

Management Support

Insurance Procedures

Workers' Compensation Claim Management

Scope: To provide guidelines for supervisors, employees and the district Payroll Department to ensure that workers' compensation claims are reported accurately and in a timely manner in order to provide any benefits due to injured workers and allow for appropriate claim management.

- All employees are required to immediately report any work-related injuries or occupational illnesses to their supervisor. Accident/Incidents should be reported no later than twenty-four (24) hours after the event . If medical attention is sought from a medical provider , the employee must provide Payroll with documentation received from their medical professional. The employee will not be able to return to work until proper documentation has been received. The district reserves the right to assign a primary medical provider for job-related injuries/illnesses.
- The supervisor is responsible for completing the supervisor accident investigation section of the online accident/ incident report forms and completing the on-site investigation of job-related incidents.
- The Puget Sound Workers Comp Trust will be responsible for maintaining the OSHA 200 Log and the Payroll Department will keep a claim file for all industrial injuries/ illnesses.
- The injured employee must provide Payroll with Activity Prescription Form (APF) and Physicians Initial Report (PIR) for release of medical information to establish the employee's present medical status and progress toward recovery.
- In the event any worker sustains a serious injury requiring immediate hospitalization, or when there are questionable issues about a worker's compensation claim, the supervisor should call the Payroll Department and Human Resource Services Department immediately.
- Any employee who is off work beyond the date of injury, due to illness or injury, and is treated at a medical facility (i.e., hospital or doctor's office) must have a release from the attending physician allowing the employee to return to work. Employees who fail to obtain a release from the attending physician will be denied work until a release is obtained.

- Employees may be entitled to workers' compensation benefits if they are unable to return to work within three (3) calendar days following a job-related injury/illness. Compensation begins on the fourth day. Workers' Compensation benefits are not paid for the first three (3) calendar days after a work-related injury, unless the employee is absent more than fourteen (14) consecutive calendar days following the accident.
- The district permits employees who accrue sick leave to use the accrued sick leave to make-up the difference between workers' compensation and regular pay. The intent is to enable the employee to draw full pay during the absence due to injury on the job. An employee may request, in writing, at any time, that sick leave not be used to supplement workers' compensation payments.
- An employee may request, in writing, to use accrued vacation or personal leave days to make-up the difference between compensation and regular pay in the same manner as using prorated sick leave. When an employee requests to use prorated vacation or personal leave days during a period of compensation, which is also covered by sick leave allocation, the prorated sick leave allocation will cease.

Medical Insurance

Medical insurance benefits will be administered by the State of Washington Health Care Authority under the School Employee Benefits Board (SEBB). The district will follow the guidelines established for the SEBB program under WAC 182-30.

The Health Care Authority may add, change or update the SEBB program benefit options and plans each year.

When a staff member is on leave and the staff member's accumulated paid leave has been exhausted, the district will notify the staff member that the paid leave has been exhausted. The district will provide information on the employee's eligibility for benefit continuation and, if eligible, instructions on how they can continue insurance benefits, premium cost and the payment due dates.

Insurance Benefits – Annual Twelve (12) Month, Non-Represented Classified Employees

Pursuant to RCW 28A.400.210, employees are potentially eligible to participate in the VEBA Sick Leave Conversion Medical Reimbursement Plan (the "Plan"). The availability of the plan will be determined by the Superintendent on an annual basis, be conditioned on the consent of all members of the designated group and apply to all accumulated sick leave at retirement or separation, if eligible. All members of the group will execute an agreement in which each of them agrees to indemnify the District and hold it harmless from any loss, liability, or damages

that may arise from the District making the payments required by the Plan and in which the employee acknowledges that the District makes no representation as to the suitability of the Plan for any participant, as to the tax consequences of the Plan, or as to the ability of the plan sponsor to meet its obligations under the Plan.

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