

Davis School District Policy and Procedures

Subject: 3RM-101 Workers Compensation Insurance Coverage

Index: Risk Management and Workplace Safety

Revised: June 6, 2017

1. PURPOSE AND PHILOSOPHY

The Board of Education of Davis School District (District) has a responsibility to provide workers compensation benefits for its employees and volunteers pursuant to state law and administrative rules of the Division of Industrial Accidents within the Labor Commission. Provision of workers' compensation benefits will be made for all persons entitled to such benefits under the law.

2. POLICY AND PROCEDURES

- 2.1. Workers' compensation insurance covers medical expenses and reimburses employees for wages lost due to a work-related injury or illness.
- 2.2. Employees/volunteers shall immediately report a work-related injury, illness or accident (including vehicular accidents), regardless of severity, to their principal or supervisor.
- 2.3. Principals or supervisors shall report all injuries, illnesses or accidents to the Risk Management Department.
- 2.4. Employees/volunteers should seek medical treatment for a work-related injury, illness or accident at a clinic designated by the District. In the event of a life or limb-threatening emergency, injured employees/volunteers should seek care from the nearest hospital or emergency facility.
- 2.5. All employees/volunteers must obtain initial medical treatment for work-related injuries and illnesses from a District designated clinic. If an employee/volunteers seeks treatment from any other medical provider, he/she may be responsible to pay charges in excess of the preferred provider allowances.

3. LEAVE FOR EMPLOYEES ON WORKERS' COMPENSATION

- 3.1. An employee anticipating or experiencing an absence exceeding ten (10) consecutive work days shall request a leave of absence in writing from the District (sent to the attention of the Human Resources Department) including approximate leave dates. In emergency situations when extended absences cannot be anticipated or planned, an employee shall provide written notice to the Human Resources Department as soon as they are physically able to do so. Upon requires, an employee absent more than ten (10) consecutive work days shall also provide the District Human Resources Department with a written statement from his/her treating medical provider certifying illness or disability and projected recovery date.
- 3.2. The District may establish temporary light duty assignments for an employee, released by his/her treating medical provider, for light duty. It is the employee's obligation to return to work if a light duty assignment is established.

4. COMPENSATION FOR EMPLOYEES ON WORKERS' COMPENSATION

- 4.1. When an employee is injured on the job, compensation for lost wages shall begin on the fourth day of absence.
 - 4.1.1. An employee may use their sick leave to cover the first three days of absence.
 - 4.1.2. Compensation shall be retroactive to the first day of absence in cases where the absence exceeds fourteen working days, or as required by the Labor Commission of Utah.

- 4.2. As negotiated with employee associations, the District shall supplement compensation to the total contracted salary, extending through the employee's accumulated sick leave.
 - 4.2.1. Accumulated sick leave shall be charged at one-third day of each day in which the worker's compensation benefit is supplemented by the District.
 - 4.2.2. Sick leave hours shall not be used on days that the employee would normally be off track or on non-contract time.
 - 4.2.3. In situations where employees do not have any accrued sick leave, the District shall not supplement workers' compensation benefits.
- 4.3. The District will continue to fund the District's share of employee benefits during the District approved leave of absence. An employee shall continue to fund his/her share of the benefit payments in order to keep his/her benefits in force.
- 4.4. It is the sole responsibility of the employee on Worker's Compensation to arrange with the District Payroll Department for this payment. Failure to make payment within a thirty-day grace period will result in lapse of benefits.
- 4.5. Sick leave and vacation time shall be accumulated during periods of absence when full compensation benefits are being received.
- 4.6. An employee on an approved District leave of absence shall be entitled to be reassigned upon release by the treating medical provider to the same position which was held at the time of the work-related injury. In the event that the former position no longer exists, the employee is to be reassigned to a substantially equivalent position.

REFERENCES

[Utah Code Ann. Title 34A, Chapter 2](#) – Workers' Compensation Act

FORMS AND OTHER LINKS

[Form 122 \(Worker's Compensation Employer's First Report of Injury or Illness\)](#)

[8DA Davis Educators Agreement \(Workers' Compensation\)](#)

[9CA Classified Agreement \(Workers' Compensation\)](#)

DOCUMENT HISTORY:

Adopted: September 22, 2010 (by consent) – As part of a five-year review, including a reorganization of the Table of Contents (new Risk Management section) policy was separated out of 2HR-011 Safety Issues in HR Management, creating a stand-alone policy. No substantive changes.

Revised: June 17, 2017 - As part of a five-year review added language previously contained in negotiated agreements. Greater benefit (use of sick leave) then required under the law remains in negotiated agreements and has been added to this policy.