

SAYDEL COMMUNITY SCHOOL DISTRICT

EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the employee's supervisor will notify a member of the family, or an individual of close relationship, as soon as possible after the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will 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 will be the responsibility of the employee injured on the job to inform the Superintendent or supervisor within twenty-four hours of the occurrence. It will 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 will be the responsibility of the employee to file claims, such as worker's compensation, through the Business Manager.

It will be the responsibility of the employee to provide a release from the doctor to his/her supervisor indicating that the employee is fit to return to work and any restrictions prior to returning to any employee duties.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2013).
1972 Op. Att'y Gen. 177.

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

Approved: 2-17-97

Reviewed: March 2018

Revised: March 2018