NONINSTRUCTIONAL OPERATIONS

Workers’ Compensation/Early Return-to-Work Program

Workers’ Compensation Claim Management

Scope: To provide guidelines for supervisors, employees and the district Employee Services 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 or appropriate claim management.

?? All employees are required to immediately report any work-related injuries or occupational illnesses to their supervisor. Claims should be reported no later than twenty-four (24) hours after the event of knowledge of relationship to employment. If medical attention beyond first aid is required, the supervisor will provide the injured worker with the Injured Employee Packet and provide assistance when seeking medical treatment as needed. The district reserves the right to assign a primary medical provider for job-related injuries/illnesses.

?? The supervisor is responsible for completing the designated accident/injury report forms for the district Employee Services Department and completing the on-site investigation of job-related incidents.

?? The Employee Services Department will be responsible for maintaining the OSHA 200 Log and keeping a claim file for all industrial injuries/illnesses.

?? The injured employee must provide Employee Services written authorization 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, time loss from work beyond the date of injury, or when there are questionable issues about a worker’s compensation claim, the supervisor should call the Employee 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 him/her 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 are 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, but not more than 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 in order to make total pay equal to regular pay.

An employee may request, in writing, to use accrued vacation 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 days during a period of compensation, which is also covered by sick leave allocation, the prorated sick leave allocation will cease.

Early Return-to-Work Program

Temporary light-duty positions are designed to enhance the healing process and assist in returning the injured staff member to full-duty capacity. The district has identified temporary light-duty assignments to accommodate employees who are unable to return to their regular job assignments. The district reserves the right to determine the duration and the scope of the temporary light-duty position. These light-duty assignments will not replace normally scheduled positions.

When the injured worker is physically capable of returning to a temporary light-duty position, Employee Services will furnish the doctor and the worker with a statement describing the available work in terms that will enable the doctor to relate the physical activities of the job to the worker’s physical limitations and capabilities. The doctor shall determine whether the worker is physically able to perform the work described.

Before beginning a temporary light-duty position, both the injured employee and the supervisor will review the employee’s limitations and job duties of the position to assure the recovering employee does not aggravate his/her condition.

At no time shall the supervisor increase the job duties without the written consent of the injured worker’s treating physician.

Employees working a temporary light-duty position are required to follow the directives of their supervisor, in cooperation with the attending physician, pertaining to the limits and nature of the work assignments to eliminate the possibility of further injury or aggravation of the injury.
Employee Services will remain in frequent contact with all injured employees, their medical providers, vocational counselors, and the Washington State Department of Labor and Industries, where applicable.