



Currituck County Schools

A Beacon for Excellence in Education

Workers' Compensation-Procedures

Covered Workplace Injuries and Illnesses

North Carolina workers' compensation laws provide coverage for all injuries and illnesses attributable to a work-related accident or occupational disease. Typical work-related injuries include back injuries while lifting, carpal tunnel syndrome, and knee, shoulder, and other joint conditions. North Carolina also covers occupational diseases, which are illnesses that arise out of the distinct environmental hazards of a workplace.

Note: To be covered, the injury or illness must have happened "in the course and scope of your employment" in North Carolina. Injuries sustained while commuting and other non-work-related activities are not covered.

Injury Reporting

- Notify supervisor immediately of the injury.
- Report to the school nurse, first responder or location designee to fill out injury report. These reports require your signature for validity.
- Any and all witnesses to work-related accident should report to the nurse or first responder to fill out a witness statement.
- The school or department will notify the Finance office of the injury and which medical office you will be seeking treatment for this injury. **(Please see the Workers' Comp Guidelines posted in each office for the acceptable medical office locations. Any deviation from the listed offices will result in the visit not being paid for by the insurance carrier.)**
- The school or department will fax the injury report and witness statement(s) to the Finance office the same day as the accident or as soon as possible.
- Finance will initiate the claim with the insurance carrier and send a copy of the injury report and witness statement(s) to the accident investigator as well as work to assist the employee through the workers' comp process.
- **A work note is required to be turned in to your supervisor for ALL medical appointments regarding the injury.**
- **It is the employee's responsibility to notify and communicate with his/her supervisor while out on workers' comp regarding return-to-work status.**
- Effective October 1st of 2017, staff requiring classroom substitutes will receive half day workers' comp leave for injury-related appointments on student days and two hours on non-student days. All other staff will receive a maximum of two hours of workers comp leave for injury-related appointments. All appointments must be pre-approved by the insurance company to be eligible for this leave. A work note must be provided to your supervisor before credit for this leave will be given.

Note: Currituck County Schools will take no action adverse to employment because an employee has filed a legitimate claim for Workers' Compensation benefits.

Return to Work

When a state employee who was injured on the job and placed on workers' compensation leave has been released to return to work by the treating physician, a return to work slip must accompany the employee and must be submitted directly to their supervisor before being authorized to return.

Reached Maximum Medical Improvement and Has Been Released to Return to Work

When an employee has reached maximum medical improvement and has been released to return to work by the treating physician, the employee shall return to the same position or one of like seniority, status, and pay held prior to workers' compensation leave.

Not Reached Maximum Medical Improvement But is ready to Return to Restricted Duty Work

When an employee has not reached maximum medical improvement and is ready to return to restricted duty work with the approval of the treating physician, but retains some disability which prevents successful performance in the original position, schools and departments shall provide work reassignment (transitional duty) suitable to the employee's capacity to work, which is both meaningful and productive, and advantageous to the employee and the school system. This is considered to be a trial return to work by the North Carolina Industrial Commission (NCIC). If, within the first nine months, the treating physician determines that the employee is not able to perform the work, the employee must file a request for reinstatement of worker's compensation. When the employee reaches maximum medical improvement, the school system shall return the employee to the same position or one of like seniority, status, and pay held prior to workers' compensation leave.

Any employee who will be experiencing loss time from work should:

- Notify your supervisor immediately that you will be losing time from work.
- Follow the medical recommendations of the treating doctor regarding lost time, exercise, medication, etc.
- Communicate frequently with your supervisor regarding health status and availability for work.
- Provide a Fitness for Duty statement to your supervisor from the treating doctor who has released you.
- Inform the supervisor of any prescription medications that may impair your ability to perform some or all your job duties.

PLEASE SIGN:

Employee Signature	Date