

## **Workers' Compensation**

If you are injured on the job, or develop a medical or physical condition as a result of the job, you may be entitled to Workers' Compensation.

### **How does it work?**

1. Fill out the school's First Report of Injury form. This will be the school system's only official report of your injury or condition.
2. Call **Cheryl McLeod, UNISERV DIRECTOR**, the **CASE** staff member assigned to your school.
3. **Cheryl McLeod** will send you the "Employee's Claim Form" and an explanation sheet and help you work out the basics of your claim.
4. If you need medical care immediately, visit the emergency room or your own physician.

### **What happens next?**

Your report is reviewed by one of our recommended Workers' Compensation lawyers (unless you have your own), who will call you for clarification and arrange the filing of your claim with the Workers' Compensation Commission Office.

*Note: It is not always necessary to file this claim immediately. It should be filed as soon as practical after the incident to protect your rights.*

### **Red Flag**

If the school system or insurance company questions your claim, or gives you an indication that it is refused, complete the "Employee's Claim Form" and send it back to **CASE**, give it to your compensation lawyer or file your own claim with the Workers' Compensation Commission. **Do not give a recorded statement to a representative of the Board or its insurance company.**

### **Caution**

It is fine to use your own lawyer; however, if they are not familiar with compensation claims with Boards of Education, consider one of our recommended lawyers.

### **REMEMBER, IF INJURED ON THE JOB:**

1. Fill out a first notice of injury, the Employer's Claim Report, at your school. If you call in your information to the school while you are home recuperating, ask your school to send you a copy.
2. All **CASE** for a copy of the Employee's Report.
3. Use your **own** doctor for medical assistance.
4. Keep copies of all reports, medical reports and names & telephone numbers of those you talk to about your case.
5. Talk with **CASE** before you discuss information with the school system's insurance company.