

1 Joint School District No. 2, Meridian
2 Meridian Technical Charter High School, Inc. has adopted West Ada's (Joint School District No. 2) policy.
3 STAFF PERSONNEL

4
5 Series 400

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7 Policy Title Workers Compensation

Code No. 403.23

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10 Joint School District No. 2 is self-insured for workers compensation. All cases covered by
11 workers compensation will be treated in accordance with policy established by the State of
12 Idaho.

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14 REPORTING CLAIMS

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16 Claims are filed through the office of the administrator of operations. Accident report forms
17 should be filed on the intranet.

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19 Any accident to a school employee covered under the Self Insured Fund should be reported
20 immediately, whether or not medical attention appears necessary at the time of the accident.

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22 The department supervisor, or building principal, or school nurse is responsible for submitting a
23 report to the superintendent or designee, providing details of the accident and disposition of the
24 case.

25
26 LEAVE OPTION

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28 In the event of a disability incurred on the job covered by workers compensation, the employee
29 shall be given the choice of either: 1) leave of absence without pay while receiving workers
30 compensation; or 2) utilizing a portion of accrued sick leave to supplement workers
31 compensation to maintain his or her regular salary.

32
33 If option one (1) is chosen, the following will take place:

- 34 1. Employee will keep his/her workers compensation check.
35 2. The District will continue to pay single coverage insurance for full-time employees. For
36 any employee working less than full time, the District will continue to pay single coverage
37 insurance that the employee has previously been receiving (without payroll deductions).
38 3. Employee will be responsible to make all necessary arrangements with Personnel to
39 continue any other payroll deductions. **Failure to do so will result in automatic**
40 **cancellation.**

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42 If option two (2) is chosen, the following will take place:

- 43 1. Employee will keep his/her workers compensation check.
44 2. Subsequent payroll checks will be adjusted as described in this policy.
45 3. Once all sick leave has been used, employee will automatically go on Leave Without
46 Pay. At this time, employee must follow guidelines as described above in Option I.

47
48 ACCOUNTING PROCEDURE
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50 Sick leave pay is taxable, whereas workers compensation pay is not. These procedures will
51 serve to adjust for the non-taxable portion of the employee's pay and reimburse the employee's
52 sick days.

53 In the case of injuries that result in workers compensation claims, there is often a considerable
54 time lag between date of injury and settlement due to processing, investigation, doctor's
55 examinations, etc. Because of this delay, and not knowing whether the claim is compensable,
56 the district normally continues to pay the employee's salary and benefits, from the employee's
57 available sick leave account until it has been exhausted.

58
59 Once sick leave has been exhausted, the employee's only salary compensation will come from
60 the Self Insured Fund. The district will continue to pay single health, dental and life coverage
61 benefits for the balance of the employment year. The employee will need to make
62 arrangements for coverage for family benefits and other deductions.

63
64 If and when the employee receives a workers compensation check, the payroll department will
65 receive a copy of that check from the Self Insured Fund. Rather than have the employee return
66 the workers compensation check to the district, the employee's subsequent district payroll
67 check(s) will be adjusted based on the copy of the workers compensation check the district
68 receives. This money shall be used by the district to credit (or buy back) the employee's sick
69 leave days, equivalent to the nearest half day that this money would buy, computed at the
70 employee's daily rate of pay.

71
72 It is illegal under the law governing workers compensation for the combined workers
73 compensation payment and district payment to the employee for the work time loss to exceed
74 the amount the employee would have been paid had she/he not been injured. Should the total
75 compensation received exceed the employee's normal earnings, it will be necessary to adjust
76 the payroll account accordingly or to implement the necessary collection procedures.

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90 Date of Revision:
91 09/22/03;10/12/10

Legal Reference: Code of Idaho
