

NON-INSTRUCTIONAL OPERATIONS

Workmen's Compensation

An employee incurring injury during the course of performing his/her job shall report such injury or accident to the immediate supervisor and follow district accident reporting procedures.

Insurance Coverage and Re-Payment from L & I (Worker's Compensation)

The Kennewick School District pays employee's benefits when the employee has worked or used accrued paid leave in accordance with collective bargaining terms. An employee not under a collective bargaining agreement must have worked or used accrued paid leave for 11 or more working days, during a calendar month (or half of the workdays in December, April or June). Employees generate District benefits for the summer months of July and August if they complete the school year. If they do not generate District benefits for a month or more during the school year, they can choose to self-pay their insurance premiums in order to keep their insurance in effect. If they fail to pay the premiums (which would result in a loss of coverage), they must wait until the next open enrollment period to re-enroll in district offered benefit plans. .

An employee who is certified as unable to work due to a work-related injury is eligible for L & I wage protection benefits. The employee, who is injured, may choose to be paid their regular wages using their available leave balances. When the employee receives payment from L & I for their time off, the amount they receive for time that they were also paid for by the District will be deducted from their next paycheck. The employee will then buy back the sick leave that they used, at their regular hourly rate. The law does not intend that employees can earn more by being out of work than by working.

This practice ensures that employees can receive a regular paycheck while they are out if they have sick leave. It also ensures that the amount the employee receives from L & I remains non-taxable income for them in accordance with state laws. They also only use their sick leave to cover the difference between the amount that L & I pays and what they would have earned had they been working.

Legal Reference: [RCW 28A.400.370](#) Mandatory insurance protection for employees

Adopted: September 9, 1992
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