



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GBE

## STAFF HEALTH AND WORKPLACE INJURIES

The Board may require an employee returning from a leave for health reasons to submit a certification of health from a physician. The employee will not be permitted to return to work if the physical condition would be a hindrance in the performance of assigned duties.

Employees who are injured while acting in the scope of their employment shall report this injury within three working days to their supervisor. Upon notice of an injury (verbal, written, or otherwise) supervisors must have employees complete a First Report of Injury form. Forms are located on the Meade School District website, under Employee Information or can be obtained from the Business Office. Meade School District has seven (7) days to submit the First Report of Injury to the district's insurance company, therefore complete, original forms should be submitted to the business manager within three (3) days of the injury.

If an employee requires medical attention due to a workplace injury, they can obtain a claim number and representative's contact information after submitting their First Report of Injury to the business manager. Employees injured on the job shall follow the rules and compensation benefits that are outlined by the worker's compensation law of South Dakota (SDCL 62-1-2, SDCL 62-3-3, and SDCL 62-7-10.) Such compensation shall be supplemented by the district to maintain the employee's regular salary for a period not to exceed the accumulated sick leave reserve.

LEGAL REFS: SDCL 13-10-9; 13-43-3.3; 62-1-2; 62-3-3, 62-7-10

Revised August 2017  
Revised February 12, 2008  
Adopted July 14, 1986