

Policy 403.02: Employee Injury on the Job

Status: ADOPTED

Original Adopted Date: 10/01/1981 | **Last Revised Date:** 10/27/2025 | **Last Reviewed Date:** 10/27/2025

If an injury occurs on the job, the employee's supervisor will notify Careworks Nurse for treatment, unless emergency steps are necessary and 911 would be called, then contact the Superintendent's office to relate necessary information concerning the accident. If possible, an employee may administer emergency or minor first aid.

All injuries must have an injury report completed within 24 hours of the accident through a process identified by administration. The immediate supervisor and employee, if able, should complete the Incident Report by calling the Careworks Nurse and answering questions on a recorded line, as required by the District's insurance carrier within 24 hours of the accident occurring. The District's insurance carrier has the responsibility to determine if the injury qualifies under worker compensation coverage.

If an employee is injured on the job and qualifies for Workers Compensation, the employee is allowed to keep the payments from Workers Compensation and supplement with sick leave to achieve 100% regular scheduled pay.
