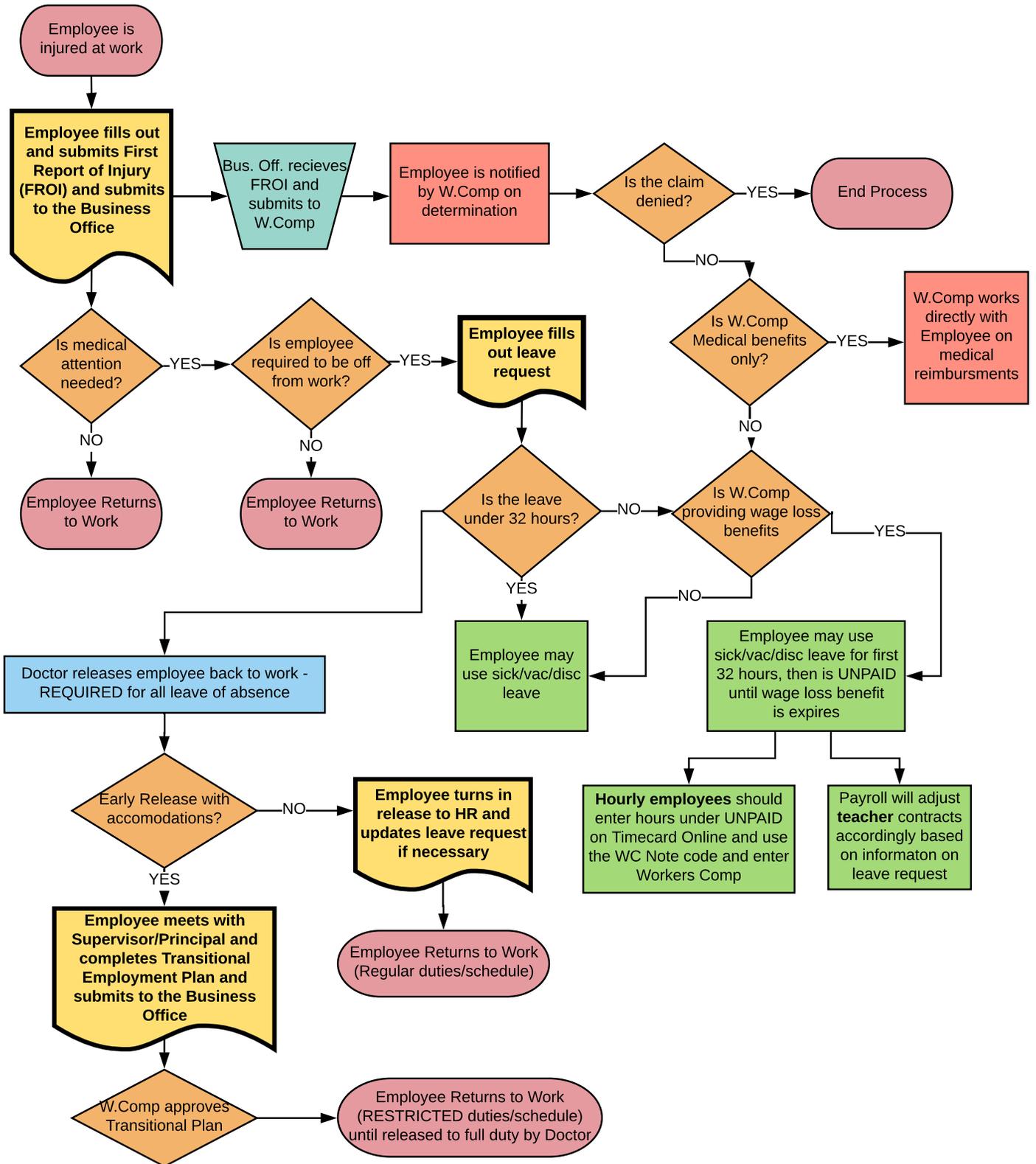


WORKERS COMP PROCESS - EMPLOYEE



PRINCIPAL/SECRETARY:

- If an employee is injured at work they should receive medical attention immediately if it is a serious injury (preferably at Billings Clinic or St. Vincent Occupational Health) or ER if necessary.
- Employee must complete the First Report of Injury (FROI) as soon as possible
 - All injuries (even minor) must be reported
 - Please make sure as much information is filled out as possible
 - MUST INCLUDE:
 - Date, location and details of injury
 - Signed by Employee
 - Signed by Administrator
 - Please make sure this form is turned into Kham Moua at the Business Office AS SOON AS POSSIBLE. **Delay of receiving this form may effect the pay and benefits available to the employee.**
- If employee is going to miss work (for any amount of time due to this injury) they need to fill out a Leave Request - put in as Work Comp.
- Employees may use their sick/vacation or discretionary leave only for the first 32 hours of leave, then it must be unpaid until the wage loss determination is made by MSGIA (Workers Comp)
 - Employees cannot be paid by the district if they are receiving Wage Loss benefits from Worker's Comp
 - If Wage Loss benefits are not awarded, then the Employee may use sick/vacation/discretionary leave
- MSGIA will contact the Employee directly regarding the determination of their claim, the district has no part in the determination of claims
- If an employee receives an early return to work release with restrictions, the Principal/Supervisor must meet with the employee and fill out the Transitional Employment Plan detailing the accomodations and must submit to Kham in the Business Office so it can be approved by MSGIA (Workers Comp) befor the employee returns.