

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series 406.7AR Adopted July 1980 Revised July 2014

Title Workers' Compensation Insurance

1. Employees shall report all work-related injuries and illnesses to their immediate supervisor as soon as possible after the incident.
 - 1.1 The employee's immediate supervisor must investigate the incident, fill out District Procedure 406.7.1P, Supervisor's Report of Employee Injury, and turn it in to the Payroll Department within 24 hours of becoming aware of the incident.
 - 1.2 If medical attention is required for the injured employee, the employee must report to the health care provider of their choice for evaluation.
2. The Payroll Department will report the injury to the workers' compensation carrier. This action must be taken within the following timeframe:
 - 2.1 48 hours of an incident if death or serious injury occurs,
 - 2.2 10 days of any other incident which wholly or partially incapacitates the employee and prevents him or her from working for three or more days, and
 - 2.3 14 days for other incidents.
3. The Payroll Department will keep on file the "Supervisor's Report of Employee Injury" forms and all subsequent communications from the insurance carrier and the employee.
4. The Human Resources Department will prepare all reports required by the Occupational Safety and Health Administration (OSHA) associated with work-related injuries.
5. The Human Resources Department will notify the insurance carrier when an employee returns to work after recovering from a work-related injury.

References: - Minnesota Statute 176.231, Report of death or injury to commissioner of department of labor and industry
- Minnesota Statute 181.80, Union notice of injury or death