

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

WORK RELATED INJURIES/ILLNESSES

ON-THE-JOB INJURY BENEFITS

It is the policy of Clarksville Montgomery County School System to provide an On-The-Job Injury Program for all eligible employees at no additional charge. This benefit is for eligible employees who are injured on the job while in the course of daily duties per the job description.

On-The-Job Injury benefits include partial payment of lost wages and/or payment for required medical treatment. Eligible individuals may supplement salary with sick or annual leave.

If the OJI medical provider deems that an employee is not able to work due to a work-related injury or illness, the leave of absence will be combined On-The-Job Injury /FMLA leave. Time off will count toward the 12 weeks leave to which the employee is entitled under FMLA.

REPORTING WORK RELATED INJURY/ILLNESS

In the event of work-related injury or illness, the employee is required to contact the OJI Building Representative and the appropriate supervisor within **24 hours** of the injury. This notification is required even if the injury/illness seems minor and/or no time is lost from work. This is necessary to ensure that any subsequent claim is handled correctly and to comply with legal reporting and record maintenance requirements. The requirement to immediately report accidents and injuries is stated in the On-The-Job Injury Program and in procedure [OJI-P001](#). The employee has 30 days, from the date of injury to request medical treatment through the Safety and Health Dept. If an employee requires medical treatment, it is the employee's responsibility to notify the Safety and Health Department for appointments.

Failure to immediately report such injury or illness also will result in a claim being deemed non-compensable by the On-The-Job Injury Program.

FRAUDULENT ON-THE-JOB INJURY CLAIMS

While the intent is that employees who have legitimate claims will receive benefits due under the On-The-Job Injury Program, the district also strongly supports all laws designed to protect CMCSS against fraudulent claims or fraudulent extension of claims. The On-The-Job Injury Program is a valuable, but expensive benefit. Employees are expected to help protect this benefit by promptly reporting any evidence of fraudulent activity related to an On-The-Job Injury.

Implementing Procedures: [OJI-P001](#) On-The-Job Injury

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/07/04		Initial Release
5/01/06	A	Update policy to reflect On-The-Job Injury Program
12/08/08	B	Add "your OJI physician deems that" to third paragraph, add "OJI Building Representative and the appropriate supervisor within 24 hours of the injury" to fourth paragraph, add "deemed non compensable" and "by the employee's medical insurance company" to fifth paragraph

4/1/10	C	Change RSK-P002 to OJI-P001, add "eligible" employees to first paragraph
3/25/15		Reviewed, no changes
3/14/16	D	Removed the word insurance from subtitle. Para 3 changed physician to medical provider. Removed reference to CMCSS Safety Manual. Edited to remove pronouns throughout.
11/27/17	E	Para. 5: changed "may" to "will" and removed reference to medical insurance.
5/26/22	F	Deleted "both" from the 2 nd paragraph under the "Reporting Work-Related Injuries/Illnesses" section.
5/1/23	G	Added: 30 days to request medical treatment through Safety and Health Dept.
3/18/24	H	Added statement about employee responsibility to notify the Safety and Health Department of appointments.

*** * * End of Policy * * ***