

**Policy Title: Worker's Compensation Insurance**

**Policy No: 1102.09**

St. Maries Joint School District No. 41 is subject to the Worker's Compensation Law and is required to keep its employees insured for Worker's Compensation Insurance in the State Insurance Fund.

Worker's Compensation Insurance provides medical benefits for expenses resulting from work-related injuries and accidents. It provides income benefits in cases of extended absences from work as a result of injury on the job.

Any employee who is injured on the job and requires medical attention due to the injury is eligible for Workers Compensation benefits. Before returning to work, employees injured on the job are required to obtain a medical release from their physician and provide the release to their supervisor before returning to work. The release must be on file with the District Office.

Workers Compensation benefits include medical, loss of time, rehabilitation, temporary partial disability, permanent partial disability, and death benefits to family survivors.

Medical benefits are available at the initial treatment by a physician for the injury. Income benefits are payable to the injured worker beginning the sixth (6<sup>th</sup>) day following the disability. If the employee is hospitalized overnight or has an extended disability, the benefits are payable from the date of the disability.

In the event of a disability incurred on the job and covered by worker's compensation, the employee shall be paid for the day of injury in full by the District.

If the employee is not eligible to return to light duty, the employee shall have, so far as consistent with the Worker's Compensation Law, the choice of either:

1. Entering a period of leave of absence without pay and receiving worker's compensation to which he or she is entitled; or
2. Utilizing a portion of the employee's accrued sick and vacation leave if any, to supplement worker's compensation benefits insofar as the combined total of worker's compensation benefits and sick and vacation leave benefits do not exceed one hundred percent (100%) of the regular net salary to which he or she would otherwise be entitled.

#### **PROCEDURES FOR REPORTING AND FILING FOR BENEFITS**

1. Any employee who suffers injury or occupational disease while performing required employment duties for the District shall report the injury or disease to his or her immediate supervisor immediately (or as soon as reasonably possible), complete the Worker's Compensation Insurance forms and documents as appropriate and submit

- all forms and documents to the supervisor within three (3) days for signature. All completed and signed forms must be submitted to the District Office;
2. The Supervisor must complete a "Supervisor's Accident Investigation and Report Form" immediately and submit it to the District Office within twenty-four (24) hours of notification of the accident;
  3. A "Notice of Injury and Claim for Benefits" form and other appropriate forms and papers shall be filed with the State Insurance Fund and any other entities as required within ten (10) days in compliance with the applicable law;
  4. Doctor's statements, listing work limitations, shall be furnished at the employee's expense at intervals specified by the Superintendent or his or her designee after every doctor's visit;
  5. Prior to requesting the use of sick or vacation leave to supplement Worker's Compensation payments, the employee shall first furnish the District with proof in the form of a statement from a licensed physician that his or her injury or illness will not permit him or her to perform light duty tasks as assigned by the building principal or supervisor. Should the District require a second or third opinion concerning the employee's condition, this shall be furnished at the District's expense;
  6. If the employee is unable to return to work, the employee is to use sick leave for time missed from work. If the absence extends to more than five (5) days, the employee should contact the District Office to obtain information regarding the reporting of missed time;
  7. If an employee becomes eligible for Worker's Compensation payments, the District will pay the employee's wages (with appropriate reduction of eligible accrued sick leave) due during the period of his or her inability to work. The Worker's Compensation payments made to the employee will then be signed over to the District as partial reimbursement for wages paid, and employee sick leave accrual days will be reinstated. Wages paid by the District will not exceed the number of sick leave days accrued by the District;
  8. Use of sick and vacation leave to supplement Worker's Compensation payments shall terminate when the employee:
    - A. Has utilized all accrued sick and vacation leave;
    - B. Returns to work;
    - C. Is no longer disabled and is fit for light duty in the opinion of a licensed physician; or

D. Is no longer employed by the District.

9. After the employee's sick leave is exhausted, the District will maintain the employer portion of the employee's benefits for a period up to thirty (30) calendar days. Then, if the employee is unable to return to work, the employee will be placed on the Family and Medical Leave Act.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Reviewed:	11/19/2001
Adopted:	12/10/2001
Reviewed:	12/03/2008