Hazlehurst City School District
Excellence is the Expectation
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HUMAN RESOURCES

Worker's Compensation Procedures

Workers' compensation laws provide money and medical benefits to an employee who has an injury as a result of an accident, injury or occupational disease on-the-job. Workers' compensation is designed to protect workers and their dependents against the hardships from injury or death arising out of the work environment. It is intended to benefit the employee and employer alike. The employee receives money (usually on a weekly or biweekly basis) and medical benefits in exchange for forfeiting the common law right to sue the employer. The employer benefits by receiving immunity from court actions against them by the employee in exchange for accepting liability that is limited and determined. The question of negligence or fault is usually not at issue

If an employee is injured on the job the following steps must be followed:

- Immediately complete the First Report of Injury or Illness and forward to the Business Department.
    - If the injury is so severe that the form cannot be completed before treatment, it should be completed within 24 hours of injury.
- The immediate supervisor should also complete the "employer" portion of the Examination and Work Status Form and send it with the injured employee.
    - The employee will give the form to their physician.
- After initial treatment, the employee will notify the Business Department of their work status (i.e. return to work, work with restrictions, etc.)

- Note: Worker's Compensation Insurance only covers District employees. Students are not covered under the school's insurance. If a student is injured during the school day, it should be filed on personal insurance.