

Procedures Handbook

Business Management

Descriptor Term:

**Workers' Compensation
(Employee Accidents)**

Descriptor Code:

EGAA

Issued:

6/97

Rescinds:

Issued:

**Revised
8/01**

1. Employee Accidents at school between 7:00 A.M. and 4:30 P.M.
 - A. To Report Custodial Accidents
 - 1) Call the Operations office at 594-3694.
 - 2) If unavailable, call the Employee Benefits Office at 594-1685.
 - 3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four hours.**
 - B. To Report Food Service Accidents
 - 1) Call Food Service office at 594-3623.
 - 2) If unavailable, call Employee Benefits Office at 594-1685.
 - 3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four hours.**
2. Employee's Accident at school after hours
 - A. To Report Custodial Accidents
 - 1) Call Custodial foreman.
 - 2) Call Employee Benefits Office at 594-1685.
 - 3) **File Employer's First Report of Work Injury Form the next business day at school office or Custodial office.**

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