

EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It shall be the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It shall be the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It shall be the responsibility of the employee to file claims, such as workers' compensation, through the business manager.

The District may request an employee absent from work to provide evidence of the attending physician relative to employee's condition.

The District may request medical evidence that an employee is capable of performing duties when the administration has a serious concern of the individual's physical or mental health.

If an employee is eligible to receive Worker's Compensation benefits, his/her sick leave shall be reduced in proportion to the amount of payment received to his full pay.

Legal Reference: Iowa Code ** 85; 613.17 (1995).
1972. Op. Att'y Gen. 177.

Cross Reference: 403 Employees' Health and Well-Being
2. Licensed Employee Personal Illness Leave
414.2 Classified Employees Personal Illness Leave

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