



Superintendent's Circular

NUMBER:
HRS-PP07
Version 01

WORKERS' COMPENSATION PROCEDURES

This circular will remain in effect unless rescinded or superseded by a subsequent version.

OBJECTIVE

The Boston Public Schools Workers' Compensation Service is located within Boston City Hall, 6th Floor, Room 613. Workers' Compensation Service administers benefits for city workers, including Boston Public Schools employees. The Workers' Compensation Service strives to ensure effective and efficient delivery of benefits and collects injury data for state and federal reporting requirements.

ADMINISTERING WORKERS' COMPENSATION BENEFITS

For the City of Boston Workers' Compensation Service to provide adequate service, it is imperative that all work-related injuries be reported as soon as possible, preferably within twenty-four hours of the occurrence.

For the Workers' Compensation Service to provide timely benefits, your cooperation in obtaining medical documentation is critical. If a case is reported late, or if the Workers' Compensation Service does not have sufficient medical documentation, the employee's receipt of benefits may be delayed.

- It is the *employee's responsibility* to request complete medical treatment records for the work-related injury and provide them or have them sent to the Workers' Compensation Service. *Out-of-work notes are NOT sufficient to maintain workers' compensation benefits.*

Incomplete or late reports of injury could also subject Boston Public Schools to financial penalties.

- To find the City's accident report form, as well as a complete guide to the city's workers' compensation process, please see the City of Boston Workers' Compensation Service employee guide at <https://www.boston.gov/departments/human-resources/workers-compensation-process>.
- The accident report can be accessed directly at https://www.boston.gov/sites/default/files/file/2022/02/accident-report-form_2-7-2022.pdf.

STEPS TO TAKE IF YOU HAVE BEEN INJURED IN THE COURSE OF YOUR EMPLOYMENT

If emergency services (i.e., life threatening, bleeding, head injuries, severe fractures, etc.) are necessary:

1. Seek out emergency care (via ambulance if necessary) at the closest emergency care facility to where you were injured.
2. Fill out and sign the [accident report form](#). Submit it to the workers' compensation office and your supervisor or human resources representative in your department. If you are unable to fill it out, you can have someone else fill it out for you.

3. Medical documentation must be sent to Workers' Compensation Services (Room 613).
4. A supervisor's signature is requested solely for the purpose of notification that an injury occurred. A supervisor's signature does not indicate that the supervisor agrees/disagrees with the report, nor does it indicate the supervisor witnessed the accident.
5. Reasonable and necessary medical expenses for accepted work-related injuries will be covered by Workers' Compensation Service, regardless of whether time has been lost due to the injury. However, salary replacement benefits for accepted work-related injuries are given only if the employee lost 5 days or more. *Substantial medical documentation is required for employees who have lost 5 days or more.*
6. A representative from Workers' Compensation will contact you to follow up on your injury. They will also explain your benefits and discuss your medical treatment. If you haven't heard back within seven (7) days of reporting your injury, you can speak with a case manager by calling 617-635-3193 or emailing workerscompstaff@boston.gov.

WHILE ON WORKERS' COMPENSATION

While on workers' compensation, the employee must maintain an approved leave of absence status with the Office of Human resources by applying for a leave of absence on [the HUB](#) and providing a WH-380-E form or medical certification/documentation on official letterhead from a health care provider. For more information on leaves of absence, please see Superintendent's Circular HRS-PP13.

While on workers' compensation, the employee is permitted to use available sick, personal, or vacation time to supplement the difference in workers' compensation earnings to continue to receive 100% of their normal earnings. This applies to employees who have available time and have completed the [Workers' Compensation Earnings Consent Form](#), allowing the use of earned time. Without consent, the Office of Human resources will not supplement your workers' compensation earnings. The consent form can be accessed directly at:

https://docs.google.com/forms/d/e/1FAIpQLSf0E_fnOzpBy2kNdqnHyXlVlVzzziCmSsIE0pM74H4kMoCwow/viewform.

Supplementing your WC earnings allows employees to maintain their normal deductions (retirement, union dues, health insurance, etc.). For some unions, it also minimizes the impact of earnings that are normally paid over the summer. To be sure of the financial impact that supplementing (or not supplementing) your WC earnings will have your pay once you return to work, please reach out to the BPS Payroll team at 617-635-9460.

Employees are permitted up to 1 year of leave for an injury related to an approved Workers' Compensation injury. Employees who are absent more than 1 year may have an essential functions meeting held to determine whether they are able to continue their employment with BPS.

EMPLOYEE RETURNING TO WORK

An employee who is ready to return to work after having been out due to a work-related injury must have medical clearance from their doctor. Before returning to work, the employee must provide copies of the medical clearance note to both OHR and

the Workers' Compensation Service and inform both offices of their intent to return and the intended date. The clearance note should be emailed to OHRLeaves@bostonpublicschools.org as well as workerscompstaff@boston.gov.

Transitional modified work may be offered by the Boston Public Schools to employees who have been injured on the job and can return to work on a modified basis. The Boston Public Schools makes reasonable accommodations in compliance with the ADA and M.G.L. c. 151B for employees with handicaps or disabilities, as outlined in Superintendent's Circular EQT-01. If you wish to seek reasonable accommodations, please contact the Office of Equity at 617-635-9650 or accommodations@bostonpublicschools.org to engage in an interactive dialogue prior to your return.

The goals of the Workers' Compensation office are to ensure that eligible injured employees receive quality and timely medical services, receive timely benefits, and return to the job as quickly as possible. Your case manager will remain in constant contact with you, and you will be required to maintain contact and provide the necessary medical information to your case manager so that these goals can be achieved.

All accident reports regarding an employee's injury should be forwarded to Workers' Compensation Services (address at the bottom of this circular).

Any additional information or questions can be forwarded to the employee's case manager. Case managers are assigned based on the employee's last name.

MEDICAL TREATMENT INFORMATION FOR ALL EMPLOYEES REGARDING WORKERS' COMPENSATION

If you need medical care for your work injury or illness, contact a medical provider. Let them know that you are seeking workers' compensation coverage for the treatment. The city currently does not have any preferred medical providers.

WORKERS' COMPENSATION CHECKLIST

As this circular is comprehensive, and to prevent delays in processing, please ensure that you have completed the following action items when applying for/returning from workers' compensation.

APPLYING FOR WORKERS' COMPENSATION

- Complete and submit the [Report of Occupational Injury or Accident](#). This report should be verified and signed by your supervisor.
- Review Superintendent's Circular HRS-PP13 Absence and Leave Policy.
- Complete a [leave of absence application form](#) and submit WH-380-E form or physician's certificate.
- Send medical updates to both the City of Boston Workers' Compensation Unit and the Office of Human resources to maintain your leave of absence and workers' compensation benefits.
- If applicable, complete the [workers' compensation supplemental earnings consent form](#) if you wish to supplement your benefit with accrued time.

RETURNING FROM WORKERS' COMPENSATION

- Send both Human resources and City of Boston Workers' Compensation Unit medical documentation certifying the ability to return to work with/without restrictions.

For more information about this circular, contact:

Department:	Workers' Compensation Service
Mailing Address:	Boston City Hall, Room 613, Boston, MA 02201
Phone:	617-635-3193
Fax:	617-635-3119

For submitting forms to the Office of Human resources:

Owner:	Employee Services
Department:	Office of Human Resources
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9255
Fax:	617-635-7957
Email:	OHRleaves@bostonpublicschools.org

Mary Skipper, Superintendent