



Administrative Procedure WCK-P032  
**WAIVER OF PREMIUM NOTIFICATION**

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

**PURPOSE**

This administrative procedure discusses the health insurance coverage for wavier of premium and for worker's compensation check disbursement at the Washoe County School District ("District").

**PROCEDURE**

1. The Program Services Technician sends out the Waiver of Premium ("WOP") letter (WCK-F002) to the employee after the employee has been certified by his/her doctor that he/she is unable to work for a period of five or more consecutive days, or five cumulative days in a 20-day period, or he/she has restrictions with which the District cannot comply.
  - a. The letter advises the injured worker as to what he/she would need to do to continue his/her health insurance benefits, as well as when and where he/she is to pick up his/her Temporary Total Disability (TTD) checks, if eligible.
2. The Program Services Technician fills in the employee's name and address, social security number, date of injury and work location of the employee on the Waiver of Premium letter (WCK-F002).
3. The Program Services Technician forwards the Waiver of Premium letter to:
  - a. Human Resources
  - b. Risk Management, Employee Benefits
  - c. Copy for Employee Workers Comp File

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure 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. Administrative Regulation 7350, Industrial Worker's Compensation for Employees (Pending)
    - i. Processing Workers' Compensation Claims (WCK-P030)
    - ii. Wage Verification Procedure (WCK-P031)

1. Wage Verification Form - EXTERNAL DOCUMENT (State Form D-8 revised 07/99)
  - iii. Waiver of Premium (WCK-P032)
  - iv. OSHA Posting Requirement (WCK-P035)
  - v. Appeals of Workers' Compensation (WCK-P036)
  - vi. Light Duty / Modified Return to Work (WCK-P037)
  - vii. WCSD Accident/Exposure Investigation Report (WCK-F001)

**REVIEW AND REPORTING**

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents.

**REVISION HISTORY**

Date	Revision	Modification
12/27/2005	A	Adopted as CSI Procedure
8/18/2006	B	Revised
11/17/2016	1.0	Revised: converted to administrative procedure;