

Harlem School District

PERSONNEL

5337

Workers' Compensation Benefits

All employees of the District are covered by Worker's Compensation benefits. In the event of an industrial accident, an employee should:

1. attend to first aid and/or medical treatment if emergency prevails;
2. correct, or report as needing correction, the hazardous situation as soon as possible after the emergency is stabilized;
3. report the injury or disabling condition (whether actual or possible) to the immediate supervisor within 48 hours on the Employers First Report of Occupational Injury or Disease; and
4. call or visit the administrative office after medical treatment if needed to complete the necessary report of accident and injury, the Occupational Injury or Disease Form.

The administrator shall notify the immediate supervisor of the report, and shall include the immediate supervisor in completing the report as required.

An employee who is injured in an industrial accident may be eligible for Worker's Compensation benefits. By law, use of sick leave must be coordinated with receipt of Worker's Compensation benefits on a case-by-case basis by contacting the Worker's Compensation Division, Department of Labor and Industry.

The District will not automatically and simply defer to a report of industrial accident. The District shall investigate as it deems appropriate to determine (1) whether continuing hazardous conditions exist that need to be eliminated, and (2) whether in fact an accident attributable to the District's working environment did occur as reported. The District may require the employee to authorize the employee's physician to release pertinent medical information to the District or to a physician of the District's choice should an actual claim be filed against the Worker's Compensation Division which could result in additional fees levied against the District.

Legal Reference: § 39-71-101, et seq., MCA Workers' Compensation

Policy History:

Adopted on: March 15, 2000

Revised on: