

HOOVER CITY SCHOOLS
2810 Metropolitan Way
Hoover, Alabama 35243
(205) 439-1000

NOTICE TO EMPLOYEES INJURED ON THE JOB

In compliance with Board policy 5.27.4, procedures related to employees injured on the job must be strictly followed in recouping medical expenses or reinstatement of sick days if absences are incurred due to the injury. Failure to follow guidelines established could result in a denial of your request.

EMPLOYEE INSTRUCTIONS:

1. Notify your immediate supervisor within 24 hours after the injury occurred. If clinically unable to make notification, another person reasonably knowledgeable of the incident may make notification of the injury. Complete and sign the *Employee Injury Report* and submit it to your supervisor who will sign and return the form to the central office.
2. If medical attention is required due to an injury, the Board requires a *Physician Certification Form* to certify the employee's injury would not allow the employee to return to work within five days of filing the On-the-Job Injury Report, unless hospitalization or special circumstances exist and the supervisor is notified. This form must be submitted to your supervisor when completed. Upon determination that an employee has been injured on the job and cannot return to work as a result of the injury, sick days of the employee shall be reinstated for a period of up to ninety (90) working days. Verify your supervisor submits a request to reinstate sick days as On-the-Job Injury to the Director of Human Resources. Recertification may be required for intermittent absences. The *Employee Injury Report* and *Physician Certification Form* can be obtained from the principal or school nurse.
3. If out of pocket medical expenses are incurred due to an injury, employees of the Hoover Board of Education have the right to file a claim to the State Board of Adjustment requesting reimbursement. **This claim must be submitted no later than one year from the date of the injury due to the state of limitations.** If ongoing treatments are necessary beyond the first year, you must file a claim each year seeking reimbursement. Hoover City Schools is not affiliated with the State Board of Adjustment, therefore, **IT IS THE EMPLOYEE'S RESPONSIBILITY TO FILE A CLAIM.** To review the *Rules of the Alabama Board of Adjustment* and obtain claim forms, go to: www.bdadj.alabama.gov