



Board Policy No. 243
Workers' Compensation

SUBJECT CATEGORY: SECTION 240,
HEALTH, SAFETY & SECURITY

243: Workers' Compensation

243.1 All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, he or she must report the illness or injury to the Business Services Manager or his or her supervisor in the absence of the Business Services Manager, within 24 hours of the occurrence. Failure to do so could result in a delay of benefits.

243.2 All payments for lost wages or salary due to a work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, employees shall contact the Business Services Manager or their supervisor.

243.3 The District provides medical treatment for work-related injuries and illnesses through designated hospitals or clinics. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations and used for first treatment pending added review by the Business Services Manager.

243.4 Employees who are injured in a work-related accident will be referred to the designated clinic unless the District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor before any injury.

243.5 Any supervisor who learns that an employee has incurred a work-related illness or injury shall provide that employee with a notice of his or her right to seek workers' compensation benefits in a form provided by the Business Services Manager and shall promptly report doing so to the Business Services Manager.

243.6 Notices of workers compensation benefits shall be posted annually as required by California law by or at the direction of the Business Services Manager. A form for such notices is available at: <https://www.dir.ca.gov/dwc/NoticePoster.pdf>.

Adopted: December 12, 2018


Clerk of the Board


Board President