

SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Workman's Compensation

NUMBER: 5460

NEW: October 2015

REVISED: _____

Workman's Compensation statute is designed to ensure that employees who are injured or disabled on the job are not required to cover medical bills related to their on-the-job injury, and are provided with monetary awards to cover loss of wages directly related to the accident, as well as to compensate for permanent physical impairments.

It shall be the policy of Sugar-Salem School District that the following steps be followed for every Workman's Compensation claim.

1. The employee shall report the accident to the building principal within 48 hours.
2. The employee shall complete a District Accident Report and submit the report to the principal within 48 hours.
3. The principal shall keep a copy of the report on file and submit the original to the district secretary responsible for worker's compensation.
4. The district secretary shall submit the form to the appropriate state agency.
5. Employees, requiring medical attention through Workman's Compensation, should visit the approved Workman's Compensation physicians' group before meeting with any other health care provider. Currently, that group is

Teton Medical Group
255 North 3rd East
Rexburg, Idaho 83440
(208) 356-7585

If it is not possible to go to Teton Medical Group (i.e. after hours, etc.) then the employee may go to the local hospital emergency room or other appropriate medical specialist.