



CASWELL COUNTY SCHOOLS  
WORKERS COMPENSATION HANDBOOK

# Caswell County Schools

## WORKERS COMPENSATION PROCEDURES

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## CASWELL COUNTY SCHOOLS

### SAFETY COMMITTEE

#### MISSION STATEMENT

The Caswell County Schools Safety Committee is committed to promoting and providing a safe work environment for all personnel. The Safety Committee, with management support, will create and maintain a safety program.

Communication, training and total involvement by all staff will create a safer working environment.

## **SAFETY COMMITTEE MEMBERS**

Interim Superintendent	Dr. Douglas Barker
Assistant Superintendent	Vacant
Executive HR Director	JoAnna Gwynn
Claims Management	Teresa Myers
Principal	Lance Stokes
Maintenance/Custodial Director	Alan Poteat
Transportation Director	Vacant
Child Nutrition Director	Jolandria Graves
School Representative	Kim Shelton

The Board of Education shall provide Worker's Compensation Insurance for all employees. The Worker's Compensation Act requires that all job related accidents must be reported to the Industrial Commission within five (5) days after occurrence or knowledge of any injury to an employee. Failure to do so may penalize the employee. The provisions of the Worker's Compensation Act are applicable to all school employees. Liability is for an employee who is injured on the job in an accident, contracts an occupational disease or dies while performing their duties in the normal course of employment. In addition to medical benefits, the employee is entitled to receive a portion of their regular weekly wages (after the first seven days). Permanent disability is compensated in accordance with a schedule established by the NC Industrial Commission.

If an employee is injured on the job, the employee should make sure the injury is reported immediately to their Supervisor. The Supervisor should immediately complete the accident report (Form 19) and submit to Central Office. If injured, the employee may choose to take earned sick and/or annual leave for which full pay could be received. Employees cannot receive both leave pay and Workers Compensation for the same days of disability. An employee is not entitled to salary compensation, from Workers Compensation, for the first seven (7) days of disability unless the disability continues for more than twenty-one (21) days. The Industrial Commission requires a seven (7) day waiting period after the employee's last day on the payroll before becoming eligible for benefits. All benefits will be paid in accordance with the NC Industrial Commission.

It is the responsibility of the employee to claim compensation.

**RETURN TO WORK**

The Board of Education states our common goal is to ensure that all employees of Caswell County Schools are healthy, productive and contribute to the education of our children. It is the policy of the Board of Education to provide a return-to-work program as the means to return injured employees to meaningful, productive employment following a compensable job-related injury or occupational disease. Our intent is to comply with all laws. Management will provide for the prompt and safe reintegration of employees in the workplace after injuries or extended illnesses.

**SAFETY**

It is the policy of the Board of Education to provide and maintain a safe and healthful working environment and to establish and assist safe work methods and practices at all times. The principal and/or director of their respective sites have overall responsibility for safety in and around the workplace. All employees should report potentially dangerous conditions to their principal and/or director. The Director of Maintenance shall take the necessary steps to correct any conditions which he/she observes or are reported to him/her.

## STEPS TO FOLLOW WHEN AN INJURY OCCURS

1. The injured worker should immediately seek assistance from his/her supervisor at the location of the accident. If the supervisor is not available, the employee should report the injury to the school nurse or office assistant. Staff who work outside the 7:00 a.m. to 5:00 p.m. day are authorized to call your principal at home.
2. The supervisor/nurse/office assistant should complete/sign a Workers' Compensation Authorization Form for the injured worker.
3. The employee must complete and sign a Statement of Injury or Incident. This form should be completed immediately and submitted to your supervisor for review and signature.
4. The Statement of Injury or Incident Form must be forwarded to the Human Resources Office immediately.
5. If medical services are needed, the employee must be treated at Caswell Family Medical Center (CFMC). **In an extreme emergency call 911.**
6. The injured worker must take the completed Workers' Compensation Authorization Form to CFMC and notify the Medical Center that he/she is seeking treatment for a workers compensation injury. **DO NOT** file this on your regular medical insurance!
7. All follow-up visits must be a direct referral of the Caswell Family Medical Center or treating workers comp doctor.
8. All bills for services (including doctor's notes) should be sent to the Human Resources Office to the attention of Teresa Myers. All communication on your worker's compensation claim should be directed to Teresa Myers.
9. Prescriptions should be filled at North Village Pharmacy. If this location is not convenient, you may call myMatrixx at (877)804-4900 to locate a network pharmacy near you. **DO NOT** file this on your regular medical insurance. **DO NOT** bill to Caswell County Schools.

10. Either Sedgwick or EMC, our Worker's Compensation carriers, will assign your claim to an adjuster. The adjuster will complete an investigation and advise you with regard to your status. If the investigation concludes that your injury meets the criteria established by state law, you will receive benefits to which you are entitled under the Workers Compensation Act. If their investigation discloses a non-covered injury, you will be notified in writing.

11. Stay in contact with Teresa Myers, your supervisor, and your claims adjuster at Sedgwick or EMC if you are losing time from work. They will work with you through the rehabilitation process and help you to return to work as soon as possible. If you miss time from work, the Workers Compensation Act requires a seven (7) day waiting period before payment of wages is granted (at the rate of 66 2/3% of your average weekly wages). You may choose to use earned sick leave for the waiting period. After the waiting period, you will come off the Caswell County Schools payroll and will receive your checks directly from Sedgwick or EMC.

12. Help us to keep a safe working environment. If you see something that could cause harm, report it to your principal or supervisor.

13. The Safety Committee is always available to address any concerns and/or questions.

## **WORKERS COMPENSATION**

### **Procedures for the EMPLOYER to Follow When Injuries Occur on the Job**

1. Educate employees to **IMMEDIATELY** report the accident to you.
2. Make sure the employee uses **Caswell Family Medical Center (CFMC) - Urgent Care** for treatment of his/her injury. The Supervisor/School Nurse or Office Assistant must complete and give the employee a Workers' Compensation Authorization Form to take to CFMC. Instruct the employee to notify CFMC that he/she is seeking treatment for a workers compensation injury. Notify CFMC at 336-694-9331 of the Visit.
3. The Employee must complete and sign the Employee's Statement of Injury/Incident Report (Workers Compensation Report of Injury). Supervisor must also sign and date the Employee's Statement. Immediately forward the form to Human Resources (Teresa Myers).
4. The Supervisor should follow up by investigating the injury that occurred. Complete the Accident Investigation Report. Also ask for signed and dated witness statements if applicable. Forward these documents to Human Resources (Teresa Myers).
5. Sedgwick utilizes a pharmacy benefits manager, myMatrixx, to help control costs. Employees may use the local pharmacy, North Village or may call (877)804-4900 to locate a network pharmacy nearby. Prescriptions will be filled with no "out of pocket" cost to the injured employee with the myMatrixx temporary prescription card.
6. Communicate with the injured employee. This will allow everyone to remain knowledgeable of the employee's work status. It will also serve to show the employee that he/she is still an important member of the Caswell County Schools team. Forward any information you receive to Human Resources.
7. It is important that we make every attempt to provide modified or light duty work to get the injured worker back on the job as soon as possible. This can significantly reduce the overall costs of lost time claims.
8. Be proactive! If you see something that may cause harm, report it to the department that handles those issues.
9. The Safety Committee is always available to address any concerns or questions.



## Workers Compensation Fraud in North Carolina

Caswell County Board of Education strongly believes that the vast majority of employees will never submit a fraudulent workers compensation claim. Nevertheless, workers compensation fraud exists in North Carolina and can have substantial cost for affected businesses. This letter explains some aspects and consequences of workers compensation fraud.

A person commits workers compensation fraud when, in the course of reporting a claim to obtain benefits, he/she intentionally misrepresents a material fact to obtain a benefit to which the claimant is not otherwise entitled. A misrepresentation is material when it is relevant to whether benefits will be paid or the amount of benefits to be paid.

Some examples of Workers Compensation Fraud

- Filing a workers compensation claim for an injury that is known with certainty to be completely unrelated to employment
- Lying about earnings received from employment other than the employment in which you were injured
- Purposely misleading or exaggerating one's current medical condition to receive workers compensation benefits.

Making false statements for the purpose of obtaining workers compensation benefits may result in civil and criminal penalties for the individuals that make such statements. Caswell County Board of Education supports activities to detect and combat workers compensation fraud.

This letter is not intended to discourage the legitimate use of the workers compensation system. You should report any bodily injury that you believe is work-related to your supervisor at once.

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I acknowledge receiving this information and have read and understand the content of this memo.

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Employee Printed Name

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Employee Signature

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Date

Acknowledge of Receipt of Workers Compensation Procedures Handbook

I have received the Workers Compensation Procedures Handbook. I have read and understand the content of the handbook.

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Employee Printed Name

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Employee Signature

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Date