

## PERSONNEL

Worker's Compensation InsuranceA. Reporting Procedures

The Lynchburg City School Board provides coverage to all school board employees for work-related injuries through the Virginia Worker's Compensation Act. This Act is a medical care and compensation plan for disability for lost time because of work-related injuries and illness. Any time an employee is injured on the job, the injured employee must contact the director for personnel services, either by telephone or in person, to complete the Employer's First Report of Accident form.

B. Benefits1. Medical Benefits

An employee who is covered by the Virginia Worker's Compensation Plan and who receives an injury on the job will be totally compensated for prescribed drugs and the medical services of a physician. The injured employee may be treated by a physician chosen by the employee from among the panel of physicians mentioned in item 4. Periodic medical reports will be required.

2. Salary Compensation

An employee will not be covered under the Worker's Compensation Act for the first seven days of absence because of work-related injury or illness; however, an employee who desires to receive his/her salary in full for the first seven days of absence because of a work-related injury or illness will be covered automatically if the injured employee is absent more than twenty-one days.

An employee who is absent from duty because of work-related injury will receive salary compensation from the Worker's Compensation Insurance carrier beginning on the eighth day after the injury. The injured employee under this Act is entitled to receive two-thirds of his/her average weekly wage for disability or time lost from work but no more than the maximum salary compensation per week as established by the Industrial Commission of Virginia.

Absence from work in such cases may be charged to the accumulated sick leave of the injured employee at the rate of one-third day per day of absence. If an employee elects to use accumulated sick leave, the school board will continue the employee's salary and fringe benefits in full, minus

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Insurance/Retirement Plan (continued)

the Worker's Compensation payments, for a period not to exceed twenty days beyond the accumulated sick leave of the injured employee. However, the twenty days beyond an individual's accumulated sick leave shall be at the standard substitute deduction.

An employee who elects not to use sick leave after the seventh day of the work-related injury or illness or who lacks a sufficient number of accumulated sick leave days to allow a one-third day deduction per day of absence will receive only Worker's Compensation salary payments of two-thirds his/her average weekly wage but no more than the maximum salary compensation per week as established by the Industrial Commission of Virginia.

3. Death Benefits

All salary benefits accrue to the dependent beneficiary(ies) of the deceased employee and burial expenses are paid to a maximum as established by the Industrial Commission of Virginia.

4. Panel of Physicians

The insurance carrier of the worker's compensation plan for the Lynchburg City Schools will select a total of four physicians for the purpose of providing medical services to Lynchburg City School employees who are injured on the job. In addition to the four physicians selected, an employee (injured on the job) may seek treatment at the emergency room of an accredited hospital.

Approved by School Board: August 6, 1977

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