

Workers' Compensation Insurance

Section A - Introduction

All employees who sustain an injury that arose out of and in the course of their district duties may be covered by workers' compensation insurance. Medical expense payments and certain salary payments are made to the employee or on the employee's behalf to a health care provider as a result of this insurance.

Section B - Injury Reporting

1. All incidents involving an accident while on duty must be reported immediately to the employee's supervisor. If the employee's supervisor is not available, the employee should report the incident to another administrator.
2. The employee shall report the incident to the district's incident/injury hotline. If life threatening injury exists, a call to 911 should precede a call to the 24-hour incident/injury hotline. However, the incident shall be reported within 24 hours to that hotline by the employee unless the nature and extent of the injury prevents the report.
3. The director of operations will receive notification of the incident or injury from the 24-hour hotline, and will coordinate any additional communication needed with the employee's supervisor and any other appropriate personnel.

Section C - Workers Compensation Payments

If an injured worker is unable to work or his/her restrictions cannot be accommodated on the basis of a work-related injury, the employee is entitled to Temporary Total Disability (TTD) benefits.

TTD benefits may begin within three working days after an injury, unless the period of disability lasts for 14 days or more, in which case TTD begins on the first day of disability. TTD represents 66⅔% of the employee's average weekly earnings calculated during the year before the accident or last exposure.

Should an employee choose to use an available Sick Day, Personal Day or Vacation Day, in lieu of TTD, the employee will be paid 100% of their current salary and that day is replenished at a rate of two-thirds. In this situation, time off transactions will be recorded in the employee's personnel record as follows:

1. Each Sick Day, Personal Day, or Vacation Day utilized will be recorded on a per-day basis, and not in the aggregate. Transactions shall indicate a type of "used" and a days factor of 1.0.
2. Each Sick Day, Personal Day, or Vacation Day replenished in accordance with this section will be recorded on a per-day basis, and not in the aggregate. Transactions shall indicate a type of "allocated" and a days factor of 0.6667.

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