

CAESAR RODNEY SCHOOL DISTRICT
WORKERS' COMPENSATION GUIDELINES

Current Carrier: PMA MANAGEMENT CORPORATION
PO BOX 5231
Janesville, WI 53547-5231
Phone Number # 1-888-476-2669

1. REPORT OF INJURY: Employee and/or Supervisor/School Nurse complete and submit a First Report of Injury Form and Medical Authorization Release Form. This is filed online and a copy to include the injured employee's claim number is given to the employee upon completion. A claim copy is also emailed to Ashley.Frey@cr.k12.de.us & Bronta.Nichols@cr.k12.de.us. The hard copies with the employee's signature on the Medical Records Release Authorization and Employee Record of Receipt of PMA Workers' Compensation Guidelines forms must be forwarded by District mail to the Human Resource (HR) Office as soon as possible for the employees Workers' Compensation (WC) file.

2. MEDICAL ATTENTION: If the employee receives medical attention, all medical paperwork given to them by their medical provider must be received by the HR Office:
- The employee must provide all medical documentation, after they are treated, to the HR Office before they are authorized to return to work or excused from work as directed by their medical provider.

The employee is responsible for supplying medical documentation from their doctor to the HR Office, along with the doctors' name, address and phone number. CLAIM DECISIONS BY PMA WILL BE DELAYED WITHOUT THIS INFORMATION. Updates as to the employee's condition must also be supplied by the employee to the HR Office upon each doctor's visit.

3. DAYS MISSED: If physician instructs employee to remain off work, the employee must inform the HR Office. It is the employee's responsibility to inform their immediate Supervisor/Principal and the HR Office of any days absent. For time missed, an employee will be charged sick/vacation time previously earned, until the Workers' Compensation Claim is approved/denied. If the employee does not have sufficient time accrued to cover the absence, the employee will be placed on leave-without-pay status until the approval or denial is received. No singular or partial days taken for doctors'/medical visits will be compensated by Worker's Compensation - the employee's sick/vacation time will be charged.

4. RETURN TO WORK: It is also the employee's responsibility to inform the HR Office of their return to work. Employees cannot return to work or to their regular duties without presenting a written medical release from their physician to the HR Office. An employee cannot return to work with any restrictions or limitations unless prior written approval is received from the Human Resource Director or his/her designee. Determinations regarding an employee's ability to return to work with restrictions or accommodations will be made by the Human Resource Director with input from the building administrator.

The Days Out of Work Compensation Schedule follows:

Date of Injury: Employee is not charged any leave. The District is responsible for salary payment for the day of the injury.

Days 1, 2 and 3: Employee is not entitled to lost wages; sick or vacation time will be charged. (If hospitalized, employee will be compensated.)

Days 4, 5, and 6: Employee is entitled to lost wages beginning on day 4 of lost time; no charge to leave for day 4 through day 6. Sick/vacation will still be charged for the first three consecutive days.

Day 7 or more: Employee is entitled to workers' compensation lost wages retroactive back to the day 1; no leave time is charged and leave previously charged will be reinstated.

5. FOR APPROVED CLAIMS: The District will supplement the employee's Workers' Compensation payment to provide the employee with full pay for up to 3 months. During this time frame, sick and vacation will continue to accrue. After the 3-month period, the employee will be charged one-third day of sick/vacation until employee runs out of time or returns to work.

Any employee eligible for Family Medical Leave Act (FMLA) leave will be placed on FMLA, which will run concurrently with the worker's compensation claim. FMLA protects your position and benefits for a total of twelve-weeks in any calendar year. Certain conditions apply. Specific information is available through the HR Office.

Any eligible member of the State's Disability Insurance Program administered by The Hartford is required by law to contact The Hartford if the employee will be absent for more than 30 days. If approved, the employee will be placed on Short Term Disability (STD) and will receive payment from The Hartford as provided by State code and regulations. Currently, STD covers 182 days of approved absence, to include a 30-day elimination period. Additional information is available through the HR Office.

If the employee is unable to return to work, due to permanent restrictions, he/she has the following options:

- A. The employee can voluntarily resign from his/her position with the District.
- B. If hired prior to 1/1/2012, and the employee has 5 years of creditable service, as defined by the State of Delaware Pension Office, he/she can apply for a vested pension. Or if the employee is a member of the State of Delaware Disability Pension Plan and has 5 years of creditable service, the employee can apply for a disability pension, providing the employee's doctor gives him/her proof of total or temporary disability and he/she cannot return to his/her former position. This application is subject to the Pension Medical Board review and approval.

If hired on or after 1/1/2012, the employee must have 10 years of service to apply for a vested pension. If hired after 1/1/2012, employee is not eligible for State of Delaware Disability Pension; only the Short Term and Long-Term Disability Insurance Program is available.

- C. Employee can apply to transition from Short Term Disability to Long Term Disability under the Hartford DIP as provided by State code and regulations.
- D. The District can involuntarily terminate the employee for inability to perform duties.

6. Following an extended time-off, when the employee is no longer receiving regular paychecks from the District, any benefits through payroll deductions will cease. If the employee wishes to continue to receive such benefits, then it is his/her responsibility to contact the Benefits Section of HR.

7. When the Workers' Compensation claim is approved, the first check is mailed to the District Office. The employee is contacted to pick up the check and sign "Agreement as to Compensation Paid" from PMA. A copy is given to District Payroll Office, and the employee's pay is adjusted accordingly. Subsequent payments are sent directly to the employee. *The employee is only entitled to receive his/her regular salary during the period lost due to injury. Repayment to PMA of any overpayment to the employee by PMA, is the responsibility of the employee.*

8. After each doctor's visit, the employee must contact the HR Office and present any doctor's notes, which are submitted to the Workers' Compensation Office. This procedure must be followed to ensure continued pay. Employees who do not remain in contact with the HR Office with these updates will risk being removed from payroll and not receiving any pay, and health benefits will lapse.

9. All invoices for services and supplies pertaining to an injury must be sent to the Workers' Compensation Insurer for payment processing. It is the employee's responsibility to provide the claim number and information to any care providers. Bills should not be forwarded to the HR Office.

10. If an employee has a claim denied, he/she has the right to appeal the decision to the Industrial Accident Board.

11. If there is any recurrence of any injury, the employees is required to the HR Office immediately. A new First Report of Injury Form is not needed for recurrence of injury - steps 2 through 12 will apply.