POLICY—400.210—WORKERS COMPENSATION

BOARD POLICY

1. An employee who is disabled by an injury or disease compensable under the Workers Compensation Act, U.C.A. §34-1-101, et seq. should be allowed a reasonable medical leave without pay. In addition, the disabled employee may use previously accumulated leave in an amount which when aggregated with workers’ compensation benefits does not exceed the regular rate of pay received prior to the disability. The District is self-insured with an outside insurance company administering the District’s workers’ compensation plan.

2. The Board authorizes the Superintendent and District Administration to develop administrative regulations consistent with this policy, subject to review and approval by the Board.

ADMINISTRATIVE REGULATION—400.210-1:

1. Reporting injuries
   1.1. All on-the-job employee injuries shall be immediately reported to the supervisor. The supervisor shall complete the Employer’s First Report of Injury or Illness form and promptly forward it to the Risk Management Coordinator.
   1.2. The Third Party Administrator of the workers’ compensation plan shall forward the Employee’s Statement Regarding Accident report form to the injured employee. The employee shall complete the report and return it to the Third Party Administrator.

2. Compensation
   2.1. An employee who cannot work because of injuries suffered in an incident covered by workers’ compensation will draw on accumulated paid sick leave in an amount which when aggregated with workers’ compensation benefits does not exceed the regular rate of pay prior to the injury.
   2.2. The first three days’ absence will be charged against the injured employee’s accumulated sick leave, if available. Thereafter, one-third day of accumulated sick leave will be charged for each day’s absence, if available, and two-thirds day charged to workers’ compensation.
   2.3. If an injured employee is disabled for 14 calendar days or more, the workers’ compensation plan will pay the employee two-thirds of a day’s pay for each day off
retroactive to the first day's absence.

2.4. If an employee has no sick leave available an eligible employee may apply for sick bank.

2.5. An employee who is off work due to physical assault on the job shall have no loss of accumulative leave for 180 calendar days, including summer months. Any payments received from workers' compensation plan shall be deducted from the employee's regular pay.

2.6. Workers' Compensation runs concurrent with Family Medical Leave (FMLA) and District Leave. Refer to the Family Medical Leave and District Leave Policies.

3. Returning to work

3.1. An employee returning to work after a period of total or partial disability shall present to the Human Resources Department and the Risk Management Coordinator a physician's certificate stipulating that the employee is capable of returning to full-duty with or without reasonable accommodation.

3.2. An employee off work due to a Canyons School District work-related accident for longer than thirty (30) working days may be replaced by the Superintendent or designee.

3.2.1. When an employee is released by his/her physician as fully able to perform all essential job functions with or without reasonable accommodation, the employee will be placed temporarily in the first available position for which he/she is qualified and shall be paid at the same level of pay without loss of seniority and benefits. When an equal position to which he/she was assigned prior to the industrial accident becomes available the employee will be offered the position.

3.2.2. If the employee refuses the temporary placement, the District's employment obligation is then ended. If the employee refuses the equal position, the District's employment placement obligation is then ended.