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# Workers' Comp Off Work Status Procedure (HR-P013)

SAINT LOUIS PUBLIC SCHOOLS

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## 1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to record workers' comp off work status 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 CCMSI I.C.E. – information system used at CCMSI
- 4.3 HR – Human Resources at SLPS
- 4.4 SLPS – Saint Louis Public Schools
- 4.5 SAP – Information system used at SLPS

## 5.0 PROCEDURE:

- 5.1 HR reviews the documentation received from the medical facility for work status.
- 5.2 If the employee can return to work with restrictions.
- 5.3 If the employee can return to work with no restrictions, file paperwork in benefits area of HR.
- 5.4 If the employee cannot return to work, enter in SAP the start date of no work and the doctor's estimated date of return to work.
- 5.5 Check the CCMSI I.C.E. system for doctor's orders and follow-up plan of action.
- 5.6 When CCMSI notifies HR of employee return date, HR returns the employee to active status in SAP and files the paperwork in the benefits area of HR.

## 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Medical Facility Report
- 6.2 Workers' Compensation (HR-P012)
- 6.3 Injury Report Form (Workman's Compensation form obtained.)

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### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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>
2/7/08	A	Initial Release

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