

## Workers' Compensation

### 1.0 PURPOSE:

Wirt County Schools directs that reasonable efforts be made to insure a safe learning and working environment for its employees. Nonetheless, accidents may happen which will require the injured employee to miss work. It is the philosophy of the Wirt County Board of Education is to ensure proper care for the injured worker while pursuing an effort to return the employee to work.

### 2.0 DEFINITIONS:

The following definitions provide clarification for terms used throughout this policy:

- 2.1 Wirt County Schools Incident Report Form** – Report detailing specifics of any incident/accident that occurred that includes listing any witnesses and location on a body diagram of any injury sustained.
- 2.2 Return to Work Procedural Handbook** – Program of procedures to assist in the employee's recovery to enable the employee to return to a normal work schedule.
- 2.3 Time Loss** – Days absent from work due to a work-related injury.
- 2.4 Work-related Injury** – An injury or occupational illness having been determined to be compensable by the Workers' Compensation Commission.
- 2.5 TTD Benefits** – Temporary Total Disability benefits paid by Workers' Compensation Insurance.

### 3.0 PROCEDURE:

- 3.1 Injury/Claim:** All employees of the Wirt County Board of Education are covered under the statutes and regulations relating to Workers' Compensation as per WVBOE Policy 5612. The Board is charged with the responsibility to ensure compliance with all governing statutes.
  - 3.1.1 Any employee of the Board who suffers a work-related injury must complete the Wirt County Schools Incident Report Form of the injury and report it to the principal or job supervisor immediately but no later than twenty-four hours. The form must be submitted to the Board office within 24 hours so that any needed coverage for medical claims be established.
  - 3.1.2 Injured employees shall be referred immediately to appropriate personnel or facility for such medical attention as may be appropriate.
  - 3.1.3 Upon receiving the Incident Form at the Board office, the injury will be reported if necessary to establish a claim with the carrier of the workers' compensation policy for the Board.
  - 3.1.4 If time loss from work is greater than 4 days, the employee will need to complete an Election of Option Form to designate the employee's choice of receiving either TTD benefits only for the period of absence from work, personal leave compensation, or a combination of both.

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**3.2 Return to Work:** All work-related injured employees will be required to participate in the Return to Work Program. The Return to Work Program should assist in the employee's recovery as well as being productive and economically feasible for the Board. The employee's health and safety shall be the first priority in the decision process.

- 3.2.1 The employee's supervisor will contact the employee and also communicate with the medical provider.
- 3.2.2 In cooperation with the medical provider, job duties will be modified if feasible to accommodate the employee as well as the needs of the Board.
- 3.2.3 The employee's supervisor will utilize the Wirt County Safety and Return to Work Procedural Handbook for guidance and forms to aid in the process.

### 4.0 SEVERABILITY:

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy. Any changes or modifications due to legislative or state policy change may cause a modification to this policy by the superintendent.

### 5.0 REVIEW SCHEDULE:

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

**Authority:** West Virginia Code: §23-1-14, 23-4-1, West Virginia Board of Education Policy 5612, 10/22/02

**Replaces:** Wirt BOE Policy CG, November 8, 1999  
Wirt BOE Policy CG-A, March 23, 2010