
Workers' Compensation (HR-P012)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to track and record workers' compensation for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 C.C.M.S.I. – Cannon-Cochran Management Services, Inc. a workers' compensation company
- 4.2 HR – Human Resources at SLPS
- 4.3 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

- 5.1 In case of an injury, the injury report form (workman's compensation form) is completed by the employee and the supervisor.
- 5.2 The employee takes the original form to an authorized workers' compensation medical facility and provides a copy to HR.
- 5.3 HR provides a copy of the form to C.C.M.S.I..
- 5.4 HR reviews the documentation received from the medical facility for any work restrictions, work status, and follow-up orders.
- 5.5 If there are restrictions, the employee is contacted to make sure they are being met.
- 5.6 If the restrictions are being met, the paperwork is filed in the benefits area of HR.
- 5.7 If they are not being met, the supervisor is contacted and advised of the restrictions and a needed plan to meet them. Once met, see 5.6 above.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Injury Report Form (HR-F???)
- 6.2 Medical Facility Report
- 6.3 Workers' Comp Off Work Status Procedure (HR-P018)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Injury Report Form	HR files	99 years	Discard as desired	Secured office

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Medical Facility
Report

HR files

99 years

Discard as
desired

Secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

*** E n d o f p r o c e d u r e ***