

Cache County School District

Policy Series 5000: Personnel

Policy No. 5315

Industrial Accidents

I. Board Policy

A. An employee who is disabled by an injury or disease compensable under Chapters I or II of Title 35 of the Utah Code Annotated, referring to workman's compensation and occupational diseases, should be allowed a reasonable medical leave without pay. In addition, the disabled employee may use previously accumulated sick pay in an amount which when aggregated with workman's compensation benefits does not exceed the regular rate of pay received prior to the disability. The district is insured with Educators Insurance Company administering the District's Industrial insurance plan. The District Administration is responsible to develop guidelines for implementing this policy.

II. Administration Policy

A. The Administration shall administer this policy in accordance with the following guidelines:

1. Reporting Injuries

- a. All on-the-job employee injuries shall be immediately reported to the supervisor. The supervisor shall complete the Employer's First Report of Injury form and promptly forward copies to the administrators of the industrial insurance plan, the Industrial Commission, the employee, and the Payroll Department.
- b. Administrators of the industrial insurance plan shall forward the Worker's First Report of Injury report form to the injured employee. The employee shall complete the report and return it to the administrators of the plan.

2. Compensation

- a. An employee who cannot work because of injuries suffered in an incident covered by workman's compensation will draw on accumulated paid sick leave in an amount, which when aggregated with workman's compensation benefits, does not exceed the regular rate of pay prior to the injury.
- b. The first three days absence will be charged against the injured employee's accumulated sick leave. Thereafter, one-third day of accumulated sick leave will be charged for each day's absence and two-thirds day charged to industrial.
- c. If an injured employee is disabled for 15 calendar days or more, the industrial insurance will pay the employee two-thirds of a day's pay for each day off retroactive to the first day's absence.
- d. If an employee has no sick leave available, no sick leave compensation will be provided.
- e. An employee who is off work due to physical assault on the job and not covered under workmen's compensation, shall have no loss of sick leave

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for the first three (3) days' absence.

3. Returning to Work

- a. An employee returning to work after a period of total or partial disability shall present to the Personnel Department a physician's certificate stipulating that the employee is capable of returning to duty and performing the work assigned.
- b. An employee off work due to an industrial accident for longer than thirty (30) days may be replaced by the Board. When able to return to work, the employee may be reassigned to another job or location. If no current openings are available, the employee shall be given preference over other applicants for subsequent openings based on experience, proven merit and seniority at the time of the injury. The Board is not bound to rehire the employee following an industrial accident on claim of preference if, in the opinion of the personnel officer, the employee is not the best qualified candidate for the job opening, with due regard given for experience and skills.

Legal References:

Synopsis:

Approved by the Board of Education: October 1, 1991