

Gervais School District 1

Code: **GBEA**
Adopted: Unknown
Revised/Readopted: 12/20/90, 7/15/93,
04/08/99, 10/17/02

Workers' Compensation Insurance

As required by Oregon law, all employees, including students who work for the district, are covered by the district Workers' Compensation Insurance. Any injury or illness to an employee while on duty must be reported at once:

1. The employee must inform his/her immediate supervisor or the appropriate administrator;
2. The supervisor or administrator will submit a written report to the deputy clerk's office within 24 hours;
3. The employee will be advised to notify the medical service provider that the injury or illness is covered by Workers' Compensation Insurance;
4. The accident or illness must qualify as an industrial accident or illness under state law and district regulations.

Any employee who is injured while on duty or becomes ill as a result of performing his/her responsibilities may receive compensation and expenses as prescribed by state law and regulations:

1. If the employee has no accumulated sick leave, he/she is not entitled to salary or wages paid for the period the employee is off work and no benefits accrue. The employee is allowed to retain the amount received from the State Accident Insurance Fund and may elect to pay for district insurance benefits for himself and/or dependents;
2. If the employee has accumulated sick leave, he/she may elect to have salary or wages paid in an amount comparable to that the employee would have earned if he/she had worked the regular schedule. This amount shall be determined by deducting from the employee's wages the amount he/she received from the State Accident Insurance Fund. The employee shall be responsible for verifying with the payroll clerk the amounts received for all time-loss accidents;
3. The employee's accumulated sick leave will be charged only for the portion of salary and or wages paid in excess of the amount received from the State Accident Insurance Fund.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)
[ORS 656.033](#)

[ORS 657.170](#)

[OAR 437-001-0760](#)