



The Washtenaw Educational Options Consortium ("WEOC") requires all incidents that involve students and or staff, on or off district property, to be reported. When an employee is injured during the course of his/her workday, following the procedures (referenced below) will ensure immediate care for the employee and proper processing of paperwork required by the Consortium and/or insurance carrier:

I. If injury does not require medical treatment:

1. An employee must notify his/her supervisor immediately (or as soon as possible following the incident).
2. Employees must complete and sign the appropriate sections on the (attached) Accident Report form. The form includes the date, time, place of the incident, names of persons involved, nature of the injury (to the extent that it is known), along with a detailed description of all relevant circumstances.
3. The supervisor must complete and sign the appropriate sections on the (attached) Accident Report form.
4. The supervisor must send the completed, endorsed Accident Report to the Human Resources Department **within two (2) days** of the incident (for submission to the WEOC/ISD's workers compensation carrier).

II. If injury requires medical treatment:

1. An employee must notify his/her supervisor immediately (or as soon as possible following the incident).
2. The supervisor must direct the employee to go to Michigan Urgent Care ("MUC").
4. Employees must complete and sign the appropriate sections on the (attached) Accident Report form.
5. The supervisor must complete and sign the appropriate sections on the (attached) Accident Report form.
6. The supervisor must send the completed, endorsed Accident Report to the Human Resources Coordinator within 2 days of the incident (for submission to the WEOC/WISD's workers compensation carrier).
7. The MUC will forward a Summary and/or Restriction report to the WEOC/WISD HR Department.
8. When either report is received from the MUC, HR will forward a copy of the report to the immediate supervisor and inform him/her if the employee will need time off or if the employee may return with restrictions.
 - i. If restrictions HR will verify (with the supervisor) whether accommodations can be made in the employee's current role, or if the employee is unable to perform job duties with the required restrictions.
 - ii. If time off work is required HR will input the leave duration into Aesop. Before an employee is allowed to return to work, a written release from MUC must be received by the HR Department (to ensure the employee has been medically cleared to perform

the essential functions of his/her position and for inclusion in the employee's medical file).

If you have any questions, please contact Monique Uzelac (734-645-4553) or Theresa Angel (734-635-3262). Thank you.