

ADMINISTRATIVE POLICY

WORK RELATED INJURIES/ILLNESSES

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

ON-THE-JOB INJURY INSURANCE BENEFITS

Clarksville-Montgomery County School System provides 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 their daily duties per their 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 your OJI physician deems that you are not able to work due to your work-related injury or illness, your leave of absence will be combined On-The-Job Injury /FMLA leave. Your time off will count toward the 12 weeks leave to which you are entitled under FMLA.

REPORTING WORK RELATED INJURY/ILLNESS

In the event of work-related injury or illness, you are required to contact your 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, CMCSS Safety Manual, and in procedure [OJI-P001](#).

Failure to immediately report such injury or illness also may result in a claim being deemed non compensable by both the On-The-Job Injury Program and by the employee's medical insurance company.

FRAUDULENT ON-THE-JOB INJURY CLAIMS

While it is our intent that employees who have legitimate claims will receive benefits due under On-The-Job Injury, we also strongly support all laws designed to protect us against fraudulent claims or fraudulent extension of claims. On-The-Job Injury is a valuable, but expensive benefit and we ask your help in protecting it by promptly reporting any evidence of fraudulent activity related to 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

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