Workers’ Compensation

If an employee sustains a job related injury or illness, the following applies:

1. The employee must notify his/her supervisor of any job related injury or illness immediately.

2. The employee and supervisor complete and sign the “Incident Report/Investigation” form which should be sent to Human Resources within 24 hours of the job related injury or illness.

3. If medical treatment is required, it will be provided by a physician under contract with Adrian Public Schools. The employee must report to the designated physician or the injury/illness may not be considered a worker’s compensation claim by Adrian Public Schools. A completed and signed “Authorization for Treatment” is to be given to the injured employee who shall give it to the designated physician at the initial visit.

4. If emergency room services are required, the “Authorization for Treatment” is to be completed and given to the hospital emergency room representative. Hospital treatment will be provided by the designated hospital.

5. The employee is required to report back to the supervisor as soon as the employee is released by the physician/health care provider. If the physician/health care provider authorizes work restrictions or determines that the employee is unable to work, the employee must bring the paperwork from the physician/health care provider back to Human Resources. Human Resources, in conjunction with the supervisor, will determine if there is work available that meets the authorized restrictions. If the employee is not able to work, the supervisor will authorize the employee to go home. The only exception to the provisions of this paragraph is if an employee is admitted to the hospital on the date of the injury.

6. Additional authorizations and/or releases are to be given promptly to Human Resources for work status determination. No original or copies of any medical information, authorizations, or releases are to be retained by supervisors.