



# Administrative Regulation 4145.1 INDUSTRIAL WORKERS' COMPENSATION FOR EMPLOYEES

**Responsible Office:** Office of Human Resources, Risk Management

## **PURPOSE**

This administrative regulation shall establish the guidelines related to industrial workers' compensation for employees of the Washoe County School District.

## **REGULATION**

1. Employees of the District are provided with workers' compensation coverage through the District's self-insured workers' compensation program.
2. Workers' compensation coverage is provided by the District at no cost to the employee.
3. In case of an injury to a District employee, which arises out of or in the course of employment:
  - a. The employee shall report the injury at once to his or her principal, department head, or supervisor. If, because of the injury he or she is unable to report the injury, the nearest co-worker shall report the injury to the principal, department head, or supervisor for the employee.
  - b. As soon as possible, the principal, department head, or supervisor shall report the accident to the Risk Management Department.
  - c. The injured person and his or her principal, department head, or supervisor shall complete all necessary reports in compliance with Nevada State laws and regulations.
4. All disability compensation checks issued by the District's self-insured workers' compensation program shall be sent to the Risk Management Department for proper disbursement.
  - a. An employee who has sick leave at the time he/she is receiving payments from the District's self-insured program or qualifies for the sick leave bank will endorse their workers' compensation check over to the District.
  - b. This information will be sent to the Payroll Department so that the employee's sick leave account, or the sick leave bank, whichever is applicable, can be credited back time, or a portion thereof, as represented by the TTD payment.
  - c. Payroll will also make an adjustment to the employee's income to reflect that amount of money that is to be tax free at the end of the year
5. Information regarding workers' compensation claims should be referred to the Risk Management Department.

## **DESIRED OUTCOMES**

1. Through this administrative regulation, the District shall ensure compliance with state laws and regulations related to workers' compensation.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 7300, Risk Management
  - b. Processing Workers' Compensation Claims (WCK-P030)
  - c. Wage Verification Procedure (WCK-P031)
  - d. Waiver of Premium (WCK-P032)
  - e. OSHA Posting Requirement (WCK-P035)
  - f. Appeals of Workers' Compensation (WCK-P036)
  - g. Light Duty / Modified Return to Work (WCK-P037)
  - h. Workers' Compensation Audit (WCK-P039)
  - i. WCSD Accident/Exposure Investigation Report (WCK-F001)
2. This administrative regulation complies with Nevada state laws and regulations, to include:
  - a. Nevada Revised Statutes (NRS), and specifically:
    - i. Chapter 616A, Industrial Insurance: Administration
    - ii. Chapter 616B, Industrial Insurance: Insurers; Liability for Provision of Coverage
    - iii. Chapter 616C, Industrial Insurance: Insurers; Liability for Provision of Coverage
    - iv. Chapter 616D, Industrial Insurance: Prohibited Acts; Penalties; Prosecution
    - v. Chapter 617, Occupational Diseases
3. This administrative regulation complies with Federal laws and regulations, to include:
  - a. Occupational Safety and Health Act (OSHA)

## **REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process for the corresponding policy.

**REVISION HISTORY**

Date	Revision	Modification
4/11/1967	1.0	Adopted
6/9/1970	1.1	
11/22/1976	1.2	
2/09/1988	1.3	
10/27/1992	1.4	
7/14/1998	1.5	
9/23/2003	1.6	
10/24/2016	2.0	Revised: converted to new regulation format, updated NRS references