

PROCEDURE WSD409

WINOOSKI SCHOOL DISTRICT

WORKER'S COMPENSATION

1. If injured on the job, an employee needs to do the following:
 - a) Fill out an "Employer's First Report of Injury" form, immediately or as soon as practicable. This report has to be forwarded to Worker's Compensation carrier within 72 hours of the injury. Forms are available in the superintendent's office. When completed, the form needs to be filed with the District's Worker's Compensation Representative.
 - b) Upon seeking medical advice or possible treatment for an injury, be sure to inform the health care provider that it is a work related injury. All bills for services should be sent to:

Winooski School District
60 Normand Street
Winooski, Vermont 05404
ATTN: District's Worker's Compensation Representative
 - c) It is important to report all injuries even if at the time there appears to be no real damage. This protects the employee in the case of delayed problems.
2. Worker's compensation claims have a three-day waiting period. Employees will be covered by sick leave benefits during this three-day period. Regular salary will continue during this waiting period.
3. When out of work due to a Worker's Compensation Claim, normal wages will cease. This means that wages while out will be that amount paid through worker's compensation. Since worker's compensation payments are tax free, actual "payments" for the period out of work will be close to normal take home pay.
4. All medical expenses associated with and approved are also paid through worker's compensation insurance and not charged against personal health and accident insurance.
5. Accumulated sick leave will not be charged during the period out of work. Thus, sick leave is protected from being used up by a Worker's Compensation Claim.
6. All other employee benefits will remain in force while out.

Reviewed and Updated: October 13, 2003