



EMPLOYEE MANUAL	
Title: WORKERS' COMPENSATION COVERAGE	
Policy No.: 23.0	Section Nos.: 23.0 – 23.0
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

23.0 WORKERS' COMPENSATION COVERAGE

Each employee is expected to take every necessary precaution to work safely and to avoid industrial injury to himself/herself and to other employees.

An employee shall report in writing any observed unsafe conditions to his/her supervisor. An employee injured on the job must report the injury, regardless of extent, to his/her supervisor immediately. The injured employee's supervisor shall file a written report of all such injuries to the Human Resources Office within one (1) business day. Failure to comply with the reporting requirements of this policy will subject an employee to discipline, up to and including termination. Arrangements will be made for first aid or a doctor's attention unless the employee expresses a preference for his/her personal physician. If the employee decides to change the Agency's approved Primary Treating Physician (PTP), he/she must notify the Human Resources Office immediately. Failure to comply and notify Human Resources constitutes an unexcused leave and will subject an employee to discipline, up to and including termination.

The Agency carries Workers' Compensation Insurance. The conditions of the Agency's insurance policy shall prevail as posted.