

Workers' Compensation Benefits

1. The employee must immediately report an accident or injury in the workplace, whether medical attention is needed or not, to their immediate supervisor. The supervisor and employee will fill out an accident report form as provided by the District and send it to the business office.
2. If medical attention is required beyond first aid, the employee must go to the District's preferred occupational health facilities/providers. If the employee chooses to go to a physician or facility other than the one assigned by the District, the State Insurance Fund may deny the employee's claim. The employee would then be responsible for those charges.
3. When filling out a timecard for an absence due to a work-related accident, place the abbreviation "WC" in the appropriate box(es). No wages will be paid for those days. For short-term absences that will not be compensated by the State Insurance Fund, the employee has the choice of using their accrued sick leave. If sick leave is used, a notation should be made at the bottom of the timecard.
4. For a time-loss accident, a "return to work authorization" from the physician must be submitted to the business office before an employee returns to work. The supervisor cannot allow the employee to work if a return to work authorization has not been received. Workplace restrictions will be accommodated through modified duty or light work if possible.
5. When an employee receives compensation from the State Insurance Fund and when said compensation is less than what normally would have been received, the employee may use accumulated sick or vacation leave, or earned compensatory time, to make up the difference. However, the employee must submit the worker's compensation benefits option form (5460F) and evidence to the business office of the amount of worker's compensation benefits received before the sick or vacation leave payment can be made or the earned compensatory time approved for use. The sick or vacation leave payment will not go beyond the time period covered by the last payment made by the State Insurance Fund.
6. For employees eligible for district benefits, the district will continue to pay its share of employee's life, health and dental insurance premiums during the period of disability. The employee will have his/her self-paid premiums withheld from his/her paycheck provided funds are available to the employee from accrued sick or vacation leave. If self-paid premiums are beyond that level, arrangements to pay those premiums must be made with the district business office.

7. If the employee is a member of the Public Employee Retirement System (PERSI), he/she may continue to earn service credit if he/she is receiving some salary through the use of sick or vacation leave while drawing workers' compensation benefits.
8. The employee's income maintenance and retirement credit will continue as long as he/she has sick leave available, unless the employee has been laid off or resigned due to his/her inability to return to the position and perform assignments as required by the job description. If the employee has depleted all available sick or vacation leave, or earned compensatory time, Option B becomes unavailable.
9. If the employee does not have a sufficient amount of accumulated sick or vacation leave, or earned compensatory time, to cover the initial five (5) days of absence, the employee will not receive any compensation.
10. During the period of disability, the district's share of disability payment cannot extend beyond the scheduled or contracted working days. The employee is not to receive more than one hundred percent (100%) of his/her regular salary.

Policy History:

Adopted on: February 16, 2022

Revised on:

Reviewed on: