



Capital School District

Board of Education Policy

Section: Human Resources
Title: Workmen's Compensation
Policy #: 500-02
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose:

It is the responsibility of the Human Resources Department to make all employees fully aware of their rights and responsibilities under the Workmen's Compensation law.

WORKMEN'S COMPENSATION

The Delaware Workmen's Compensation Law, 19 Del. Code, Chapter 23, Section 2372, provides workmen's compensation for qualified employees in the State of Delaware. All questions on these matters should be referred to the Human Resources Office.

Workmen's Compensation limits are statutory, as outlined in the Delaware Workmen's Compensation Law. All regular employees of the Capital School District are covered by Workmen's Compensation Laws.

1. In the event of an on-the-job injury, the employee must report to the nurse's office. The school nurse will complete the form **"Employer's Report of Occupational Injury or Disease"** immediately. If the school nurse is not available call the Human Resources Office. This form must be submitted to the Human Resources Office as soon as completed.
2. The employee will receive a copy of the **Workers Compensation Procedures** and will acknowledge by signature the responsibility of the employee to read and follow the information in the package. The employee will provide the Human Resources Office any necessary documentation pertaining to the Workers Compensation claim.