ELSINBORO TOWNSHIP BOARD OF EDUCATION file code: 4144/4244

## Salem, New Jersey

### Policy

WORKERS COMPENSATION

The Elsinboro Township Board of Education seeks to provide the highest quality benefits while maintaining a sound fiscal policy. The intention of the workers compensation law is to provide the best possible medical care and rehabilitation services available to employees injured while in the course of employment. In order to accomplish this, the first step is to get an accurate diagnosis and begin the proper treatment immediately; therefore, unless an emergency situation exists, each injured employee must be treated by the board appointed physician or assigned insurance carrier doctor:

A. In the case of an emergency situation, medical attention should be sought from the nearest or most practical facility available;

B. In non-emergency situations, the school doctor or nurse must evaluate the injury first. He/she will refer the patient to other approved panel physician specialists if necessary;

C. Lost work time may be authorized only by the district’s doctor or the referred specialist;

D. Failure to go to the school doctor, nurse or assigned insurance carrier doctor will result in the insurance company’s denial of payment of all disability and medical benefits an employee may be entitled to;

E. Re-examination of the employee by the school doctor or the assigned insurance carrier doctor prior to returning to school work is required.

The board of education shall provide a health insurance program for full-time, permanent employees in all classifications who are not represented by recognized bargaining groups comparable with those established by the board of education/bargaining unit contract.

In addition, the board will permit employees who are on leave of absence without pay to continue enrollment in the health benefits plan, provided that such employees pay the appropriate premiums.

Reporting Incidents

An employee shall immediately report any accident or occupational illness to his or her department head, supervisor or the building principal. Same day notice of any work related injury or illness is required unless medically impossible due to an emergency. In no event shall notice of an injury or occupational illness be provided later than 48 hours from the time of the injury or from the time when the employee becomes aware of an occupational illness. Failure to promptly report an accident or occupational illness may delay the receipt of workers’ compensation benefits and may lead to disciplinary action.

The employer and the employee shall cooperate with the insurance carrier to provide the best medical aid and services to the patient. To this end, the board is designating approved doctors to whom any employee of this district shall report, when practical, for examination and treatment.

All employees are to apply to the district approved doctors for examination and treatment in the event of accident or disease resulting from employment with the district, except when emergencies dictate otherwise.

Investigating Reported Work Related Injury or Illness

Any staff member receiving a report of a work related injury or illness shall notify the building principal, or his or her designee, immediately. The principal or his or her designee shall directly investigate the site of the incident to determine if there is or remains any threat to the safety and welfare of other employees, students or other individuals. The principal or his or her designee shall be responsible for ensuring reasonable measures are taken to remediate any conditions that may pose a threat to the health, safety or welfare of other employees, students or other individuals. The principal shall promptly document on the district accident report form the conditions observed at the site of the injury or illness including observed hazards if any, conversations with witnesses and any actions taken to correct problems encountered.

The principal shall notify the superintendent of any reported work related accident or illness. The superintendent shall report any work related accident or illness to the board.

Adopted: January 12, 2009

NJSBA Review/Update: April 2022

Readopted:

Key Words

Accident, Injury, Illness Disability, Disability Compensation

**Legal References:** N.J.S.A. 18A:29-14 Withholding increments; causes; notice of appeals

N.J.S.A. 18A:30-2.1 Sick leave payment for service connected disability;

satisfactory service

N.J.S.A. 34:15-1 et seq. Workers’ compensation

See particularly

N.J.S.A. 34:15-7 Compensation by agreement; defenses; burden of proof

**Possible**

**Cross References:** 4150/4150 Leaves

\*4151/4151 Attendance patterns

\*4151.1/4251.1 Personal illness and injury

\*Indicates policy is included in the Critical Policy Reference Manual.