

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES
4.1 GENERAL PERSONNEL PRACTICES
4.104 WORKERS' COMPENSATION

SECTION 4.104.1 Workers' Compensation Administration

The Personnel Support Services Department shall be responsible for administering the Workers' Compensation Program within the District.

Claims administration shall be provided by the District. The District has contracted with Keenan and Associates to be the Claims Administrator.

The manual developed by Personnel Support Services will serve as a guide for the administration of the workers' compensation program. Each major work site or department manager shall designate an employee to coordinate workers' compensation claims at the site.

Employee's Responsibility

All new employees shall be provided an "Employee Notice – Workers' Compensation Benefits" at the time they are processed. Employees must report all work related injuries and illnesses to their supervisor immediately after they occur. If an employee is disabled in such a way that he/she is unable to notify the supervisor, the attending employee shall request medical assistance, and shall immediately contact the supervisor to call the incident to the supervisor's attention.

Site Responsibility – Except for first aid cases

The injured employee shall be provided with a claim form within 24 hours of notice of injury. A first aid case is defined as those injuries where treatment is for minor scratches, cuts, burns, splinters (i.e., such as treatment rendered by a health attendant, etc.), and involves no lost time beyond the date of injury.

Upon receiving notice of a work related illness, the supervisor shall complete the Supervisor's Report of Accident, Form P-148. Any questions regarding this report should be referred to Personnel Support Services on extension 2452. The supervisor's report should be forwarded to Personnel Support Services within 24 hours of the reported accident.

If an injury requires medical care, the employer is required to provide medical care. This is done by selecting a medical provider from the recommended medical panel. The site representative completes a "Medical Service Order" designating on the order the approved medical provider. Subsequent authorization for surgery, specialists, etc. should be referred to Keenan and Associates.

All injuries, including a record of first aid cases, are recorded on the date log at the site. This log is maintained by the site Workers' Compensation representative.

Personnel Support Services' Responsibility

Personnel Support Services shall initiate and maintain a file of employee injury records. Complete Employer's Report of Occupational Injury or Illness, and when required, provide information to employees and the claims administrator to expedite the processing of claims.

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Medical Treatment

All employees are entitled to medical treatment if the injury arises out of employment and during the course of employment. The objective is to obtain first aid treatment as soon as possible.

- Emergency – Should a worker need emergency attention, it is suggested that the closest hospital to the accident site be utilized.
- Non-Emergency – If an emergency does not exist, the employee should be sent to a physician identified on the Medical Panel, Order for Medical, Surgical or Hospital Aid, signed by his/her supervisor. The Medical Panel is described in Section "D" of the Workers' Compensation Procedure Manual.

Claims Follow-Up

Supervisors are encouraged to maintain contact with employees who are away from their jobs as a result of illness or injury. This contact should encourage the employees to return to work when they are able and should serve as a continuous liaison between the employer and employees during this period. However, it is required that the employees have a written release from their respective doctors prior to their returning to work. Employees who return to work and believe it is necessary to take additional leave due to a previous injury must immediately notify their supervisor. The supervisor shall notify the Workers' Compensation Assistant of the possible leave requirements within 24 hours. The Workers' Compensation Assistant will then notify the Claims Administrator.

Payment Procedures

Payment procedures will be followed according to the Workers' Compensation Manual. Medical bills are to be submitted to the Claims Administrator and payment will be made directly to doctors and medical facilities for services performed and approved by the administrator.

Approved claims will allow employees to continue to receive their full salaries for the first sixty (60) working days in which they are required to be away from their jobs; however, any workers' compensation salary benefits are retained by the District.

Rehabilitation

The Claims Administrator shall provide guidance to injured rehabilitated employees if the individual is declared a "Qualified Injury Worker" (QIW).