

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: WORKERS' COMPENSATION

ADOPTED: August 19, 2002

REVISED: DRAFT

346. WORKERS' COMPENSATION	
<p><u>1. Guidelines Purpose</u></p>	<p>All employees shall be covered by Workers' Compensation for injuries sustained while performing their duties. Employees who are injured while performing their duties as an employee of the school district shall, within twenty four (24) hours, report such injury to the secretary/Business Manager, their immediate supervisor or administrator.</p> <p><u>Administrative, professional and support employees who suffer work-related injuries or illnesses shall be eligible for workers' compensation benefits.</u></p>
<p><u>2. Authority</u></p>	<p><u>The Board shall ensure that the district abides by all applicable laws regarding compensation of employees for work-related compensation benefits.</u></p>
<p><u>3. Delegation of Responsibility</u></p>	<p><u>The Superintendent or designee shall establish detailed and specific procedures and guidelines for the reporting of and compensation for work-related injuries or illnesses. Such procedures and guidelines shall meet all necessary legal requirements and shall address the use of sick and personal leave during the receipt of workers' compensation carrier and physicians.</u></p> <p><u>Employees have the responsibility of notifying their immediate supervisor of any work-related incident within twenty-four (24) hours of the incident.</u></p>
<p><u>4. Guidelines</u></p>	<p><u>Upon notification of an incident, the immediate supervisor shall provide to the employee a copy of the district's procedures regarding workers' compensation claims and a list of the district's workers' compensation physicians.</u></p> <p><u>This same information and the online tool for reporting incidents is also available on the district website under the "For Employees" > "Workers Compensation" > "Report a Claim".</u></p> <p><u>References:</u></p> <p><u>Workers' Compensation Act – 77 P.S. Sec. 1 et seq.</u></p>