ninety (90) days from the date of your visit to the health care provider from whom you obtained the additional opinion.

I HEREBY ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF AND UNDERSTAND MY RIGHTS AND DUTIES UNDER THE WORKER'S COMPENSATION ACT AS SET FORTH HEREIN.

DATE: _____

Employee

EMPLOYEE RE-NOTIFICATION

I hereby acknowledge that I have been informed again and that I understand my rights and duties under the Worker's Compensation Act. I have received a copy of this Worker's Compensation employee notification form.

DATE: _____

Employee

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.

Signature

Date: _____

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.

Signature _____

Date: _____