

WORKMAN'S COMPENSATION

Workmen's compensation insurance is provided at no cost to the employee by the School District.

Employees must report every injury, or occupational disease contracted, to their supervisor immediately and the employee must submit a written report to the Administrative Assistant to the Superintendent of Schools as soon as possible, but not more than one working day from the time of the accident. (If the employee is injured too severely to complete the written report, the employee's supervisor shall so notify the Administrative Assistant immediately.) Such report must be on forms furnished by the Administrative Assistant.

The Administrative Assistant shall submit a report to the appropriate State Department of Labor within forty-eight hours of the accident. (Failure to do so is subject to a fine of \$25.00.)

When seeking medical services in connection with an on the job accident or an occupational disease, the employee should advise the doctor or hospital personnel that a workmen's compensation claim will be filed. (This is necessary since Blue Cross/Blue Shield does not pay for benefits provided by Workmen's Compensation.)

Employees who are eligible for payment under Workmen's Compensation for time lost from the job shall not collect from Workmen's Compensation at the same time they are receiving their regular sick leave pay. Should an employee receive such a duplicate payment, the employee must endorse the Workmen's Compensation check over to the School District.

EFFECTIVE: 1 August 1973