

Information Concerning Sick/Injured Employees

The District is self-insured for on-the-job employee injuries. The injured employee must go to a Concentra Medical Center (CMC) for medical treatment in order to be covered. When the injury is serious or life threatening, the employee may be taken to a hospital instead. In either case, the employee's supervisor is required to complete an "Authorization for Examination or Treatment" form. The employee must take this form with them when they go to Concertra. In addition, the supervisor must complete a "Supervisors Report of Industrial Injury" and forward the paperwork to the District office. Employees using their own doctor for initial treatment will not be covered by the District's compensation program.

Sick employees are not covered by the District's compensation program. Instead, their medical insurance provides the needed coverage. Always notify the employee's supervisor concerning a sick employee.

EMERGENCY TELEPHONES

College Safety: 53535 or 623.845.3535