Pursuant to state law, an employee of the Columbia School District who is injured, killed or exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law, Chapter 287, RSMo. Employees are to report injuries immediately to their designated supervisor. If the report of a work-related illness or injury is not submitted within 30 days, he or she may jeopardize the ability to receive compensation and any other benefits according to 287.127, RSMo.

**Reporting**

An employee must report all injuries immediately to his or her immediate supervisor and complete an employee injury/incident report and fax or scan to the district's occupational health nurse. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident report, the employee's supervisor will contact the occupational health nurse to advise the district of the injury.

The occupational health nurse will promptly forward a copy of the report to the district's third party administrator and will be responsible for keeping the carrier informed of the employee's status.

**Use of Leave**

As identified in 287.160, RSMo., an employee will not receive workers' compensation wage benefits for the initial three calendar days of absence if the total absence is less than 14 calendar days. The district will apply available sick, personal and vacation leave for those days. After the three-day absence period, employees will receive workers compensation wage benefits in accordance with state statute. Allowable absences under workers compensation are only those directed by the workers compensation physician or the occupational health nurse.

FMLA-eligible employees may use available sick, personal and vacation leave to supplement the workers' compensation wage benefit in order to reach their regular daily rate of pay. The usage will run concurrent with FMLA, per policy GBBDA. Employees not eligible for FMLA may use available sick, personal or vacation leave to supplement the workers' compensation wage benefit in order to reach their regular daily rate of pay for up to four weeks. Absences related to a work-related injury or illness will also be reported to Human Resources to be monitored under the Family Medical Leave Act.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority and will continue to accrue leave.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation, if scheduled, during regular work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave if eligible under FMLA.

**Medical Providers**

The district will designate medical providers to be used in the administration of workers compensation claims and treatment per 287.140, RSMo. A list of district-designated providers will be provided to employees with the "First Report of Incident" form or by request. If a medical provider has been designated by the district and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

**Loss of Benefits**

An injury caused by the failure of employees to use safety devices provided by the district or obey rules adopted by the district for the safety of employees will result in the reduction of benefits
payable under this policy and pursuant to law.

Violation of the district's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or nonprescribed controlled substances will result in a reduction or forfeiture of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or nonprescribed controlled substances.

The Board authorizes post-injury testing for nonprescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test is considered a positive test and will result in the loss of workers compensation benefits and disciplinary action up to and including termination of employment.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury, pursuant to 287.170, RSMo.

Return to Work

The district has a return-to-work program for any employee who sustains a work-related injury or illness. If the medical provider indicates that an employee may return to work with modified duties during the recuperative period, the occupational health nurse will work with the employee and his or her supervisor to identify the job duties with the employee's regularly assigned location/department, somewhere else in the district, or through an approved program for temporary transitional work that can provide a temporary work assignment within the medical provider's recommendations. Any job modifications are intended to be on a temporary basis initiating on the employee's return-to-work date identified by the medical provider and shall be amended on an as-needed basis per the medical provider's orders. If the employee is temporarily assigned to a department other than his or her regular assignment, the employee is still responsible for reporting in daily with his or her supervisor and abiding by the school's/department's absence reporting requirements.

The employee can be returned to work as early as the same day as the incident, depending on the nature of the injury/illness. Every principal/supervisor is expected to accept the employee back upon direction of the medical provider and shall prepare necessary job modifications that day. If an employee has a more significant injury/illness that results in a more invasive medical procedure, intervention, or may require medications that limit the employee's ability to do his or her job duties, the occupational health nurse will work with the employee and principal/supervisor to prepare temporary duties to go into effect upon the medical provider's orders. An employee will not be taken off work completely unless directed by the medical provider or if the occupational health nurse and principal/supervisor are unable to provide work within the return-to-work restrictions.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.
Policy Reference
EBBA
EEA

Description
ILLNESS AND INJURY RESPONSE AND PREVENTION
STUDENT TRANSPORTATION SERVICES

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Jan Mees
Board of Education President

ATTESTED:
Tracy L. Davenport
Board of Education Secretary