

HOONAH CITY SCHOOL DISTRICT

SOP No. 3

WORKERS' COMPENSATION CLAIMS

1. PURPOSE: To establish uniform procedures for handling all job related injury or illness, to protect the employee and the District, and to insure that the injured employee receives all benefits to which he/she is entitled.
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: The Business Manager and teacher are responsible for ensuring compliance with this procedure.
4. REPORTING PROCEDURES: The following are procedures for reporting work-related injury or illness:
 - a. When an employee is injured, the superintendent must be notified immediately. This must be relayed to all employees
 - b. The employee must complete the employee portion of the *Report of Occupational Injury or Illness* form. This form is available at the Hoonah School office.
 - c. The superintendent or business manager must complete the employer portion of the same form, including signing as the 'authorized employer representative'. If the superintendent and/or business manager doubts the validity of the injury or illness, there is an area on the form, just above the signature, to state the reason for doubt. This form must be completed and sent to the school office within 7 days from the date of injury.
 - d. When the injured employee goes to a physician or hospital, he/she must inform the physician that it is a job-related injury so the physician will complete and mail a "Physician's Report of Injury."
 - e. The injured employee will receive one copy of the completed claim form and must read all the instructions and information provided on the back of the form.
 - f. Workers' compensation claims must be submitted to the Alaska Department of Labor and the District's Workers' compensation insurer within 10 days of the injury. A completed copy of the workers' compensation form must be filed in the employee's HR health file and a copy must be sent to payroll.
5. GENERAL PROCEDURES:

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- a. Workers' Compensation will reimburse the injured employee for expenses incurred in going to a physician or hospital. The employee should keep all receipts and submit them to the current Workers' Compensation insurance carrier if the physician or hospital doesn't submit them on the employee's behalf. The first three days off work as a result of Worker's Compensation accident, the leave may be charged against the employee's sick leave.
- b. The business manager should continue to submit timesheets for the injured employee, showing no hours worked, and that the employee is receiving Workers' Compensation from the insurance carrier and is not receiving pay from the district.
- c. The employee will not be compensated for lost salary by Workers' Compensation if their injury resulted in work absence of 3 days or less. In that case a sick leave or personal leave form should be completed.
- d. If an employee misses more than 3 days of work, Workers' Compensation pays approximately 66% of their regular salary for the days absent due to the injury (Worker's Compensation benefits are not taxed). It is unlawful for an employee to claim both sick leave and be paid from their employer for the days absent due to an injury and claim Workers' Compensation for those days and be paid by the Workers' Compensation insurance carrier. (It is unlawful to receive pay from both the employer and the Worker's Compensation carrier.)