

1 Joint School District No. 2, Meridian

2
3 STAFF PERSONNEL

4
5 Series 400

6
7 Policy Title Workers Compensation

Code No. 403.23

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10 All employees are covered by Workers Compensation Insurance under the State Insurance
11 Fund. All cases covered by workers compensation will be treated in accordance with policy
12 established by the state of Idaho.

13
14 REPORTING CLAIMS

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16 Claims are filed through the office of the administrator of operations. Accident report blanks are
17 available at the same office.

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19 Any accident to a school employee covered under the State Insurance Fund should be reported
20 immediately, whether or not medical attention appears necessary at the time of the accident.

21
22 The department supervisor or building principal is responsible for submitting a report to the
23 superintendent or designee, providing details of the accident and disposition of the case.

24
25 LEAVE OPTION

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27 In the event of a disability incurred on the job covered by workers compensation, the employee
28 shall be given the choice of either: 1) leave of absence without pay while receiving workers
29 compensation; or 2) utilizing a portion of accrued sick leave to supplement workers
30 compensation to maintain his or her regular salary.

31
32 If option one (1) is chosen, the following will take place:

- 33 1. Employee will keep his/her workers compensation check.
34 2. The District will continue to pay single coverage insurance for full-time employees. For
35 any employee working less than full time, the District will continue to pay single coverage
36 insurance that the employee has previously been receiving (without payroll deductions).
37 3. Employee will be responsible to make all necessary arrangements with Personnel to
38 continue any other payroll deductions. *Failure to do so will result in automatic*
39 *cancellation.*

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41 If option two (2) is chosen, the following will take place:

- 42 1. Employee will keep his/her workers compensation check.
43 2. Subsequent payroll checks will be adjusted as described in this policy.
44 3. Once all sick leave has been used, employee will automatically go on Leave Without
45 Pay. At this time, employee must follow guidelines as described above in Option I.

46
47 ACCOUNTING PROCEDURE

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49 Sick leave pay is taxable, whereas workers compensation pay is not. These procedures will
50 serve to adjust for the non-taxable portion of the employee's pay and reimburse the employee's
51 sick days.

52 In the case of injuries that result in workers compensation claims, there is often a considerable
53 time lag between date of injury and settlement due to processing, investigation, doctor's
54 examinations, etc. Because of this delay, and not knowing whether the claim is compensable,
55 the district normally continues to pay the employee's salary and benefits, from the employee's
56 available sick leave account until it has been exhausted.

57
58 Once sick leave has been exhausted, the employee's only salary compensation will come from
59 the State Insurance Fund. The district will continue to pay single health, dental and life
60 coverage benefits for the balance of the employment year. The employee will need to make
61 arrangements for coverage for family benefits and other deductions.

62
63 If and when the employee receives a workers compensation check, the payroll department will
64 receive a copy of that check from the State Insurance Fund. Rather than have the employee
65 return the workers compensation check to the district, the employee's subsequent district payroll
66 check(s) will be adjusted based on the copy of the workers compensation check the district
67 receives. This money shall be used by the district to credit (or buy back) the employee's sick
68 leave days, equivalent to the nearest half day that this money would buy, computed at the
69 employee's daily rate of pay.

70
71 It is illegal under the law governing workers compensation for the combined workers
72 compensation payment and district payment to the employee for the work time loss to exceed
73 the amount the employee would have been paid had she/he not been injured. Should the total
74 compensation received exceed the employee's normal earnings, it will be necessary to adjust
75 the payroll account accordingly or to implement the necessary collection procedures.

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89 Date of Revision:
90 09/22/03

Legal Reference: Code of Idaho
