

PROCEDURES FOR IMPLEMENTING BOARD POLICY:    **WORKERS' COMPENSATION**    5080  
**INSURANCE**

Any employee of District #225 involved in an accident while on duty must observe the following procedures for Workers' Compensation Insurance purposes:

1. All incidents involving an accident while on duty must be reported immediately to a school nurse. If a school nurse is not available, the employee should report the incident to his or her immediate supervisor.
2. The employee shall report the incident to the District's 24 hour incident/injury hotline. If life threatening injury exists, a call to 911 should precede a call to the 24-hour incident/injury hotline. However, the incident shall be reported within 24 hours to that hotline by the employee unless the nature and extent of the injury prevents the report.
3. The District's Office of Human Resources will receive notification of the incident or injury from the 24-hour hotline and the school nurse or supervisor to whom the employee reported the incident.
4. All salary payments received by the employee from Workers' Compensation while she/he is receiving payment from the District must be turned over to the District's Office of Human Resources.

Approved: November 7, 1974  
Revised: February 28, 2000  
Revised: December 16, 2013