

- A. As required by law, the Englewood School District carries Worker's Compensation Insurance covering all of the employees of the District. The insurance is carried with the Colorado State Compensation Insurance Authority. Should an employee be injured while at work and the accident is within the scope and course of his/her employment, he/she is entitled to the benefits provided by the Worker's Compensation Law. Injuries must be reported to the immediate supervisor and the office of the Executive Director of Personnel within forty-eight (48) hours. A written report must be received within four work days following the injury. Loss of benefits may occur upon failure to do so. All employees receiving monies from the State Compensation Insurance Authority shall be granted a leave-of-absence without pay, and may keep any monies received from the Authority.
- B. In order to assure that injured employees return to work as soon as possible within their given physical limitations and to centralize the information gathering and communication system, Concentra Health Clinic is recognized as the designated PRIMARY medical facility and Injury Care of Colorado is designated as the secondary medical facility. Except in life-threatening emergencies, an injured employee must first seek medical treatment at the designated facility of Porter Adventist Emergency for after hours care. In life-threatening situations, the most expeditious means of treatment should be sought.
- C. Teachers (see Negotiated Agreement, Article 10.5 and 10.6)
- D. The first three (3) days of absence will be deducted from the classified employee's sick leave. If absence exceeds two weeks, the first three days will be paid to the employee by the State Compensation Insurance Authority and the three sick leave days will be credited to the employee upon receipt of three days per diem as paid by the Authority. Usage of sick leave will not be allowed while the employee is receiving funds from the Authority.
- E. Employees may maintain insurance coverages by paying the entire premium for desired coverages by the 15th of each month for the following month's insurance.

ADOPTED: September 12, 1977

REVISED: March 18, 2008