

# Wayne County School System

## ON-THE-JOB INJURY OR ILLNESS & RETURN TO WORK

### REPORTING POLICY

*To All Employees:*

The West Virginia Workers' Compensation Commission insures you for any on-the-job injury or illness. Workers' Compensation provides the following benefits:

- **Medical Care:** All approved medical and hospital bills in relation to the compensable injury.
- **Disability Income:** If hospitalized or unable to work for more than 3 days as a result of your on-the-job injury or illness, you will receive temporary total disability payments equal to 66.667 % of your average weekly wage, up to the maximum allowable by law. If your injury or illness results in a permanent impairment, permanent partial disability benefits may be awarded.
- **Vocational Rehabilitation:** If your on-the-job injury or illness prevents you from returning to your pre-injury job, you may be eligible for vocational rehabilitation.
- **Death Benefits:** Should an on-the-job injury or illness result in death, a benefit may be paid to your dependents.

*Effective immediately, the following policy will be in effect:*

1) Report all injuries within **24 hours** to your immediate manager or supervisor. This includes minor injuries that may only require first aid. Your manager or supervisor will then provide you with the following forms:

- a) ***On the Job Injury or Illness & RTW Reporting Policy***
- b) ***Employee and Supervisor Accident forms-complete ASAP***
- c) ***Accident/Injury & RTW Reporting Procedures***
- d) ***Letter to Physician form*** - explains our Return-to-Work Program
- e) ***Attending Physician's Report form***
- f) ***Task Evaluation form*** for your current occupation
- g) ***Task Evaluation form*** for modified or alternative work within your department

You and your supervisor must fill out the *Employee and Supervisor Accident* forms. All other forms are to be given to the treating physician upon your initial visit. Turn in the completed accident investigation forms to your manager or supervisor. Failure to report all injuries or illnesses within the required timeframe may result in a denial of or delay in benefit payments and/or lead to disciplinary actions.

- 2) Any injury requiring emergency treatment should be treated at the nearest emergency treatment facility, immediately following the injury. **Call 911** if emergency assistance is needed.
- 3) For medical treatment other than an emergency, you may seek treatment from a physician that has been identified by the county's workers compensation insurance company or a physician of your choice. If you go to a medical provider of your choice, you must notify your supervisor. Arrangements will have to be made regarding the company's Return-to-Work program.
- 4) Should the treating physician restrict you from regular duty because of an on-the-job injury or illness, you must immediately provide your manager or supervisor with a copy of the "*Attending Physician's Report*", which outlines your restrictions. Whenever possible, we will attempt to accommodate your restrictions by providing appropriate modified or alternative work for you while you are unable to perform your normal duties.
- 5) Workers' Compensation fraud is a felony in West Virginia. Any person who files or contributes to the filing of a false workers' compensation claim is committing a crime punishable by a prison sentence and/or fine.

In order for this system to work effectively, we must have your cooperation. Please see your immediate manager or supervisor should you have any questions concerning this policy.