



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 13, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-04

Distributed via Campus Email

TO: University Faculty & Staff

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Workers Compensation Training

The Office of Human Resources is conducting a mandatory Worker's Compensation Training for all managers and individuals who complete the First Report of Injury forms for their departments. The training schedule is listed below.

Date of Training	Time	Training Location
September 21, 2006	9:00 am – 11:00 am	Harrington Science, Room 101
September 28, 2006	9:00 am – 11:00 am	Harrington Science, Room 101
October 25, 2006	9:00 am – 11:00 am	Harrington Science, Room 101
November 8, 2006	1:30 pm – 3:30 pm	Harrington Science, Room 101
December 11, 2006	1:30 pm – 3:30 pm	Harrington Science Room 101
January 17, 2007	9:00 am – 11:00 am	Harrington Science Room 101
February 7, 2007	1:30 pm – 3:30 pm	Harrington Science Room 101
March 6, 2007	9:00 am – 11:00 am	Harrington Science Room 101
April 18, 2007	1:30 pm – 3:30 pm	Harrington Science Room 101
May 10, 2007	9:00 am – 11:00 am	Harrington Science Room 101
June 14, 2007	1:30 pm – 3:30 pm	Harrington Science Room 101
July 18, 2007	9:00 am – 11:00 am	Harrington Science Room 101
August 9, 2007	1:30 pm – 3:30 pm	Harrington Science Room 101

The training will cover the following information:

- Explanation of Worker's Compensation
- Compensable Injuries under Worker's Compensation
- Employer's Responsibilities under Worker's Compensation
- How to find an Approved Doctor for Injured Employees
- Early Return - to- Work Program
- Employee's Responsibilities under Worker's Compensation

Please register for the training by contacting Ms. Kim Spacek at 936-261-1728 or via email at kaspacek@pvamu.edu.

xc: Dr. George C. Wright, President
Albert Gee