

P3711 WORKERS COMPENSATION INSURANCE

BOARD POLICY:

All employees of Unified School District 259 are covered by Workers Compensation Insurance provided by the school district. This insurance coverage is provided for employees regardless of assignment, length of assignment, and/or hours worked per day, and provides benefits for personal injuries by accident or occupational diseases arising out of or in the course of employment.

Administrative Implemental Procedures:

1. Workers compensation insurance shall be administered by Employee Benefits & Insurance Management in accordance with the State of Kansas Workers Compensation Law and rules and the collective bargaining agreements.
2. Employee Benefits & Insurance Management shall establish and maintain a list of approved medical care providers to provide workers compensation benefits for school district employees.
3. Employee Benefits & Insurance Management shall maintain a set of procedures to be followed by building principals and supervisors when employees become involved in work-related accidents.
4. Notice of an injury must be made to the building principal or supervisor and the Worker's Compensation Office immediately following the accident.
 - a. Reporting an injury to a clerk, nurse, or fellow employee does not serve as notice.
 - b. Failure to properly provide notice of an injury can result in denial of benefits.
 - c. The "injury" must arise out of and in the course of employment and be deemed the prevailing factor in relation to any other factor.
5. Building principals and supervisors shall report all work-related injuries of employees assigned to their departments to Employee Benefits & Insurance Management by using the *Employee Report of Incident* form within 24 hours. Employee Benefits & Insurance Management shall arrange for medical care by an approved medical care provider and transportation for injured employees when necessary.

Administrative Responsibility: Human Resources - Employee Benefits & Insurance Management

Latest Revision Date: April 2019

Previous Revision Date: October 2011 P3711