



# Workers' Comp Guidelines

## **PURPOSE**

To provide guidance and identify individuals who are eligible to be covered under the School Board of Orange County, Florida (SBOC) self-insured workers' compensation program. Note: this policy **does not** determine eligibility for benefits (medical, dental, life, etc.), Florida Retirement System (FRS) or other programs offered by SBOC.

## **POLICY**

SBOC provides medical benefits and/or compensation benefits to an injured individual as required by Florida Statue 440. SBOC will utilize a third-party administrator to handle the claim and medical management of the workers' compensation program.

## **PROCEDURE STATEMENT**

SBOC is committed to providing prompt and timely, appropriate medical care to an injured individual who is eligible to be covered by the District's self-insured workers' compensation program. A network of highly qualified, authorized treating providers is able to provide medical treatment.

It is important that all injuries be reported to the work location supervisor **immediately**. The supervisor/workers' compensation contact will assist the individual with completing all necessary forms with the required information. If medical treatment is needed now or in the future, the individual must request treatment. The supervisor/contact shall provide an Authorization for Medical Treatment form and provide the name and address of the authorized treating facility to use. Any medical treatment must be from an authorized workers' compensation (WC) primary care provider. The work location will have a list of the current authorized treating providers. Detailed information about reporting a claim can be found on the District's website.

## **OPERATIONAL GUIDANCE**

The following are individuals that may eligible for medical benefits and/or compensation benefits under the SBOC workers' compensation program if injured while performing duties within the course and scope of employment:

1. Full-time employees of SBOC
2. Part-time employees of SBOC
3. SBOC Board Members

Individuals on District's property may be eligible for medical benefits coverage under the SBOC workers' compensation program if injured and meet all of the following criteria:

- a. Registered as a volunteer; and
- b. Performs regular duties during the school year; and
- c. Assists an OCPS employee to provide services at a school/location

Individuals on District's property that are **NOT** covered by the SBOC's workers' compensation program include the following:

1. Partners in Education individuals – These individuals may register as an ADDitions volunteer; however, workers' compensation coverage provided by their employer is primary.
2. Temporary or One-Time Activity Volunteers – any individual giving their time and/or services that does not meet the above volunteer criteria as defined above
3. Chaperones
4. Vendors, Independent contractors and Concessionaires
5. Parents, Guardians or other individuals on District Property, including PTA, PTO, Booster officers and members
6. School Resource Officers – Their agency provides workers' compensation coverage
7. Students