

EMPLOYEE INJURY ON THE JOB

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

The school district is not responsible for medical treatment of an injured employee. If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible.

It shall be the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It shall be the responsibility of the employee to file claims, such as worker's compensation, through the board secretary.

Legal Reference: Iowa Code §§ 85; 279.40; 613.17 (2013).  
1972 Op. Att'y Gen. 177.

Cross Reference: 403 Employees' Health and Well-Being  
412.3 Classified Employee Group Insurance Benefits  
414.2 Classified Employee Sick Leave  
414.3 Classified Employee Extended Illness Leave

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