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## WORKERS COMPENSATION

Employees are protected under the state workers compensation law against loss of income due to injury or death that occurs during work activities. The Agency pays the entire cost of the Workers Compensation insurance premium. Employees must report all job-related accidents, injuries and illness immediately, but in no case later than 24 hours after experiencing a symptom. The insurance carrier will determine the benefits, if any, the employee deserves.

If an injured employee requires time off work as determined by a physician, the employee must use any available paid time off for the first three days of lost work time. If an injured employee does not have any available paid time off, salary continuance may be available for the first three days of the injury.

- **Reporting**—Any staff member injured on the job will report the injury immediately to his or her supervisor, regardless of whether the injury is minor or of no apparent significance.
- **Incident Report**—An Incident Report will be completed promptly by the supervisor to ensure documentation and expedite compensation.

Failure of a staff member to document job-related injuries may result in disciplinary action, including termination. Reporting job-related injuries protects both the Agency and the staff member.

*Approved by BOD 11/18/2002*

*Approved by Policy Council 1/13/2003*