



WORKERS' COMPENSATION

The District is committed to the promotion of safety awareness and accident prevention. Occasionally, an employee has an accident or suffers a work-related injury or illness. The District ensures that the employee will receive the appropriate medical care and treatment, provided the employee provides immediate notification regarding a work-related injury, so that the employee can return to good health and employment as soon as possible.

In accordance with state law, the District provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and provides state regulated income while recovering.

An employee injured on the job is required to complete an Accident Report immediately, online through Public School Works, or as soon as practical, and is also required to report the injury to the employee's direct supervisor/principal. The Accident Report can be accessed online via the District website / Staff Portal / Submit Accident Report and complete this in Public School Works. The employer must submit a report of injury or disease to the employer's worker's compensation insurance carrier within seven (7) days after the date of a work-related injury which causes permanent or temporary disability resulting in compensation for lost time.

Any employee who seeks medical treatment or is unable to report to work after an injury must provide a doctor's Return to Work Recommendation (RTW) form. If and when an employee is able to return to work, the doctor's RTW recommendation must state that the employee can return to full duty without restrictions or must specify the employee's restrictions. The Return to Work form can be accessed online via the District website and print this for your doctor to complete.

If the employee is unable to return to work after seven (7) working days, the employee must call the employee's direct supervisor/principal each week to report the employee's status. Each time the employee goes to the doctor, the employee is required to fax or hand carry a copy of the doctor's RTW Recommendation form to the direct supervisor/principal **and** the Business Office within 24 hours of the doctor's visit.

Reference: *Wisconsin Statute:* Chapter 102

Wisconsin Department of Workforce Development