

POLICY

**SOMERSET COUNTY
BOARD OF EDUCATION**

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Subject: Worker's Compensation Claims	Date Approved: June 15, 1999 October 17, 2006, May 26, 2009, September 20, 2011 Date Reviewed: September 19, 2006 March 17, 2009, August 16, 2011 Effective Date: July 1, 1999 October 17, 2006, May 26, 2009, September 20, 2011

1. PURPOSE

To establish procedures for reporting claims for on-the-job injury to employees and to establish guidelines for compensation of job related injuries which will comply with the worker's compensation regulations.

2. PROCEDURE

The Somerset County Board of Education provides Worker's Compensation protection for all employees as required by law. Through this coverage, employees may be compensated for injuries sustained or death incurred while on the job.

An employee absent from duty because of illness or accident which was incurred as a result of his/her assigned duties and which qualified for Worker's Compensation will be granted leave of absence, with pay up to 60 working days, if the injury requires lost time from work. This leave shall not be deducted from sick leave or annual leave.

Disabilities which extend beyond the 60 day period will be charged to the employees' accumulated sick leave. Employees' will be paid for sick leave beyond the 60 day period until the employees' accumulated sick leave is exhausted. Employee may request being paid for unused annual leave prior to receiving worker's compensation benefits paid from the insurance carrier. Worker's Compensation benefits will be paid directly to the employee from the Worker's Compensation carrier after the sick leave is exhausted.

Employees on workers compensation leave shall furnish a written statement from the attending physician indicating the probable length of disability, the expected date of return to duty, and any work related restrictions. In the event of an employer concern due to the length of time off from work and/or the recommended physician's treatment plan including work restrictions, the Board may require a physical examination by another physician for the purposes of a second opinion. In any case where the injury requires an extended leave of absence and the probability of the employee not being physically able to perform the duties of the job, the Board may request that the employee be considered for accidental disability retirement.

Part-time employee's (working a regular schedule of less than 4 hours per day) salary continuation is stopped after three days absence because of a job related injury. A part-time employee's claim will be processed through the Worker's Compensation carrier only with benefits paid directly to employee.

All Workers' Compensation checks should be sent to the Somerset County Board of Education prior to disbursement to the claimant.

Employees who are paid for job related injuries which are contested and are later found not to be job related, will have their injury charged against their accrued sick leave. If the employee does not have sufficient sick leave, the salary received while the injury was being contested will be adjusted accordingly through deductions of the employee's salary until the full amount has been repaid.

3. PROCEDURE

The nurse, area principal or building designee director shall secure first-aid immediately for the injured employee. The nurse should contact the Director of Transportation and Facilities if their first-aid kit needs additional supplies.

- A. If medical, other than first aide, is required, the individual should report to Salisbury Immediate Care & Injury Center. Area personnel shall ensure that individual should have transportation to the facility. In the event of a life threatening emergency, areas personnel shall call 911. Salisbury Immediate Care & Injury Center is the preferred treatment provider due to their expertise in treating work-related injuries and illnesses.
- C. The employer or the employee should never pay the bill. Request that the bill be forwarded to the Board of Education Office.
- D. The accident must be reported promptly to the Director of Human Resources at the Board of Education Office on "Standard Form for Employer's First Report of Injury or Occupational Disease". This report will require information on the time, cause and nature of the accident and injury and the probable duration of the injury resulting there from.

The accident report must be signed by the Principal or Supervisor. **SERIOUS ACCIDENTS (LOSS OF LIMB, SEVERE BURNS, EYE INJURY, ETC.) MUST BE REPORTED BY TELEPHONE TO THE DIRECTOR OF TRANSPORTATION AND FACILITIES AS SOON AS POSSIBLE AFTER TREATMENT HAS BEEN RENDERED TO THE INJURED.**

- E. Failure to report on-the-job injury/accident of an employee may result in penalty to the Board of Education. It, therefore, is imperative that all injuries be reported to this office.

