



**Union County Educational Services Commission  
Work-Related Injury and Illness Procedures  
Effective Date: March, 2018**

**Program Overview**

In accordance with applicable laws, Union County Educational Services Commission maintains workers' compensation insurance to provide medical care and lost wages for staff members who sustain work-related injuries and occupational illnesses. This document outlines the procedures for: (i) reporting work-related injuries/illnesses; (ii) seeking the appropriate medical attention for such injuries/illnesses; and (iii) returning to work from a work-related injury/illness.

The Work-Related Disability and Modified Duty Early Return to Work Programs are administered consistent with applicable Federal and State laws and in accordance with the provisions of all district collective bargaining agreements and the following Board policies and regulations:

- 0 3425 - "Work Related Disability Pay — Teaching Staff"
- 0 4425 - "Work Related Disability Pay — Support Staff"
- 0 3425.1 - "Modified Duty Early Return to Work Program — Teaching Staff"
- 0 4425.1 - "Modified Duty Early Return to Work Program — Support Staff" 0 8442-
- "Reporting Accidents"

**Reporting Work-Related Injuries or Illnesses**

1. Upon sustaining a work-related injury, a staff member must immediately report the injury to their designated supervisor and proceed directly to the school nurse for medical treatment.
2. In the event that a work-related injury occurs after-hours or in a location without a school nurse, a staff member must immediately report the injury to their designated supervisor who will direct them to a school nurse, physician or hospital emergency room, as deemed appropriate.
3. An injured staff member is required to submit to their immediate supervisor a completed "Employee Accident & Incident Report" as soon as possible, but no later than 24-hours, for all work-related accidents and injuries regardless of the necessity for medical treatment.
4. If an injured staff member deems the treatment rendered by the School Nurse to be sufficient, but still wishes to file a claim with the Commission's workers' compensation insurance provider, the injured staff member can do so by faxing a "Workers' Compensation Occurrence" form to Mediogix at (609) 631-7736.
5. Supervisors must notify the Personnel Office of all work-related injuries within 24-hours and submit a "Employee Accident & Incident Report" immediately upon receipt from the injured staff member.
6. Absences resulting from a work-related injury must be approved by the Case Manager at Medlogix and reported daily into AESOP by the injured staff member or their immediate supervisor.

### **Seeking Medical Attention for Work-Related Injuries or Illnesses**

1. In the event a work-related injury requires emergency medical treatment, the staff member should be transported immediately to the nearest hospital emergency room, either by ambulance or by an alternate mode of transportation that is arranged for by the injured staff member.
2. The School Nurse and/or Supervisor are responsible for reporting the work-related injury to Medlogix by calling (800) 293-9795 x 1 for an injured staff member transported to the hospital emergency room immediately upon his or her exit from the building.
3. If non-emergency medical treatment is requested, the injured staff member is required to report the work-related injury to Medlogix by calling (800) 293-9795 x 1 prior to proceeding to one of the following locations as directed by their immediate supervisor:

CityMD Urgent Care  
1255 Raritan Road  
Clark, NJ 07066  
(848) 206-0072

CityMD Urgent Care  
2317 Center Island Route 22  
Union, New Jersey 07083  
(201) 354-1951

4. A staff member must contact their Workers' Compensation Case Manager at Medlogix for approval prior to scheduling specialist evaluations or treatments associated with the work-related injury. All appointments should be made outside of the regular work day to the greatest extent possible.
5. To ensure that treatment is billed to workers' compensation insurance, an injured staff member must present a "Referral for Treatment of Work-Related Injury" form to the hospital emergency room, urgent care center, or physician specialist in lieu of his or her personal health insurance ID card.

### **Returning to Work from Work-Related Injuries or Illnesses**

1. Immediately following any visit to the emergency room, urgent care center or specialist physician, an injured staff member is responsible for submitting to his or her immediate supervisor documentation that clearly indicates the status of his or her ability to return to work.
2. In the event that restrictions resulting from an injury temporarily prevent full-duty return to work, the staff member must contact the Personnel Office to schedule an "Interactive Process Meeting" with the Superintendent or Designee to determine his or her ability to perform the essential functions of his or her assigned position, with or without accommodations.
3. Upon review of available information, the Superintendent or Designee will make the determination whether modified duty is temporarily available or if the injured staff member will remain out of work until cleared to assume the full responsibilities of his or her position without restrictions by the Workers' Compensation physician.
4. If modified duty is available, all approved restrictions, accommodations and responsibilities will be documented on an "Interactive Process Meeting" form that will be signed by the injured staff member, his or her immediate supervisor, and the Superintendent or Designee.
5. Modified duty tasks will be assigned based upon the injured staff members capabilities, restrictions, certification and job description. Should assigned tasks cause any discomfort, the injured staff member is directed to immediately discontinue the activity and inform their immediate supervisor.
6. Per Board Policy, all determinations regarding the availability, location and job tasks associated with modified duty positions are decided on a case-by-case basis. All modified duty assignments are temporary and subject to modification or discontinuation at the sole discretion of the Superintendent.



Building Partnerships for Tomorrow

**Union County Educational Services Commission**

45 Cardinal Drive

Westfield, New Jersey 07090

Phone: 908-233-9317

Fax: 908-233-7432

Transportation Fax: 908-518-1669

**Carrie M Dattilo**

Superintendent

[cdattilo@ucesc.org](mailto:cdattilo@ucesc.org)

**Eric Larson**

Business Administrator/

Board Secretary

[elarson@ucesc.org](mailto:elarson@ucesc.org)

**Lorraine Vitiello**

Transportation Coordinator

[lvitiello@ucesc.org](mailto:lvitiello@ucesc.org)

**Referral for Treatment of Work-Related Injury**

Please be advised that the following employee of Union County Educational Services Commission is seeking medical treatment for a work-related injury.

All claims will be handled by the following provider organization: