

## **Lewis Center for Educational Research**

**BP 4257.1      PERSONNEL  
WORK-RELATED INJURIES**

**Adopted:      June 5, 2003**

**Revised:**

The Board desires to provide its employees with insurance and workers' compensation benefits in accordance with law. The Manager, Human Resources or designee shall develop an efficient claims handling process in order to reduce costs and facilitate employee recovery.

An employee shall report any work-related injury or illness to his/her supervisor as soon as practicable. Upon learning of an injury, a supervisor shall promptly report the incident to the Manager, Human Resources or designee and the insurance carrier as appropriate.

The Manager, Human Resources or designee shall ensure that every new employee is notified of his/her right to receive workers' compensation if injured at work and that injured employees are given notice of rights in accordance with law.

The Manager, Human Resources or designee shall ensure that notifications regarding workers' compensation are posted in accordance with law.