Policy Type: Operational Policy

Title: Workers' Compensation and School Worker Injury Reporting Policy

Status: Effective

Effective: October 21, 2026

I. Purpose and Scope

Custom Class Charter School ("Custom Class" or the "School") shall maintain workers' compensation insurance for employees as required by law and provide a clear process for reporting work-related injuries and illnesses. This policy applies to employees working at school facilities, authorized remote locations, and other locations while performing school duties. Whether a particular injury or illness is compensable is determined under applicable law and the insurance claims process.

Workers' compensation may provide medical and wage-loss benefits and other benefits allowed by law. This policy does not promise payment of a particular claim, establish benefit amounts, or determine coverage for contractors or volunteers. Administration shall verify those arrangements separately.

II. School Worker Injury Reporting

A school worker, either an employee, volunteer or contractor, shall report an actual or suspected work-related injury or illness immediately, or as soon as reasonably possible, to the school worker's supervisor and the Executive Director or designated claims contact. Report the incident even if it appears minor, occurs during authorized remote work, or does not initially require treatment. A school worker unable to report may have another person notify the School.

Emergency medical care takes priority over paperwork or permission. Call 911 when needed. For nonemergency treatment, administration shall provide the carrier's current reporting and medical-provider instructions. The school worker should tell the treating provider that the condition may be work related.

The school worker shall provide available facts, including the date, time, location, activity being performed, injury or symptoms, witnesses, and treatment received, and complete the School's incident report as soon as reasonably possible. An oral report shall be accepted and documented without waiting for a completed form. Changes in symptoms or work restrictions shall be reported promptly.

If the usual reporting contact is unavailable or involved in a concern about reporting, the school worker may report directly to the Executive Director or Board Chair. The Executive Director shall report an injury affecting the Executive Director to the Board Chair or designated claims contact. A late internal report shall still be accepted and referred; the School shall not make its own determination that benefits are forfeited.

III. School Responsibilities

The Executive Director shall designate a claims contact and backup, keep carrier and policy information current, and provide school workers with reporting instructions at onboarding and when arrangements change. The claims contact may coordinate administrative work with the School's business-services provider, while the School retains responsibility for timely reporting and follow-up.

The supervisor shall help secure necessary care, document the incident and witnesses, preserve relevant information, and address any immediate hazard. The claims contact shall promptly notify the carrier and submit required reports without waiting for a fault determination or completion of an internal investigation.

For an injury or occupational illness requiring more than first aid or generating a medical bill, the School shall submit the required First Report of Injury or Occupational Disease to its carrier within seven days after receiving notice, or sooner when a controlling requirement applies. The school worker shall receive a copy and the applicable rights-and-responsibilities information. Any separately required occupational-safety report shall be made within its own deadline.

IV. Claims and Return to Work

School workers shall cooperate with lawful claims requests and provide work-status documentation, restrictions, and release information needed to arrange safe work. Administration shall coordinate any reasonable accommodation, temporary modified duty, leave, or return-to-work arrangement with applicable law, medical restrictions, and the Employee Handbook. Training or first aid shall not be represented as authority to diagnose or treat beyond a person's qualifications.

Workers' compensation and available leave shall be coordinated under applicable law and the School's actual benefit policies. This policy does not create additional paid leave or guarantee a modified-duty position. School workers shall receive carrier contact information for questions, claim decisions, and available review procedures.

V. Confidentiality and Non-Retaliation

Medical and claims records shall be kept securely, with access limited to authorized people who need the information for claims administration, safety, accommodation, or legal compliance.

Medical information shall be maintained separately from ordinary personnel records where required.

The School prohibits retaliation, interference, or pressure to discourage reporting an injury, seeking treatment, or pursuing workers' compensation benefits. Concerns may be reported to the Executive Director or an uninvolved Board officer. Nothing in this policy restricts an school worker's right to contact the carrier, Utah Labor Commission, or other appropriate authority.

VI. Related Policies and Administration

This policy supplements the Employee Handbook provisions on Work Environment and Safety, accommodations, and Whistleblower Protection and Reporting. School workers shall also follow the Employee Code of Conduct and Professional Boundaries Policy's applicable safety, cooperation, and misconduct-reporting requirements. An injury report does not replace a required child-abuse, student-safety, or misconduct report.

Administration shall maintain a reporting form and current carrier instructions, review incidents for preventable hazards, and review this policy periodically. Controlling law governs any conflict. Insurance procurement and proof of coverage shall be maintained separately from this policy.

Certification

Upon approval, the undersigned officers of Custom Class Charter School certify that this policy was duly adopted by the Governing Board on the date recorded below.

Signature:

Matthew J. Middione — Board Chair

Signature:

Douglas Reed — Board Vice Chair

Adopted / Effective Date: October 21, 2026 Revised Date: _____

References

Custom Class Employee Handbook

Custom Class Employee Code of Conduct and Professional Boundaries Policy

Utah Labor Commission — Workers' Compensation Claims Process; Utah Code Title 34A, Chapters 2 and 3