

### Workers' Compensation

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The Louisiana Worker's Compensation Insurance Program covers employees performing services on the job related to employment with LSS. Employees who are injured on the job may be eligible for compensation and reimbursement of medical bills related to the on-the-job injury.

LSS employees will follow this policy, and the LSDVI or LSEC Human Resources Office will handle workers' compensation matters for LSS employees. SSP employees will follow the Department of Education's Workers' Compensation Policy, and the Department of Education's Human Resources Office will handle workers' compensation matters for SSP employees.

#### Notification of Injury

##### Employee's Responsibility

Employees are required to immediately report all injuries sustained on the job to their supervisor. It is expected that an employee will report the injury to the supervisor before seeking medical treatment. However, when this is not possible, notice of injury may be given or made by anyone on behalf of the injured employee. If the employee notifies the Human Resources Office of the injury, the employee must also notify the supervisor.

##### Supervisor's Responsibility

The supervisor must notify the Human Resources Office immediately when an employee is injured. This notification must include information as to whether the employee requires medical attention and if it is believed that the employee will be unable to work for more than seven (7) calendar days. If so, this means this is a compensable injury and lost salary will be supplemented in addition to eligible medical bills being paid.

It is the supervisor's responsibility to see that the *Employer's Report of Occupational Injury or Disease* form is completed within three (3) working days and submitted to the Human Resources Office. This form must be signed and dated by the Supervisor.

This information is required even if supervisory personnel are reasonably certain that no medical treatment will be rendered and there will be no subsequent medical bills. This report will be retained in the Human Resources Office for one year in the event that medical expenses are incurred.

The *Employer's Report of Occupational Injury or Disease* and the *Accident Investigation Form* are sent to the Office of Risk Management, or designated entity, if medical expenses are incurred and/or if the employee misses work time in excess of seven (7) calendar days. Otherwise, the reports are kept in the Human Resources Office for one year from the date of injury.

It is also the responsibility of the Supervisor to conduct an accident investigation, complete an *Accident Investigation Form* and submit it to the Human Resources Office within five (5) working days.

### **Leave Usage/Employee Salary**

Employees who are absent from work due to an on-the-job injury, including post-injury medical treatment, will be required to use sick leave if available, and/or compensatory leave, annual leave or leave without pay. The supervisor must notify the Human Resources Office of the type of leave utilized by the employee so that the worker's compensation indemnity checks will be handled appropriately.

When an employee is on paid leave, the worker's compensation indemnity checks received by the Human Resources Office must be endorsed by the employee for recrediting of leave. When paid leave balances are exhausted, the employee will be placed on leave without pay and begin to receive only the indemnity check.

### **Payment of Medical Bills**

Medical bills incurred for on-the-job injuries must be submitted to the Human Resources Office for timely payment. These bills are forwarded to the Office of Risk Management, or designated entity, for payment but require review and retention of copies by the Human Resources Office.

### **Indemnity Payments (for lost wages)**

Generally, indemnity payment is only available if an employee is absent from work due to an on-the-job injury for more than one week. Employees who are eligible for indemnity payments will take available paid leave and continue to receive a regular payroll deposit, and, after indemnity checks are received, will endorse the checks to the school to have the leave re-credited. Indemnity payments are 66 2/3% of an employee's weekly salary, subject to a maximum weekly payment as established by law.

### **Benefits**

An employee who is on a paid leave of absence due to worker's compensation will continue to earn leave, if applicable. If the employee is on partial paid leave, leave will be earned on a prorated basis. While on paid leave, benefits deductions will continue as long as there is enough gross pay to cover the deductions. If gross salary is insufficient to cover the deduction(s), insurance premium payments may need to be remitted to the Human Resources Office by other means in order to maintain coverage. Certain exceptions may apply. It is the employee's responsibility to maintain contact with the Human Resources Office for arrangements regarding benefits payments.