



# HCS D WORKPLACE INJURY PROTOCOLS



The Harris County School District works to ensure a safe environment for all employees while performing their job duties. (Operations II A, B)

## Reporting and Initial Response

1. Immediate Reporting: Employees must report all on-the-job injuries to their supervisor immediately following the accident.
2. Determining Medical Attention: The employee and supervisor will decide if medical attention is necessary.
3. Choosing Medical Facilities: If medical attention is required, the employee must choose a doctor or facility from the Official Notice Poster (workers' compensation poster).

## Medical Attention and Drug Screening

4. Drug Screening: Employees seeking medical attention for work-related injuries will undergo a drug screening.
  - o Positive results without a legal prescription will be referred to the Superintendent for disciplinary action, potentially including a warning, suspension, or termination.

## Contact and Reporting

5. Contact Information: For medical attention, contact Kevin Shirley at (706) 628-4206, ext. 1226, with the employee's name and chosen facility.
6. First Report of Injury Form: The school or department designee must complete and submit this form to the Human Resources Department within 3 workdays.

## Medical Expenses and Leave

7. Medical Expenses: If the injury is work-related, medical expenses will be fully covered per the Georgia fee schedule, provided treatment is by an approved physician.
8. Time Off: Initial physician visits (up to 8 hours) will be paid.

## Leave Options

9. Leave Choices: Employees must choose one of the following options:
  - o Sick Leave: Use sick leave for the duration of the illness/accident, with Workers' Compensation starting after exhaustion of sick leave.
  - o Sick Leave First 7 Days: Use sick leave for the first 7 days, then Workers' Compensation from the 8th calendar day.
  - o Leave Without Pay: Until Workers' Compensation begins on the 8th calendar day.

## Workers' Compensation Pay

10. Compensation Details:
  - o Workers' Compensation will not cover lost work time for the first 7 days.
  - o Starting on the 8th day, Workers' Compensation pays 66 ⅔% of the average weekly wage, up to \$800.00 per week.
  - o If absence exceeds 21 days, Workers' Compensation will retroactively cover the first 7 days if no sick leave was used.
  - o Employees cannot receive both Workers' Compensation benefits and Salary Continuation or Short-Term Disability Benefits simultaneously.

## Physician's Statement and Return to Work

11. Physician's Statement: The employee's physician must provide a written statement detailing the injury's extent and expected return date.
12. District Examination: The District reserves the right to have the employee examined by a physician of their choosing.
13. Non-Compliance: Failure to return to work as recommended by the physician may result in termination.
14. Compliance: Following the treating physician's or District-selected physician's recommendations is mandatory.

## Assault Injuries

15. Physical Assault: Per O.C.G.A. 20-2-850, employees injured by physical assault while performing their duties:
  - o Will not be charged sick leave for the first 7 workdays of absence.
  - o Will maintain their compensation without reduction and will not incur the cost of a substitute.