

WORKERS COMPENSATION (Notice of Accident)

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the HR Specialist with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the workers compensation benefits and FMLA benefits provided in the board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until:

1. available paid leave benefits are exhausted;
2. the employee returns to work;
3. the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or
4. employment is terminated.

Paid leave shall be calculated on a prorated amount equal to the percentage of salary paid by the district.

The board, through its designated workers compensation coordinator, may require a post- injury chemical test as authorized by K.S.A. 44-501 *et seq.*, and, if such test is refused, all workers compensations benefits shall be forfeited by the employee.

IMPORTANT REMINDER TO ALL USD 379 EMPLOYEES

This is to inform you that the Board of Education of USD 379 named the facilities below as the district's designated workers compensation providers in its regularly scheduled meeting on April 11, 2016. In order to be eligible for workers compensation benefits, any employee incurring a work-related injury must utilize one of the following as the first medical contact. All incidents must be reported to your direct supervisor immediately and necessary forms completed.

- Beloit Medical Center
- Clay Center Family Physicians
- Clay County Medical Center
- Clyde Family Physicians
- Warren Clinic, Hanover, KS
- Linn Family Physicians
- Ascension Via Christi, Manhattan, KS
- Community Physicians Clinic, Marysville, KS
- Family Medicine of Washington County

Medical Benefits:

An injured worker is entitled to all medical services reasonably necessary to cure and relieve the worker from the effects of the injury. The employer has the right to select the doctor who will treat the injury. A worker may seek the services of an unauthorized doctor up to a limit of \$500. A worker may apply to the Workers Compensation Director to change the authorized treating doctor. Reimbursement for travel to obtain medical treatment is payable at a rate set by law for trips that are five miles or more (round trip).

Designated Worker's Compensation Agent:

The designated Worker's Compensation Agent for USD 379 is Cathy Carlson, HR Specialist. Contact information is 807 Dexter, PO Box 97, Clay Center, KS 67432. Business phone is 632-3176. Fax number is 632-5020.