

Board Policy

Code No. 403.2

EMPLOYEE INJURY ON THE JOB

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

If possible, an employee may administer emergency or minor first aid. An injured employee shall 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 is the responsibility of the employee injured on the job to inform the Superintendent or designee within twenty-four hours of the occurrence. It shall 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 is the responsibility of the employee to file claims, such as workers' compensation, through the -Business Office.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2009).
1972 Op. Att'y Gen. 177.

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

Approved: February 2, 1998

Reapproved: February 20, 2001
February 17, 2004
December 4, 2006

Revised: December 4, 2006
May 2, 2011