

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 360
CERTIFIED STAFF**

WORKERS COMPENSATION

~~Employees of the Carson City School District are covered for injuries/diseases that occur while working. Workers compensation coverage is paid for by the School District and does not cost the employee any additional money.~~

~~All injuries that happen while working for the School District must be reported immediately, but in no case later than seven (7) days from the date of the injury (NRS 616C.015) to the immediate supervisor or principal and the Human Resources Office. If the injury is such as to prevent the employee from reporting it, the immediate supervisor or nearest co-worker shall report it to the supervisor or principal. If the injury does not require prompt medical attention, the employee will fill out a report of injury, which is obtained from the office. A claim for compensation must be filed by the employee within ninety (90) days if the employee seeks medical treatment for injury (NRS 616C.020). The employee, along with the doctor, will fill out a C-4 to be filed with the insurance carrier. The claim for an industrial injury could be barred if the employee fails to comply with the above requirements (NRS 616C.025).~~

~~If the treating physician places restrictions on the employee that would prevent the employee from performing normal job duties, the School District can have the employee work a light duty position (NRS 616C.475(8)). This position would be within the limits as given by the doctor. Should the School District in limited cases be unable to provide a temporary light duty position, the employee may be eligible for compensation. The employee must miss five days in a row, or five days in a 20 day period (NRS 616C.400).~~

~~The employee is required to keep all of their appointments with the treating physician and any physical therapy that is required to assist in recovery from injury. The employee will be required to bring any documents relating to the physical limits, or additional treatment that will be required to their immediate supervisor. The supervisor will send this to Human Resources Department to be placed in the employee's file. If the School District is not aware of any changes in the employee's physical condition, it will not be able to assist the employee in not exceeding the limits given by the employee's doctor.~~

~~All disability compensation checks for payment to an employee are to be sent directly to the Human Resources Department of the School District. No exceptions. These payments will be audited and utilized as basis for crediting an employee's sick leave balance. The credit will be based on the employee's hourly rate of pay. The employee shall endorse the check over to the School District and will receive a check from the School District in the amount of their salary. In addition, the employee's sick leave balance will be reduced by the amount that is required to bring the employee's paycheck to their full salary.~~

REGULATION No. 360 — CONTINUED

~~The portion paid by workers compensation insurance will not have any deductions, but the additional amount of monies will have the normal federal income tax deducted. If an employee's sick leave balance is exhausted and the employee continues to receive compensation, such checks after District audit will be returned to the employee (NRS 281.390).~~

~~Carson City School District is committed to providing a safe work place. If, at any time, an employee notices a condition, which could result in injury to any employee, it is the employee's responsibility to report it to the safety director for correction.~~

Adopted: April 15, 1981
Revised: September 9, 1997
Eliminated: July 9, 2019 (Refer to Regulation 1050)