

As required by Idaho law, all employees of Aberdeen School District are covered by Workers Compensation Insurance for bodily injury, disease or death caused by an accident arising out of and in the course of their employment with the district. Employees must report any injury to his or her immediate supervisor and file a report of any injuries received on the job as soon as possible, but no later than ten (10) days after the accident. The district will forward the claim to the State Insurance Fund for approval. Except in the case of a life threatening situation or emergency requiring immediate attention, all district employees who require medical attention in the event of a workplace injury must visit one of the occupational health facilities and providers designated by the district. Following any emergency procedures, follow-up visits should be made with the district's occupational health providers. Employees that choose to visit their personal providers may be denied Workers Compensation benefits

Any employee who is unable to work due to a work-related accident will not receive compensation from the district for those days the employee is unable to work. Such compensation will come from the State Insurance Fund and will be paid directly to the injured employee after meeting the required waiting period of five (5) days. Where the amount paid is less than what the employee would otherwise have earned, the employee may elect to use accumulated sick leave, vacation leave or earned compensatory time (if the employee has leave to use) to compensate for the difference. Sick leave bank days are not available to employees receiving worker's compensation.

Any employee who is absent from work for more than five (5) days as a result of a work-related injury or illness resulting in a disability shall be entitled to compensation as listed below:

The employee will receive workers compensation benefits with supplemental payments from accrued sick or vacation leave or earned compensatory time in an amount that is not greater than the difference between the worker's compensation benefits and the salary the employee would have received if not absent from work. In no event shall said worker's compensation income benefits plus the supplemental payment exceed the amount of the salary the employee would have been otherwise entitled to receive. Under this option, supplemental compensation benefits will be available only so long as the employee has unused sick or vacation leave benefits, or earned compensatory time. Accrued sick or vacation leave, or earned compensatory time, will be reduced in an amount equal to the supplemental benefits received under this option.

Procedures

1. The employee must immediately report an accident or injury in the workplace, whether medical attention is needed or not, to their immediate supervisor. The supervisor and employee will fill out an accident report form as provided by the district and send it to the business office/human resources.



LEGAL REFERENCE:

Idaho Code Section 33-1216(c)

Idaho Code §§72-101 *et seq.*

ADOPTED: May 17, 2017

AMENDED: