



Administrative Procedure

Category:	Procedure:	
Business Management	Employee Accidents and Workers' Compensation	
Descriptor Code:	Issued Date:	Revised Date:
AP-E-201	June 1997	August 2001

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1. Employee Accidents at school between 7:00 A.M. and 4:30 P.M.

A. To Report Custodial Accidents

- 1) Call the Operations office at 594-3694.
- 2) If unavailable, call the Employee Benefits Office at 594-1685.
- 3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four hours.**

B. To Report Food Service Accidents

- 1) Call Food Service office at 594-3623.
- 2) If unavailable, call Employee Benefits Office at 594-1685.
- 3) **File Employer's First Report of Work Injury Form (C-20) within twenty-four hours.**

2. Employee's Accident at school after hours

A. To Report Custodial Accidents

- 1) Call Custodial foreman.
- 2) Call Employee Benefits Office at 594-1685.
- 3) **File Employer's First Report of Work Injury Form the next business day at school office or Custodial office.**