

Adopted: 1974
Revised: 2013

Saint Paul Public Schools Procedure 405.00.1

405.00.1 **WORKERS' COMPENSATION**

PURPOSE

Workers' compensation covers Saint Paul Public Schools' paid employees who sustain an injury or illness which arises out of and in the course and scope of employment.

- I. Coverage includes medical care related to the injury, as long as it is reasonable and necessary, wage-loss benefits for part of employee's income loss, benefits for permanent damage to a body function, benefits to employee's dependents in cases of death from work injury, vocational rehabilitation services if employee cannot return to his/her job or to Saint Paul Public Schools, and travel mileage to obtain medical treatment and/or for certain vocational rehabilitation activities.
- II. If an employee is injured while at work, the employee is to immediately report the incident to his/her supervisor. If it is an emergency, medical attention is to be sought right away. Once the emergency is resolved, the employee is to immediately contact his/her supervisor to report the incident. The administrator in charge at the time of the incident must forward the completed First Report of Injury Form to the Business and Financial Affairs Department, which submits the information to the third-party administrator for appropriate claim processing. The First Report of Injury Form is an employer report, not an employee report.

LEGAL REFERENCES: Minnesota Statutes - Chapter 176
Minnesota Rules - Chapters 5220, 5221, 5223

NOTE: Formerly No. 448.00