

Title: Worker Compensation

1. An injury that occurs on the job as defined under the Workers' Compensation law must be reported immediately to the immediate supervisor and to the central office, along with the time and date of appointment with Medical Associates - Industrial Division.
2. The employee will call Medical Associates for an appointment after getting approval from the employee's immediate supervisor. In addition, the employee must complete an Employee's Work Injury Report as soon as is practically possible. No payment will be made until this has been turned into the Board Secretary.
3. The employee must forward the physician's findings to the central office. The findings must be in writing and on the physician's letterhead. No payment will be made until the district has received the medical findings.
4. The immediate supervisor must complete the Supervisor's Investigation Report within five (5) days of the injury.
5. Should the employee be unsatisfied with the physician's findings, the employee may request a second opinion by writing to the superintendent. This request must be in writing and state the reasons for the second opinion. If the request is denied, the employee may seek a second opinion from his/her own physician at the employee's expense.
6. Medical emergencies will be handled on a case-by-case basis and in a common sense manner.