

# PERS4.1 - Compensation and Benefits: Worker's Compensation

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## P - Personnel

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### WORKERS' COMPENSATION

(local)

All employees shall be covered by workers' compensation insurance for any accident while on assignment, including an accident on school property or while on official business off school property. An employee must report any such accident to the supervisor's office immediately, since a report on the time of the accident, persons involved, and how it happened is required.

#### *Early Return to Work*

The District need only consider an early return when a job that can be performed by the early return employee is available. Creation of a position is not required.

When considering an early return assignment the District should:

- A. Analyze the job and determine its purpose and essential functions.
- B. Consult with the employee to determine the precise job limitations imposed by the attending physician.
- C. Determine if the employee can perform the duties of the job.
- D. Analyze the risk of reinjure or deterioration of the employee's condition.

Adjustments in the job description for personal accommodations such as an amenity or convenience that is not job related shall not be the responsibility of the District.

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.

#### *Determining if a Job Offer can be Made for Early Return from an Illness or Injury*

(local)

The District need only consider an early return when a job that can be performed by the early return employee is available. Creation of a position is not required. When considering an early return assignment the District should:

- A. Analyze the job and determine its purpose and essential functions.
- B. Consult with the employee to determine the precise job limitations imposed by the attending physician.
- C. Determine if the employee can perform the duties of the job.
- D. Analyze the risk of reinjury or deterioration of the employee's condition. Adjustments in the job description for personal accommodations such as an amenity or convenience that is not job related shall not be the responsibility of the District. The District shall require that all aspects of the job description be performed adequately.

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of workers' compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District office.

The Superintendent, upon receiving the supervisor's report, shall, within ten (10) days after notification, submit the Report of Industrial Injury to the insurance carrier.

### *Compensation Claims*

(local)

When a job-related injury/accident requires medical attention and absence from the workplace, the following conditions shall apply:

The physician will be responsible for reporting the circumstances of the injury to the District, the Industrial Commission, and the District's insurance carrier.

During the first seven (7) days of absence due to a job-related injury/accident, the employee will be placed on sick leave, provided the employee has accumulated sufficient sick leave.

If a job-related injury/accident results in more than seven (7) days absence, the insurance carrier will be responsible for handling the claim for lost pay. During such period the employee may be directed to:

Endorse over to the District the payments received from the insurance carrier, continue to receive a regular salary, and be charged sick leave. When the amount of the insurance payment is determined and received by the District, the employee's sick leave record will be adjusted for that fraction of the time paid by the insurance carrier (e.g., the insurance carrier pays one-half [1/2] of the normal salary of the employee, the sick leave will be adjusted on a pro rata basis); or

Draw compensation from the insurance carrier, provide the District with a record of such payment, and receive payment for sick leave pay for the uncompensated portion of missed time, up to the limit of accumulated sick leave.

In no event will an employee receive a combined salary and worker's compensation in excess of the employee's regular salary.

An employee who has used all accumulated sick leave will be removed from the payroll and will receive only such amounts as are paid by the District's insurance carrier.