

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** EIF-EA  
**Responsible Office:** Chief Operating Officer  
Department of Financial Services

### **Worker's Compensation Insurance and Personal Property Loss**

#### **I. PURPOSE**

To publish procedures which are applicable to worker's compensation insurance and personal property loss and for filing claims

#### **II. PROCEDURES**

Worker's Compensation, Personal Injury, and Personal Property Loss

##### **A. Worker's Compensation**

Worker's compensation provides medical coverage and lost wage protection to employees for accidental injuries and illness arising out of and during employment. Worker's compensation is governed by the law of the state of Maryland and related court rulings. The Employee and Retiree Service Center (ERSC) is responsible for the administration of the worker's compensation program and publishes procedures for employees and their supervisors.

##### **B. Personal Injury**

Each negotiated agreement includes language regarding employee rights in the event of personal injury.

##### **C. Personal Property Loss**

Each negotiated agreement includes employee rights in the event of personal property loss.

#### **III. CLAIM PROCEDURES**

##### **A. Personal Injury**

1. When an MCPS employee, student teacher, or student intern is injured in the course of his/her employment (see Item II above), the supervisor should contact the worker's compensation claims administrator. The contact information is available from the Employee and Retiree Service Center.
2. The Health Insurance Claim Form (OMB 1500), available in the doctor's office or at the hospital, is completed and forwarded with the medical records to the Worker's Compensation claims administrator. The address for the claims representative is furnished upon receipt of MCPS Form 285-1 by the Employee and Retiree Service Center.
3. *Employee's Claim for Compensation Form (C30D)* is furnished by the claims representative to the person injured if the case involved time lost from work. The claim form must be completed and returned to the insurance company.
4. An employee who loses more than three days from work as the result of a job-related injury may be eligible for compensation as provided for in Article 101 of the *Annotated Code of Maryland* and determined by the Worker's Compensation Commission. Compensation payments, if approved, begin with the fourth day of lost time.
5. The employee shall file a leave request (MCPS Form 430-1) with the Employee and Retiree Service Center for the time period when the employee is unable to perform his/her duties, as well as a *Certification of Physician or Health Care Provider* (MCPS Form 440-35).
6. It is the responsibility of the employee to inform the principal/supervisor of the date when the employee will be able to return to his/her regular assignment.

#### B. Personal Property Loss

1. Request a Personal Property Loss form from the risk management specialist, Employee and Retiree Service Center. Complete and return with required documentation.
2. The Small Claims Review Board, composed of three representatives appointed by the chief operating officer, reviews the information and notifies the employee of the disposition of the claim.

**Regulation History:** Formerly Regulation No. 455-2, February 23, 1976, amended by the Agreements Between the Board of Education and MCEA (1987-1990), MCCSSE (1987-1990), and MCAASP (1985-1988); revised May 2, 1988; revised June 13, 2005.