

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>BUSINESS OPERATIONS</u> Worker's Compensation	567
---	---	------------

The Board of Education shall provide Worker's Compensation Insurance for all employees. The Worker's Compensation Act requires that all job related accidents must be reported to the Industrial Commission within five (5) days after occurrence or knowledge of any injury to an employee. Failure to do so may penalize the employee. The provisions of the Worker's Compensation Act are applicable to all school employees. Liability is for an employee who is injured on the job in an accident, contracts an occupational disease or dies while performing their duties in the normal course of employment. In addition to medical benefits, the employee is entitled to receive a portion of their regular weekly wages (after the first seven days). Permanent disability is compensated in accordance with a schedule established by the NC Industrial Commission.

If an employee is injured on the job, the employee should make sure the injury is reported immediately to their Supervisor. The Supervisor should immediately complete the accident report (Form 19) and submit to Central Office. If injured, the employee may choose to take earned sick and/or annual leave for which full pay could be received. Employees cannot receive both leave pay and Workers Compensation for the same days of disability. An employee is not entitled to salary compensation, from Workers Compensation, for the first seven (7) days of disability unless the disability continues for more than twenty-one (21) days. The Industrial Commission requires a seven (7) day waiting period after the employee's last day on the payroll before becoming eligible for benefits. All benefits will be paid in accordance with the NC Industrial Commission.

It is the responsibility of the employee to claim compensation.

RETURN TO WORK

The Board of Education states our common goal is to ensure that all employees of Caswell County Schools are healthy, productive and contribute to the education of our children. It is the policy of the Board of Education to provide a return-to-work program as the means to return injured employees to meaningful, productive employment following a compensable job-related injury or occupational disease. Our intent is to comply with all laws. Management will provide for the prompt and safe reintegration of employees in the workplace after injuries or extended illnesses.

<p style="text-align: center;">CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</p>	<p style="text-align: center;"><u>BUSINESS OPERATIONS</u> Worker's Compensation</p>	<p style="text-align: center;">567</p>
--	--	---

SAFETY

It is the policy of the Board of Education to provide and maintain a safe and healthful working environment and to establish and assist safe work methods and practices at all times. The principal and/or director of their respective sites have overall responsibility for safety in and around the workplace. All employees should report potentially dangerous conditions to their principal and/or director. The Director of Maintenance shall take the necessary steps to correct any conditions which he/she observes or are reported to him/her.