

ADMINISTRATIVE REGULATION

APPROVED: October 10, 2017

REVISED:

CENTENNIAL SCHOOL DISTRICT

346-AR-0. WORKERS' COMPENSATION

Reporting Responsibilities

An employee who suffers an on-the job injury or work-related illness must report such injury or illness immediately to his/her building administrator i.e. principal, or to the administrator's representative i.e. school nurse, school secretary. The building administrator or representative will provide the employee a workers' compensation packet.

The administrator must, in turn, advise the Human Resources Department immediately of such injury or illness by way of email or phone call.

The Human Resources Department will process the required completed paperwork from the workers' compensation packet in accordance with procedures established by the current workers' compensation insurance carrier and state law.

General Provisions

When an on-the-job injury or illness which has been proven to be job-related occurs, Centennial School District or its insurer will pay, if appropriate, for reasonable surgical and medical services and supplies, orthopedic appliances and prostheses, including training in their use, as and when needed.

In accordance with the Workers' Compensation Act, Centennial School District has established a panel of health care providers.

An employee must select a provider from that panel for initial care of a workers' compensation injury or illness for the cost of benefits to be paid by the District.

If additional treatment is required, the employee must continue with this health care panel provider, or a specialist referred by this provider, for a period of ninety (90) days from the date of the first visit.

If after the ninety-day period continued treatment is required, the employee may visit the provider of his/her choice. The Human Resources Department must be notified of this action within five (5) days of changing to a provider of choice, and that provider must file reports as required by the workers' compensation insurance carrier, for the cost of benefits to be paid by the District.

An employee is not required to obtain emergency medical treatment from a listed provider; however, once emergency conditions no longer exist, the injured employee shall treat with a listed provider for the remainder of the ninety-day period.

Dependent on the circumstances of the injury or illness, the employee's supervisor may immediately investigate the accident particulars and, if applicable, recommend that the District have immediate contact with the examining physician.

The School District and/or the District's insurance carrier have the right at all times to require an employee to be examined by a second physician of District's choosing. Failure of an employee to have such physical examination may result in termination of employment.

The workers' compensation insurance carrier is not liable for payment of any workers' compensation benefits if an injury or illness is not appropriately reported within 120 calendar days following the occurrence.

Compensation During Absence Due To Job-Related Injuries Or Illness

Compensation shall be paid in accordance with the existing bargaining unit agreement for professional staff or with the existing wage and fringe benefits programs for administrative and support staff.

When an employee returns to work following an absence due to a job-related injury or illness, it shall be the employee's responsibility to notify the Human Resources Department.