

WORKER'S COMPENSATION POLICY

The Hampton School District has the following Workman's Compensation Policy for on the job injuries:

Any employee having an injury during their regular course of work on school property shall do the following:

1. **Notify** their supervisor immediately.
2. **Notify** the Superintendent in person, if possible, and fill out required paperwork.
3. If injury is serious enough for medical attention, the employee **MUST** inform the Superintendent's Office and go to the **CABUN CLINIC**, Hampton School District's Workman's Compensation designee, for treatment.
4. The Hampton School District will implement a back to work, under "light" work, duty schedule for those who cannot do their regular job but can return under restrictions.

Any employee that does not follow the above guidelines may have their workman's compensation claimed denied by the administrator of the Hampton School District's Workman's Compensation.

*****If you have an accident or injury you will be asked to submit to a mandatory drug test.*****

Benefits Calculation:

1. Employee's will have a 7-day waiting period.
2. Benefits begin on the 8th day.
3. Payment begins on the 15th day.
4. Employees will receive $66 \frac{2}{3}$ of their weekly wage, not to exceed \$440.00 per week.
5. Employees will not be paid additional money from the school while receiving workman's compensation.

ADOPTED: 01/15/01

WORKER'S COMPENSATION PROCEDURES

I have read the Hampton School Workman's Compensation Policy located in the Hampton school policy handbook File C. I am aware that I must report any injuries that occur on the job to my supervisor/principal immediately. I am aware that I must complete a Form AR-N Employee's Notice of Injury no later than five (5) days after I am injured on the job in order to receive Worker's Compensation. I am also aware that medical treatment for injuries that occur on the job must be received from the assigned workers compensation doctors at Cabun Clinic.

Employee Signature

Date

Any emergency situation should be given priority above these procedures and then information should be reported as soon as possible.

It is vital that this information be given to the Superintendent's secretary in an accurate and timely manner.