

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: WORKERS' COMPENSATION

ADOPTED: August 19, 2002

REVISED: May 20, 2019

	346. WORKERS' COMPENSATION
1. Purpose	Administrative, professional and support employees who suffer work-related injuries or illnesses shall be eligible for workers' compensation benefits.
2. Authority	The Board shall ensure that the district abides by all applicable laws regarding compensation of employees for work-related compensation benefits.
3. Delegation of Responsibility	<p>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.</p> <p>Employees have the responsibility of notifying their immediate supervisor of any work-related incident within twenty-four (24) hours of the incident.</p>
4. Guidelines	<p>Upon notification of an incident, <u>report directly to the building School Nurse for injury assessment, provided one is on duty at the time of the incident. When a non-life threatening injury is determined, the School Nurse shall be responsible to treat the injury and/or recommend next level of treatment care. The School Nurse shall assist the employee in completing the Worker's Compensation Packet and Online First Report of Injury Form. If the School Nurse is not on duty, report directly to the building principal and/or immediate supervisor to complete the Worker's Compensation Packet. 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. All life threatening and/or First Responder injury of care shall immediately be referred to 911 Emergency.</u></p> <p>The is same information and the online tool for reporting incidents <u>Worker's Compensation Packet</u> is also available on the district website under the "For Employees" > "Workers Compensation" > "Report a Claim".</p> <p>References: Workers' Compensation Act – 77 P.S. Sec. 1 et seq.</p>