

**Policy**

---

WORKERS' COMPENSATION

An employee of the Alloway Township Board of Education shall receive compensation in the event of a personal injury that is caused by an accident that arose out of and in the course of his or her employment due to actual or lawfully imputed negligence on the part of the district. The employee shall not be entitled to compensation for the personal injury if the injury was due to the willful negligence of the employee at the time of receiving the injury.

Whenever any employee who is entitled to sick leave is absent from his or her post of duty as a result of a personal injury caused by an accident arising out of and in the course of his employment, the board shall pay the employee the full salary or wages for the period of the absence for up to one calendar year. This leave of absence shall not be charged to the employee's annual sick leave or the accumulated sick leave.

Salary or wage payments provided for work related injury or illness shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under the Labor and Workmen's Compensation Act (N.J.S.A. 34:15-1 et seq.). Any amount of salary or wages paid or payable to the employee shall be reduced by the amount of any workmen's compensation award made for temporary disability.

Leave taken by an employee shall constitute satisfactory service relating to employment for the purpose of the employment increment or the adjustment increment (N.J.S.A. 18A:29-14) and any other statutory or contractual provision. The leave shall not constitute inefficiency or other good cause for the withholding of an employment or adjustment increment.

Reporting Incidents

An employee shall immediately report any accident or occupational illness to his or her department head, supervisor or the building principal. Same day notice of any work related injury or illness is required unless medically impossible due to an emergency. In no event shall notice of an injury or occupational illness be provided later than 48 hours from the time of the injury or from the time when the employee becomes aware of an occupational illness. Failure to promptly report an accident or occupational illness may delay the receipt of workers' compensation benefits and may lead to disciplinary action.

The employer and the employee shall cooperate with the insurance carrier to provide the best medical aid and services to the patient. To this end, the board is designating approved doctors to whom any employee of this district shall report, when practical, for examination and treatment.

All employees are to apply to the district approved doctors for examination and treatment in the event of accident or disease resulting from employment with the district, except when emergencies dictate otherwise.

Investigating Reported Work Related Injury or Illness

Any staff member receiving a report of a work related injury or illness shall notify the building principal, or his or her designee, immediately. The principal or his or her designee shall directly investigate the site of the incident to determine if there is or remains any threat to the safety and welfare of other employees, students or other individuals. The principal or his or her designee shall be responsible for ensuring reasonable measures are taken to remediate any conditions that may pose a threat to the health, safety or welfare of other employees, students or other individuals. The principal shall promptly document on the district accident report form the conditions observed at the site of the injury or illness including observed hazards if any, conversations with witnesses and any actions taken to correct problems encountered.

The principal shall notify the chief school administrator of any reported work related accident or illness. The

WORKER'S COMPENSATION (regulation continued)

chief school administrator shall report any work related accident or illness to the board.

Adopted: October 28, 2003  
Revised: December 2019  
NJSA Review/Updated: April 2025  
Readopted:

### Key Words

## Accident, Injury, Illness Disability, Disability Compensation

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
	<u>N.J.S.A.</u> 18A:30-2.1	Sick leave payment for service connected disability; satisfactory service
	<u>N.J.S.A.</u> 34:15-1 <u>et seq.</u>	Workers' compensation
	<u>See particularly</u>	
	<u>N.J.S.A.</u> 34:15-7	Compensation by agreement; defenses; burden of proof

**Possible**

**Cross References:** 4150/4150 Leaves  
\*4151/4151 Attendance patterns  
\*4151.1/4251.1 Personal illness and injury

\*Indicates policy is included in the Critical Policy Reference Manual.