



Check List: Workers' Compensation Injury

1. Report – Supervisor and call/text Human Resources at (208) 569-3574
2. If you need medical treatment beyond first aid:
 - Ammon Medical & Urgent Care – 3456 E 17th St. Suite 125, Ammon, ID
3. Provide your “Work Status” to Human Resources before returning to work.
 - Release to work with no restrictions? Report to work as normal.
 - Released to work with restrictions? Text HR immediately (208) 569-3474 – you should expect to receive one of three offers of work:
 - No accommodations to current job required
 - Continue current job duties with accommodations
 - Offer of work - not your current job but within restrictions.
4. Attend all medical appointments until you are fully released. Provide a “Work Status” to Human Resources before returning to work after all medical appointments.

Light Duty Work: In most cases, if you cannot perform your current work duties due to a work related injury the District will have work for you to perform within the doctor’s restrictions even if it is not your normal job duties. If you are on any kind of restrictions you may be offered work outside your normal school calendar. For example: spring break

Removed From Work: If a physician removes you from work due to a work related injury; and, you are a limited full time employee or a regular full time employee you will need to request sick leave for the days you miss work. If the State Insurance Fund pays you for the days you are absent, payroll will buy back your sick leave, deduct the pay from your paycheck and give you back the sick leave. If you want to use sick leave to make your pay check whole you will need to complete the attached “Sick Leave Consent Form.”



Sick Leave Use Consent Form

While you are off due to your work related injury, Idaho State Insurance Fund will be paying your wages. According to Idaho Law, they only pay about 67% of your total wages.

Because you have sick leave available to use, you **can choose to be compensated for the difference in dollar amount; and/or pay the amount normally deducted to cover insurance by using your sick leave to make your wages equal what you receive every month.** If this is an option you would like to choose, please sign this consent form to use sick leave and return it to Payroll.

SICK LEAVE USE CONSENT STATEMENT:

Please use my accumulated sick leave to compensate for the difference in what I am paid by Idaho State Insurance Fund and what my normal wage is with the district.

Name: _____

Signature _____ Date _____

Thank you,

Marnie Havas
Human Resources Assistant

**If you choose to use your sick leave,
please sign this form and return it to
PAYROLL as soon as possible.**

Physician's Report of Injury & Work Status

Attending Physician: Please place a check beside appropriate status for employee. Employee must return sheet to Human Resources. This will verify condition and ability to work directly following a work comp injury that requires medical attention. We can assign light duty in areas other than their normal job, so please inform on all abilities/restrictions. Thank you!

★ Patient Name _____ Date _____

★ Diagnosis _____

★ Test/Treatment _____

★ **Work Status: Employee may: (please note comments if needed)**

- Return to work with no restrictions today
- May not return to work pending re-check on (date) _____
- Limit working hours to _____ per day.
 - No lifting, pushing, pulling in excess of ___pounds
 - No repetitive twisting, bending, or stooping
 - No overhead lifting with
 - No repetitive movements
 - o Position changes whenever necessary
 - o No sitting
 - o No squatting/kneeling
 - o Avoid unprotected heights
 - o No walking on rough, uneven ground
 - o No jumping
 - o No driving
 - o Able to do Light duty (Clerical/Aide/Sedentary/Sub. etc.) **explain:**

★ **Physician Name (please print)** _____

★ **Physician Signature** _____ **Date:** _____

★ **Next Appointment Date:** _____



Workers' Compensation Packet

Please read through this entire packet, as it includes important information regarding...

- ***Workers' Compensation Procedures***
 - ***Workers' Compensation Policy***
- ***Worker's Compensation Frequently Asked Questions***

District 91 Workers' Compensation Procedures

Follow these steps whenever an injury occurs in the workplace.

1. **The employee must immediately report an accident or injury in the workplace, whether medical attention is needed or not**, to their immediate supervisor. The supervisor and employee will fill out the District 91 Accident Report Form and will promptly send it to Human Resources.
2. If medical attention (beyond first aid) is required, the employee must go to the following facility for treatment:

Ammon Medical and Urgent Care – 3456 E 17th St. Suite 125, Ammon, ID
Hours: Monday – Saturday 8AM – 8PM

Outside Ammon Urgent Care Hours?
REDICARE – 2730 Channing Way, Idaho Falls, ID
Hours: Monday – Sunday 7:00AM – 11:00PM

If it is a life-threatening injury, the employee should go directly Idaho Falls Community Hospital Emergency Room.

3. If the employee chooses to go to a physician or facility **other than** the one assigned by the District, the State Insurance Fund may deny the employee's claim. The employee would then be responsible for those charges. Further medical procedures must be approved by the State Insurance Fund before-hand to be considered for payment.
4. For a time-loss accident, a "Return to Work Authorization" from the physician **must** be submitted to Human Resources before an employee returns to work. The supervisor cannot allow the employee to work if a Return to Work Authorization has not been received.
5. For short-term absences that will not be compensated by State Insurance Fund, the employee has the choice to use their sick leave, personal leave, or time loss. Please note in True Time which option will be used for short-term absences; i.e. doctor's appointments and request the leave in Skyward.
6. When an employee receives compensation from the State Insurance Fund and when said compensation is less than what normally would have been received, the employee may use accumulated sick leave to make up the difference. However, the employee must notify the payroll office (by turning in the Sick Leave Use Consent Form) of the desire to use his/her sick leave benefit and must provide evidence to payroll of the amount of workers' compensation benefits received before the sick leave payment can be made. The sick leave payment will not go beyond the time period covered by the last payment made by State Insurance Fund.
7. If an employee receives no or insufficient wages from the District, he/she **MUST** pay to the District the amount normally deducted for the Flexible Reimbursement plan. The insurance premiums for the employee's share of individual and dependent coverage, and perhaps the District's share of insurance as explained above, must also be received (unless an employee chooses to drop insurance coverages, in which case all persons covered would have to re-qualify according to the individual insurance policy's requirements).

District 91 Workers' Compensation Policy

Work injuries must be reported immediately to the employee's supervisor during the shift of the incident, by filling out an Employee Injury Accident Report form.

As required by law, Idaho Falls School District 91 is insured for injuries received by employees during the course of their work for both medical costs and loss of wages. Under this law, the employer has the right to choose the healthcare providers (i.e., doctors, treatment facilities) for their employees' workers' compensation injuries. All claims must be filed with the State Insurance Fund for any work-related injury. These claims cannot be filed with the employee's own medical insurance carrier (i.e., Blue Cross). **The District's chosen providers are: Ammon Medical & Urgent Care and Medicare. You should only report to our secondary provider if our primary provider is closed.**

Primary: Ammon Medical & Urgent Care – 3456 E 17th St. Suite 125, Ammon, ID
Hours: Monday – Saturday 8:00 am – 8:00 pm

Secondary: REDICARE – 2730 Channing Way, Idaho Falls, ID
Hours: Monday – Sunday 7:00 am – 11:00 pm
(Only to be used outside Ammon hours)

Emergency: Idaho Falls Community Hospital ER

Any employee who is unable to work due to a work-related accident will not receive compensation from the District for those days the employee is unable to work. Such compensation will come from the State Insurance Fund and will be paid directly to the injured employee after meeting the required waiting period. Where the amount paid is less than what the employee would otherwise have earned, the employee may elect to use accumulated sick leave (if they have leave to use) to compensate for the difference (see #6 in Procedures). Sick leave from the Sick Leave Bank will not be granted during the period that payments are being received from State Insurance Fund.

All amounts paid to an employee from the State Insurance Fund must be reviewed by the Payroll office prior to approval for the use of sick leave compensation. **The combination of amounts paid to an injured employee from both the State Insurance Fund and from sick leave accumulations are not, by law, to exceed the amount that would otherwise have been paid to the employee in the absence of injury.**

As long as an absence from work due to a covered workers' compensation incident is less than six calendar weeks from the date of the incident, the District will continue to pay its portion of the employee's insurance benefits. If an employee misses work because of the incident beyond six calendar weeks, the employee must pay for the district's share of his/her insurance premiums according to the number of days missed beyond the six calendar weeks. The number of months of insurance for which the employee must pay is calculated by dividing the number of scheduled days missed (after the six calendar weeks) by the number of days normally scheduled to work per year, multiplying the results by the number of months the district normally would pay for its share of insurance (according to scheduled number of days), and rounding it to the nearest month.

Employees qualifying for FMLA who are on workers' compensation will be notified by the District that the leave is considered part of their FMLA leave.

If an employee elects to allow insurance coverage to lapse during an absence, the employee must re-qualify for insurance according to the individual insurance policy's requirements upon returning to work.

For employees released to work with restrictions, the District will make every effort to get the employee back to work in a temporary, light-duty position.

Status of each appointment and any follow up appointments must be provided to Human Resources immediately. If you do not follow the procedures listed above, you may not be covered under our

★Workers' Compensation policy!



Workers' Compensation Frequently Asked Questions and Answers

Read the District's Policy on Workers' Compensation and fill out all required forms.

Information is on the District Website in the Human Resources → Worker' Compensation Section.

➤ My injury at work required medical care. What is the next step?

After your medical appointment with Ammon Medical & Urgent Care, you will be given papers with your work status. If the doctor releases you to work with restrictions, notify your supervisor and HR immediately. Every effort will be made to modify your job with restrictions noted, or return you to work with a temporary, light-duty position. If the doctor restricts you from working, **report it to human resources immediately as well as to your supervisor. Be sure to attend all follow up appointments, and return the paperwork to Human Resources after each visit.**

➤ Do I still receive my normal pay when I am unable to work due to a workers' compensation injury?

If you are unable to work due to a work-related accident, you will not be paid by the State Insurance Fund for the first five days of absence, as specified by law. If your claim is accepted by the State Insurance Fund, they will pay you directly for the time you are unable to work after you have met the required waiting period of five days. The State Insurance Fund will send you information regarding these payments, which are tax-free.

For employees who have accumulated sick leave with the district to use: The State Insurance Fund pays at 67% of your regular paid rate. You may choose to use your accumulated sick leave to compensate for the difference between your regular rate of pay and the State Insurance Fund compensation.

➤ **If I want to use my accumulated sick leave, how does that work?**

Sign the Sick Leave Use Consent form included in this packet (page 2) that states that you want to use accumulated sick leave to make up the difference. Turn this form in to HR. All evidence of amounts paid from the State Insurance Fund must be submitted for review to the payroll office prior to approval for the use of sick leave compensation. The combination of amounts paid to you by the State Insurance Fund and from sick leave accumulation cannot exceed the amount you would otherwise have received in the absence of injury.

➤ **Do I need a full release before I can return to work?**

If you are released to work with restrictions, the district will make every effort to get you back to work in a temporary, light-duty position.

➤ **How will my workers' compensation absences affect my insurance benefits?**

As long as an absence from work due to a workers' compensation incident is less than six calendar weeks, the district will continue to pay its portion of your insurance benefits. If you miss work because of the incident beyond six calendar weeks, you must pay for the district's share of your insurance premiums according to the number of days missed beyond the six calendar weeks. (If you are eligible for Family and Medical Leave, the limit may be as much as twelve weeks.

The number of months of insurance for which you must pay is calculated by dividing the number of scheduled days missed (after the six calendar weeks) by the number of days normally scheduled to work per year, multiplying the result by the number of the months the district normally pays for your insurance (according to scheduled number of days), and rounding it to the nearest month.

If you elect to allow insurance coverage to lapse during a workers' compensation absence, you must re-qualify for insurance according to the individual insurance policy's requirements upon returning to work.

➤ **If I miss work due to a workers' compensation incident, what happens to my payroll deductions?**

If you are receiving a paycheck either through the use of sick leave or hours worked that is enough to cover the normal deductions, the deductions will continue as before.

If you participate in the flex plan and receive no or insufficient wages from the district, you must pay to the district the amount normally deducted for the flex plan. The medical, dental, and life insurance premiums for dependent coverage and perhaps the individual premium (if applicable) must also be paid unless you choose to drop insurance coverage. In this case, all persons covered would have to re-qualify according to the individual insurance policy's requirements. If deductions for supplemental life and other supplemental insurance premiums are not continued during the workers' compensation leave, you would have to reapply for coverage, and coverage may be denied. IFEA deductions must continue throughout the term of the contract.

In some cases, payment arrangements can be made. Please contact Payroll to discuss payment options.

➤ **Will my workers' compensation absences affect my PERSI retirement?**

They could. To maintain PERSI service credit:

- You must use available sick leave to make up the difference between your normal pay and the amount received from the State Insurance Fund if the amount from the State Insurance Fund exceeds 50% of your normal pay.
- Or, you must be paid at least the equivalent of 20 hours per week through any combination of pay and the use of your sick leave.

Your PERSI retirement pay is based on the average salary of the highest 42 consecutive months of service. PERSI always finds and uses the highest consecutive 42 months of salary in a member's history to determine his/her retirement benefit, so months with lesser salary due to a workers' compensation benefit may have some impact on the retirement benefit.

Questions?

Call Human Resources at (208) 569-3574