

Employee Safety and Worker's Compensation

The Young Scholars Charter School is committed to the safety and health of all employees. Maintaining a safe and healthy work environment, however, requires the continuous cooperation of employees.

Employees should report any hazard or potential hazard to the Director of Operations immediately.

A. Incident Reporting

All staff are required to submit a written incident report if they witness or are involved in a serious incident. A serious incident is defined as a reportable incident includes one or more acts of severe misconduct, involving one or more offenders violating criteria set by state law. These include, but are not limited to, any behavior that jeopardizes the intent of the school to be free of aggression against persons or property, drugs, weapons, disruptions, and disorder.

Examples are incidents involving acts of violence, possession of a weapon, or the possession, use or sale of a controlled substance, alcohol, or tobacco by any person on school property, at school-sponsored events, and on school transportation to and from school.

Additionally, staff are required to submit an incident report and report to their Co-Principals if they are injured on the job. Please see the Worker's Compensation Policy for more information.

B. Worker's Compensation Reporting

Employees are provided Workers' Compensation coverage from the day they begin work. Young Scholars Charter School pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment.

Employees must report all accidents to their supervisor immediately, regardless of how minor. If a work-related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out the same day by the employee's supervisor.

Additionally, a copy of this claim must be forwarded to the Human Resources Department, who will forward it to the insurance company. Except in extreme emergency situations, employees are not authorized to go to a physician without first advising their supervisor or manager. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any Workers' Compensation received. Any questions regarding workplace safety and work-related injuries or illnesses should be directed to the Co-Principals.