

Article IX.A.1.p.      On-the-Job Accidents and Injuries

A.      Statement of Policy

The District complies with state rules on worker's compensation in case an employee is injured at work.

Every work-related injury should be reported by the employee to the District's benefits risk manager within 48 hours after the time of injury. All injuries must be referred to a licensed physician.

B.      Worker's Compensation Benefits

When an employee is kept away from work by an on-the-job injury, worker's compensation benefits and sick leave benefits will be coordinated as follows:

1.      Except in cases of extended disability, worker's compensation will not provide benefits during the first three calendar days following an on-the-job injury. If any of these three days are contract working days, the employee may use accrued sick leave and receive full pay for these days. Classified and secretarial hourly employees who normally work four or more hours per day will be paid their daily rate for the hours normally worked for any work days associated with the three day waiting period.
2.      Payments under worker's compensation, beginning with the fourth day after the injury, may be somewhat less than the employee's regular salary. If the employee wishes to do so, the employee may use accrued sick leave to make up the difference between worker's compensation payments and regular salary. The time charged to the employee's sick leave account will be prorated so that, for example only a quarter of a day will be charged to sick leave, if that is all it takes to bring the total compensation up to the level of the employee's regular salary.
3.      Recuperation from worker's compensation injuries must be in total compliance with the doctor's prescribed plan. Employees are not on vacation and should not do anything that could worsen or delay the healing process. Any variation from rest and limited activity must be prescribed by a doctor and have prior approval by the District insurance administrator before engaging in travel or the like.