

Operational Services

Workers' Compensation

It shall be the policy of Community Unit School District #9 to administer Workers' Compensation benefits in compliance with State statutes and as stipulated in the Illinois Workers' Compensation Act and Illinois Occupational Diseases Act.

The administration shall be responsible for establishing rules and regulations to implement this policy.

The following procedures are to be used by employees to report job-related injuries and absence from work:

Employee Injury and Reporting Procedure

To insure prompt treatment and accuracy of reporting, the following procedures are necessary.

Immediately following a job-related injury, employees are to call **Company Nurse** (1-877-740-5017) or complete the Employee Injury Report & Doctor Referral form.

If treatment is provided on the site, documentation of said treatment is to be detailed in the nurse's office and **Company Nurse** should be called. If additional treatment is necessary for minor injuries, the building Principal or designee should report the need to the Personnel Department or the Building Services Department. Either Department or **Company Nurse** will contact the injury Case Manager at Gateway Regional Medical Center to inform him/her of the impending visit. Severe or life-threatening episodes should continue to be transported to Gateway Regional Medical Center's Emergency Department.

One copy of the Injury Report should be given to the employee to show proof of coverage to the medical provider, unless **Company Nurse** is used. If the employee chooses not to contact **Company Nurse**, the immediate supervisor should contact them and provide the information that they have.

Within 24 hours, a copy of the Injury Report must be forwarded to the Personnel Department unless **Company Nurse** is used. If witnesses are named by the injured employee, the site supervisor should provide each witness with a copy of the Witness Form, which needs to be completed immediately and forwarded to the Personnel Department with the original Injury Report. There should be a Witness Form for each witness named on the Injury Report.

After receipt of the Injury Report and Witness Form(s), the Personnel Department will schedule a Site Safety Interview. Members of the Site Safety Committee might include a MISS VIC/Gallagher-Bassett Representative; Site Supervisor (Principal or designee); Director of Personnel, Director of Building Services, Supervisor of Cafeteria Services, Custodian Supervisor, and/or other necessary members who will investigate the accident by meeting with the employee and/or the witnesses. They will complete and submit the Site Safety Interview Report to the Personnel Department.

Within 48 hours, the Site Supervisor will complete and submit the Supervisor's Investigation Report. Questions about this procedure should be addressed to the Personnel Department. If an employee is injured on the job, the employee must report the accident immediately to the building principal or supervisor.

The employee must notify the Personnel Department in the District Administrative Office, 1947 Adams Streets, Phone No. 451-5800, of the accident, as quickly as possible unless **Company Nurse** is called. It is the employee's responsibility to see that a written accident report is made if **Company Nurse** is not called and includes the following:

- a. The employee's name, address, telephone and social security number.
- b. The date, time, and place of injury.
- c. A brief description of the accident or the condition that caused the injury.
- d. Description of the injury or part of the body injured.
- e. The employee's weekly salary.

Benefits are set at two thirds (2/3) of the employee's average weekly wage subject to the minimum and maximum benefits allowable.

Payroll procedures shall be as follows:

- a. When an employee is injured on the job, the first three days are deducted from the employee's sick leave reserve.
- b. If the absence is for fourteen (14) or more days, two sick days will be restored to the employee's sick leave reserve.
- c. The employee will receive, tax free, two thirds of his/her daily rate of pay, based on twenty or twenty-six pay period schedule.
- d. Deductions are not allowed from compensation checks; therefore, pension will not be deducted from these checks, and it will be the employee's responsibility to file a temporary disability form with TRS or IMRF (in order to keep service time accruing). It is also the employee's responsibility to make necessary payments to the Credit Union, tax-sheltered annuities, pay union dues, etc.
- e. To receive his/her compensation check, an employee, unless physically incapable, must report to the Administrative Assistant/Personnel and fill out a Workers' Compensation Update Form. Fraudulent workers' compensation claims will result in termination of employment with Community Unit School District #9.
- f. After an employee returns to work following an absence covered by workers' compensation, he/she will be required to request sick leave for doctor appointments or additional treatments.

By following the above procedures, an employee will be assured of just treatment, medically and financially. At no time will an employee receive sick leave pay as well as workers' compensation wage payments. If an employee draws from District sick leave benefits for a period of time for which workers' compensation provides coverage, restitution of District funds will be deducted from future salary payments.

When an employee is released to return to work, the employee must submit a statement of verification from the attending physician.

Medical bills from the work-related injury should be submitted to the Personnel Department in the District Administrative Office at 1947 Adams Streets. Bills should not be submitted under the employee health benefit program.

Adopted: 11/27/90
Revised: 7/23/91, 2/13/95, 2/8/00, 9/19/08
Reviewed: 9/14/93 12/12/95, 2/27/96