

## Rolling Hills Public Charter School

### PERSONNEL

5460

#### Workers' Compensation Benefits

All employees and volunteers of the Charter School are covered by Workers' Compensation benefits pursuant to, and in accordance with, the terms of the Charter School's Worker's Compensation insurance policy. In the event of an injury or accident:

1. The injured employee shall immediately obtain first aid or emergency medical care as necessary to stabilize their medical condition. This treatment shall, to the extent possible, be in accordance with the requirements of the Charter School's Worker's Compensation insurance policy.

Absent the need for emergency medical care, all school employees who require medical attention in the event of a workplace injury should obtain medical attention at the Charter School's Designated Occupational Health Clinics: St. Luke's Medical clinic

2. The injured employee shall promptly report the accident and injury to his or her immediate supervisor.
3. The employee shall, if possible, immediately remediate the hazardous condition. If immediate remediation is not possible, the employee shall report the hazardous condition so it can be remediated as soon as possible.
4. The employee shall complete the Charter School's Worker's Compensation report of injury forms with the Charter School's Human Resources Department within forty-eight (48) hours of the accident (unless prohibited by the employee's medical condition, in which case the forms shall be completed as soon as the employee's medical condition reasonably allows).
5. On behalf of the employee, the Charter School's Human Resources Department shall immediately report the injury and claim to the Charter School's Worker's Compensation carrier to coordinate income, medical, and other benefits available to the employee under Idaho's Worker's Compensation Law.
6. In the event the employee is unable to work, the Charter School shall allow the employee to take available sick leave benefits until the date that Worker's Compensation income benefits are made available to the employee under the Charter School's Worker's Compensation insurance policy.

The Charter School's Human Resources Department shall notify the immediate supervisor of the report and shall consult with the immediate supervisor when completing the required reports.

An employee who is injured in an industrial accident may be eligible for Workers' Compensation benefits.

Upon receipt of a report of an accident, the Charter School shall conduct an investigation to determine:

1. Whether continuing hazardous conditions exist that require remediation; and
2. Whether the employee's work environment caused or contributed to the reported accident.

The employee is required to cooperate with the Charter School's Worker's Compensation insurance carrier to coordinate and effectuate appropriate medical treatment and to secure other available Worker's Compensation benefits, including but not limited to income benefits.

In all instances where an employee is unable to work as a result of an injury, the employee must obtain a written work release from their treating physician prior to returning to work. This release shall be provided to the employee's immediate supervisor who will make a copy and provide the original to the Human Resources Department for placement in the employee's personnel file.

Legal Reference: I.C. § 72-101, et seq.      Workers' Compensation Act

Policy History:

Adopted on: 11-3-2011

Revised on: 9-11-2016