

**Spearfish School District 40-2
4000 Personnel**

Board Policy

Code: 4725

WORKERS' COMPENSATION

Reporting Workplace Injuries

Staff members who are injured while performing duties must report them to the superintendent or superintendent's designee as soon as possible after being injured. Staff members must complete the appropriate work-related injury forms for the injuries they sustained, no later than three business days after its occurrence. Failure to report workplace injuries may also result in delayed or forfeited benefits to which an employee may otherwise be entitled.

Returning to Work After Workplace Injuries or Illness

Staff members whose injuries or illness prevent them from completing any or all of their duties, whether or not incurred at work, may be permitted to continue working or may be offered modified duty positions as required by law or as determined appropriate by the superintendent. This policy does not guarantee a limited or modified assignment during the recovery period unless it is otherwise required by law. The employee may be required to provide a return to work certification or report from their treating physician which delineates any restrictions, modifications, or accommodations needed to allow the employee to perform the essential functions of their position.

Amended	<u>August 8, 1977</u>
Reviewed	<u>May 11, 1987</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>December 11, 2006</u>
Reviewed	<u>January 9, 2012</u>
Revised	<u>January 9, 2023</u>