

WORKERS COMPENSATION

CRE
(REGULATION)

REPORTING THE INJURY	An employee who is injured in the course and scope of employment must report the injury to his or her immediate supervisor by the end of the following workday. In addition, the employee must report to the nearest school nurse as soon as possible if the injury occurred during regular work hours. A detailed description of the accident and injury must be related to the supervisor and the school nurse as soon as possible for the purpose of completing the required documentation. The employee shall complete the injury report and have it signed by the supervisor. Any injury not considered minor by the supervisor or nurse should be referred immediately to a physician or to a medical facility. Employees failing to report their injury to their supervisor by the end of the following day may be subject to disciplinary action, up to and including termination.
EMPLOYEE	It is the employee's responsibility to obtain the Witness Statement of all available witnesses. The form is to be completed by the witness and is to include: <ol style="list-style-type: none">1. Names of persons involved in the accident;2. How the accident occurred; and3. Circumstances leading up to the accident, if observed.
SUPERVISOR	The supervisor or nurse is to forward the injury report to the Risk Management Department as soon as possible.
MEDICAL ATTENTION	When an occupational accident occurs and the employee seeks medical attention, the employee's supervisor or the school nurse is to contact the Risk Management Department immediately. If you leave a message on voice mail, include name of employee, time and type of injury and a telephone number where you can be reached. When a nurse case manager is assigned to assist the employee during the workers' compensation process, full cooperation by the employee is required.
ABSENCE FROM WORK	If an employee is absent from duty due to a work related injury or illness, the employee must notify his supervisor that the absence was due to the work related injury or illness. If treatment was sought from a physician or other medical provider, the employee shall provide a TWCC 73 form from the treating doctor that confirms the diagnosis and the ability of the employee to perform the essential duties of their occupation. Upon notification of the injury or illness of an employee, the supervisor shall fax the required forms to the Risk Management Department on the same day at 915-851-7519.

WORKERS COMPENSATION

CRE
(REGULATION)

RETURN TO WORK Employees who are released to return to work following a work-related injury are subject to the same terms and conditions of employment as persons released following a non-work related condition. The District reserves the right to fill the employee's position while he is absent, unless the employee has available paid leave or has been placed on family medical leave. In the event the employee's position is filled before he obtains a full medical release, he must apply for other eligible positions within the District for which he is qualified. The employee's position may or may not be held open, depending on the type of leave of absence he is under. An employee must return to work on the date he/she is released to resume the essential duties of his occupation. An employee who fails to report on the date he is released may be subject to disciplinary action up to and including termination. If the employee does not have a release to resume his essential duties, he may be considered for a Light Duty Assignment, subject to the availability of such assignment, as determined by the District. The maximum amount of time an employee can remain on a light duty assignment is 12 weeks. If the employee is not released to resume full duties at the end of the 12 week period, he may apply for a leave of absence, if available. If an employee fails to report for work on the date specified by the physician, he or she may be subject to disciplinary action. [See DH (LOCAL)].

SUPERVISOR'S ROLE It is critical that supervisors, administrators, or department heads participate in the Early Return to Work Program. Accident investigations will be conducted by the Risk Management Department; however, the information obtained from the supervisor provides critical information about the circumstances that directly or indirectly caused or contributed to the accident/injury. While the Risk Management Department makes the final decision on whether or not to accommodate an employee with medical restrictions, supervision also plays an important role in identifying job modifications or alternative transitional duty. Supervisors, administrators, or department heads, should contact the injured employee in person or by phone as soon as possible after the injury. Contact should be made within 24 hours and at least weekly thereafter. Supervisors are responsible for reporting accidents/injuries as described in REPORTING THE INJURY: SUPERVISOR above.

WORKERS COMPENSATION

CRE
(REGULATION)

WORKERS'
COMPENSATION
PROGRAM GUIDE

A Workers' Compensation and Early Return to Work Program Guide was created to answer frequently asked questions and identify resources within and outside the district. Employees are encouraged to read the guide and for unanswered questions contact the Risk Management Department at 915.937.0251. The guide is available online at www.sisd.net. To access an electronic copy of the guide click on Departments, Human Resources, and HR Forms.

Approved:
Jose Espinoza, Ed. D., Superintendent
May 10, 2017

Board Committee Review:
June 12, 2017