

Barre Unified Union School District
120 Ayers Street, Barre, VT 05641 (802) 476-5011

Workers' Compensation Procedures

All employees of the Barre Unified Union School District (BUUSD) are covered by Vermont Workers' Compensation laws and rules, which provide guidelines and procedures for determining what your rights to compensation and medical benefits may be.

The following procedures are subject to change at any time.

WHAT TO DO IF YOU HAVE AN ACCIDENT ON THE JOB

Notify your school nurse immediately.

- The nurse will complete an accident/incident report.
- All incidents should be reported.
- If your incident results in an injury that requires medical treatment or lost time from work, the nurse will submit a First Report of Injury within 48 hours to begin the workers' compensation claims process.
- If your injury results in need for emergency medical attention the nurse will direct you to the hospital or call an ambulance; for all other care the nurse will direct you to the following facility: ***Concentra Urgent Care, 654 Granger Road, Suite 1, Barre, VT 05641. Phone Number 802-223-7499.***

WHAT TO DO WHEN YOU ARE WRITTEN OUT OF WORK OR ARE GIVEN WORK RESTRICTIONS

If you are written out of work by your treating physician or given work restrictions that prevent you from completing all of the assigned duties and tasks of your position, you must submit that information to Human Resources Department **prior to you resuming the task of your position.**

If you have been written out of work by your treating physician, you are required to submit a ***return to work note*** to the Human Resources Department **prior to you resuming the tasks of your position.**

If you are given work restrictions, Barre Unified Union School District will attempt to make reasonable accommodations to allow you to return to work.

HOW TO OBTAIN INFORMATION REGARDING YOUR WORKERS' COMPENSATION CLAIM

Barre Unified Union School District is part of a member-owned pool, VSBIT Multi-Line Program, which handles your claim. The Multi-Line Program's claims professionals review the first report of injury, your medical information and investigate your claim. You will receive a phone call within 24 hours of them receiving your claim. You will also receive an initial letter that has a medical authorization and return envelope. Please complete the medical authorization and return it to the Multi-Line Program as soon as possible. This will allow them to request your medical information to evaluate your claim.

Contact information for the Multi-Line Program is as follows:

VSBIT Multi-Line Program
52 Pike Drive
Berlin, VT 05602
Phone# 802-223-6132
Fax# 802-223-6135

Please note: All medical bills and receipts related to your claim should be sent to the above address. Additionally, this information, along with your claim number when assigned, should be provided to any medical providers who treat you.

MEDICAL AND DENTAL PREMIUMS AND OTHER DEDUCTIONS

If you are enrolled in a Barre Unified Union School District's medical plan, we cover 80% for your medical coverage while you are off of payroll and receiving workers' compensation payments. If you are enrolled in a Barre Unified Union School District's **dental** plan, we cover 100% for your dental coverage while you are off of payroll and receiving workers' compensation payments.

The BUUSD agrees to pay the first 3 days "waiting period" that you are out while your claim is being evaluated. If you continue to be disability for seven or more consecutive calendar days after the third day, then you will be entitled to temporary total disability benefits retroactive to the first day of disability.

You may opt to be paid according to your contract with the Barre Unified Union School District. If you do so, you will sign over any and all workers' compensation payments to the BUUSD Business Office.

You must pay the normal employee portion of your premium by check each month in order to continue coverage. Contact the BUUSD Human Resources office to make arrangements. Failure to make payments will result in loss of coverage)

For other deductions you must make your own arrangements with the vendor/entity to continue appropriate payments.

ACCRUALS

Vacation and sick day accruals will continue to accrue when you are out of work due to a work related injury.