

Descriptor Term: WORKERS' COMPENSATION INSURANCE/BENEFITS

Descriptor Code: GAKD/EGAA

Rescinds: EGAA

Board Approved: 6/26/2006

Previously Approved: 2/27/2006

It is the intent of the Board of Trustees of the Gulfport School District that safety of all students, employees, and visitors on District property or at school-sponsored events be given highest priority; therefore, all employees are required to conduct their daily assignment and activities to perpetuate a safe learning environment. Special emphasis will be given to all assignments and activities directly related to the performance of those duties in the presence of students. Safety awareness in the daily performance of assigned tasks and safety hazard surveillance are the responsibility of all employees in the effort to prevent injury to students and employees.

1. Injuries and illnesses to an employee of the Gulfport School District as a result of on-the-job-activities are covered under the Mississippi Workers' Compensation Law and will be subject to, but not limited to, the terms and provisions of such law. The Board of Trustees, in conjunction with the Mississippi Workers' Compensation Commission, provides medical and salary benefits for the employees of the Gulfport School District in accordance with the laws of the State of Mississippi.
2. When an employee is injured on the job in the performance of duty, the employee should receive attention from the school nurse or, when appropriate, from non-district *licensed* medical personnel. All accidents involving injuries are to be immediately reported to the supervisor and within one hour of the incident to the District insurance office staff. *In addition, drug testing should be conducted in accordance with the District's Drug-Free Workplace Program Policy.* Further, it is the responsibility of the immediate supervisor or designee to investigate the incident and complete a Workers' Compensation First Report of Injury form to be sent to the District insurance office staff. It is the responsibility of the District insurance office staff to notify the District's workers' compensation insurance carrier and coordinate the processing of paperwork for the benefit of the employee. The Gulfport School District will *not* investigate the circumstances of the injury/accident for the purpose of determining if a claim should be approved; that is the function of the insurance carrier.
3. Medical benefits for approved work-related claims are available to the employee through the workers' compensation carrier, not the District's school employees' health plan.

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4. Salary payment for employee receiving workers' disability benefit payment is to be a combination of carrier benefit payment and additional gratuitous payment from the District to equal the regular daily salary of the employee. This benefit is for a period of ten days (as outlined in the Leave Policy) The employee must, within three working days of the injury, provide the supervisor/District insurance office staff written verification from the attending physician that the employee is unable to return to light duty or regular work within this ten day period. If the employee is a member of a religious sect which does not engage the medical services of a physician, the employee may provide a letter from the recognized authority in the respective religious organization that he/she is unable to return to light or regular duty work within the ten work day period. Failure to provide written verification/notification will result in withdrawal of the District contribution to the salary of the employee. Further, it is the responsibility of the employee who is unable to return to work at the end of the ten day period to provide weekly a status report of health recovery and an estimated date for reporting for regular or light duty service. Failure to do so will result in withdrawal of the District contribution to the salary of the employee.
5. When an employee has exhausted the ten days of illness in the line of duty (as outlined in the Leave Policy) and continues to be unable to return to regular or light duty work, the employee may elect to use his/her accumulated sick leave benefit for only that portion of the daily salary rate which is not covered by workers' compensation salary payment plan. The employee pay period salary will be reduced by the amount of workers' compensation disability payment. Additionally, the certified employee must reimburse the District through payroll deduction the cost of the substitute, and the classified employee forfeits one-third of the regular daily rate through payroll deduction. An employee who chooses this option must likewise continue to provide weekly verification of inability to return to light duty or regular work. Failure to do so will result in withdrawal of this District salary benefit. An employee who chooses not to use his/her accumulated sick leave benefits for salary purposes as identified under this section will receive those salary benefits as provided by the Workers' Compensation disability benefit salary program. An employee who chooses this option must likewise continue to provide weekly verification of inability to return to light duty or regular work.
6. An employee who is injured on the job in the performance of duty as a result of student or non-staff disruptive behavior and who has used all personal injury leave (as outlined in the Leave Policy) may be granted additional injury days/workers' compensation leave. The employee must again provide the supervisor and District insurance staff weekly written verification of the attending physician/recognized authority that the employee is unable to return to light duty or regular work. Failure to do so will result in withdrawal of the District salary benefit. Further, it is the responsibility of the employee to provide a weekly status report of health recovery and an estimated date for reporting for regular or light duty service. Failure to do so will result in withdrawal of the District contribution to the salary of the employee.

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#### **Additional Injury Days as Follows**

0 through 5 years of employment -	10 additional days
6 through 10 years of employment -	15 additional days
11 through 15 years of employment -	20 additional days
16 through 20 years of employment -	25 additional days
21 plus years of employment -	30 additional days

When an employee has exhausted the ten days of illness in-the-line-of-duty (as outlined in the Leave Policy) and the days granted as a result of the disruptive behavior incident, the employee may elect to use his/her accumulated sick leave benefit for only that portion of the daily salary rate which is not covered by workers' compensation salary payment plan. The employee pay period salary will be reduced by the amount of the workers' compensation disability payment. Additionally, the certified employee must reimburse the District the cost of the substitute through payroll deduction, and the classified employee forfeits one-third of the regular daily rate. An employee who chooses this option must, likewise, provide verification of inability to return to light duty or regular work. Failure to do so will result in withdrawal of the District salary benefit. Further, it is the responsibility of the employee to provide a weekly status report of health recovery and an estimated date for reporting for regular or light duty service. Failure to do so will result in withdrawal of the District contribution to the salary of the employee.

7. An employee, after exhausting the applicable benefits as described in Section 1 through Section 5, will be receiving only limited salary benefits directly from the Mississippi Worker's Compensation Commission as provided by law.
8. Any person who willfully makes any false or misleading statement or representation for the purpose of obtaining benefits under this policy is subject to immediate dismissal.