

NNPS EMPLOYEES GUIDE TO WORKERS' COMPENSATION

Policy & Procedures

What is the Workers' Compensation Act?

The Virginia Workers' Compensation Act is the law that sets rights and benefits for employees who are injured on the job. The Virginia Workers' Compensation Commission administers the Workers' Compensation Act. The Commission does not pay compensation benefits. Wage loss (indemnity) and medical benefits are paid by the employer.

What do I need to do if I am injured on the job ?

You are required to complete an Occupational Injuries and Illnesses Report as soon as possible following an occupational accident. Determination of the compensability of a claim will be made by the Newport News Public Schools Workers' Compensation Office. Report your injury to your supervisor immediately. Complete the Occupational Injuries and Illnesses Form. A clear and complete explanation must be made describing how the injury occurred. Your supervisor will immediately enter your information electronically to PMA Management and will give you a copy for your records. Note that it is your responsibility to file your claim with the Commission.

How do I get medical Treatment for a job-related injury?

The Commission requires employers to provide a panel of physicians from which an injured employee must select one for treatment. You must select a physician from the panel presented to you on the form and seek treatment with the physician chosen should you need medical attention. Failure to seek treatment for your occupational injury from the selected panel physician could result in denial of payment and suspension of workers' compensation benefits.

What is light duty?

Light duty is work with some physical restrictions as designated by your treating panel physician. If the physician feels that you are capable of performing any type of light duty, **you must report back to your supervisor immediately** with the physician's instructions. There will be light duty made available to you within your restriction. If your supervisor feels that light duty cannot be provided, he/she must contact the Workers' Compensation Office immediately. You will be paid your usual rate of pay while working light duty.

What happens if the treating physician determines that I am not capable of temporarily performing any type of duty?

If the physician determines that you are not capable of any type of duty, you will begin receiving 2/3 of your gross average weekly wage (indemnity). According to the Commission, there must be 7 days of disability before indemnity benefits are payable. You will receive pay only from our workers' compensation claims administrator, PMA Management and not from Payroll. You may use your accumulated leave for the first 7 calendar days of temporary total disability. On the 8th day of continued total disability, you will receive 2/3 of your average weekly pay based on your average pay from 1 year prior to your date of injury. If you receive indemnity payments and wish to continue your health and life insurance coverage, it shall be your responsibility to make payment arrangements with the Payroll office as soon as possible to continue paying the premiums so that no lapse in coverage occurs.

Who do I contact if I have a question regarding Workers' Compensation?

PMA Management 1-888-476-2669 or Human Resources 881-5061

I have read the above information on Workers' Compensation and understand the policies & procedures (GBGD) of Newport News Public Schools.

Signature of Employee: _____ Date: _____

