

WORKERS' COMPENSATION

Pursuant to state law, an employee of the Boonville R-I School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

Reporting

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form within 24 hours of incident. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

Use of Leave

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the district knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work related injury or illness, the employee may be granted unpaid leave.

Medical Providers

The district may designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of district-designated providers will be

available to employees upon request. If a medical provider has been designated by the district and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the district or obey rules adopted by the district for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the district's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

Transitional Duty Policy

Boonville R-I will provide transitional return to work duties and assignments to our injured employees. Transitional Duty is defined as modified duties within the employee's physical abilities, knowledge, and skills. Transitional duty work assignments will be developed based on the employees known physical condition as defined by the authorized treating physician. Transitional duty assignments will be developed based on employee's physical restrictions, operational needs, and availability of transitional duty. It could be possible that an employee could perform transitional duty assignments in a different department depending on the restrictions set forth by the authorized treating physician.

If you are off work more than one week due to a work-related injury or illness, you must contact your supervisor at least once per week to provide updates on your medical status and probable return-to-work date. Transitional duty is a temporary remedy, and the length of time allowed will be decided on a case-by-case basis.

The transition duty policy has been designed with your best outcome in mind. Our employees are a valued part of the organization and the district believes transitional duty will reduce financial hardships often caused by work related injuries.

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Note: *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: March 19, 2008

Revised: February 15, 2017

Cross Refs: EBBA, Illness and Injury Response and Prevention EEA,
Student Transportation Services

Legal Refs: Chapter 287, RSMo.

Boonville R-I School District, Boonville, Missouri

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