



## **Employee Injury Procedure**

*Every staff member is to report any work-related injury or illness to his/her supervisor immediately or as soon as is practical. Upon being notified of the injury or illness, the supervisor must complete a "Supervisor's Report of Accident" form. In the event an injury or illness requires medical attention, the supervisor should direct the staff member to Hayes Green Beach Urgent Care (HGBUC) along with giving the staff member an "Authorization to Treat" form, which must be signed by the supervisor. In the event that HGBUC is closed, employees should be referred to the Emergency Department (ED).*

### A. Definition

1. A work-related injury or illness is any injury or illness arising out of and during the course of employment.
2. All staff members, paid through the Payroll Department, are considered employees of Charlotte Public Schools.

### B. Reporting Work-Related Accidents/Injuries/Illnesses

1. It is the responsibility of staff to report all work-related injuries and illnesses to his/her supervisor immediately following the incident. The employee must fill out an "Employee's Report of Injury" form and turn in to supervisor. Failure to report work related injuries and illnesses in a timely manner may result in the denial of benefits under the workers' compensation law.
2. Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action in accordance with standards set forth in a negotiated, collective-bargained agreement.
3. Upon being advised of the incident, the supervisor should report immediately to the scene of the occurrence to assure prompt medical attention for the staff member(s) involved and address any safety hazards which may have caused or contributed to the incident.
4. It is essential that the "Supervisor's Report of Accident" form be completed. It is the responsibility of the supervisor to accurately and completely fill out this form. In addition to completing the "Supervisor's Report of Accident," the supervisor should document the

names of any co-workers of the injured staff member who may have witnessed the incident.

5. The supervisor must immediately send the "Employee's Report of Injury" form and the "Supervisor's Report of Accident" form to the Human Resources office.

#### C. Medical Attention

1. If the injured employee needs medical treatment, please refer the employee to HGBUC. The signed "Authorization to Treat" form must accompany the injured staff member to HGBUC or the ED.
2. Staff members must inform HGBUC or the ED that the injury/illness is work-related to insure proper billing procedures occurs.

#### D. Lost Time From Work

1. Staff members may use accrued sick time to supplement workers' compensation benefits. It is also possible for staff members to supplement workers' compensation benefits with accrued vacation. This procedure is coordinated between the staff member and the Payroll Department.
2. Time spent in HGBUC or the ED due to a compensable work related injury or illness is considered work time. Once seen, a determination will be made to either send the staff member home or return him/her to work. The time in the HGBUC or the ED should be recorded as work hours for payroll purposes.

Sincerely,

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