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# Biola Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Workers' Compensation

**POLICY NUMBER:** 3025

**3025.1** All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The Biola Community Services District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, they must report the illness or injury to the Assistant General Manager or the employee's supervisor in the absence of the Assistant General Manager, the day the injury or illness occurs or not later than 24 hours after the occurrence. Failure to do so could result in a delay of benefits.

**3025.2** All payments for lost wages or salary due to a legitimate work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, please contact the Assistant General Manager or your supervisor.

**3025.3** The District provides medical treatment for work-related injuries and illnesses through pre-determined hospitals or clinics that provide medical care to injured employees. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations. The senior employee in attendance at an incident shall make an initial determination of a facility to be identified and used for first treatment pending added review by the Assistant General Manager.

**3025.4** Employees who are injured in a work-related accident will be referred to the designated clinic unless the District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor prior to any injury.