

BOE Approved – 08/14/2023



**DISTRICT ATTENDANCE CENTERS**

Council Grove Elementary School  
Prairie Heights Elementary School  
Council Grove Junior-Senior High School

# Substitute Teacher Handbook 2023-2024

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## MORRIS COUNTY USD 417 MISSION STATEMENT

*USD 417 employees, parents, and patrons, through their cooperative efforts, assure district students of the knowledge, skills, and attitudes necessary to develop into life-long learners who respect themselves and others, contribute to their communities, and succeed in a changing world.*

### District Exit Outcomes

**Basic Skills:** Reads, communicates, and applies arithmetic and mathematical operations

- A. Reading – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Communicating – writes, listens, and speaks effectively
- C. Arithmetic/Mathematics – performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques

**Thinking Skills:** Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. Creative Thinking – generates new ideas
- B. Decision Making – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
- C. Problem Solving – recognizes problems and devises and implements plan of action
- D. Visualizes – organizes and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn – uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

**Personal Qualities:** Displays responsibility, self-esteem, sociability, self-management, integrity and honesty, and civic-mindedness

- A. Responsibility – exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem – believes in own self-worth and maintains a positive view of self
- C. Sociability – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- D. Self-Management – assess self accurately, sets personal goals, monitors progress, exhibits self-control, and accepts responsibility for actions
- E. Integrity/Honesty – chooses ethical courses of action
- F. Civic-Mindedness – takes an active role in community

## DISTRICT CURRICULUM

Curriculum documents available for each subject can be found on the district website [www.usd417.net](http://www.usd417.net) under "Curriculum & Instruction."

### SCHOOL IMPROVEMENT BASED ON EFFECTIVE SCHOOLS RESEARCH

The school is more than a collection of people, subjects, and grade levels. The qualities of the school as a whole can either enhance or detract from the classroom-learning environment. Clear expectations, consistency, and collaboration among adults, strong instructional leadership, and a central focus on learning are all important in pursuing instructional effectiveness.

- ☐ Everyone emphasizes the importance of learning.
- ☐ Strong leadership guides the instructional program.
- ☐ The curriculum is based on clear outcomes and objectives.
- ☐ Learning progress is monitored closely.
- ☐ Discipline is firm and consistent.
- ☐ There are high expectations for quality instruction.
- ☐ Teachers and administrators continually strive to improve instructional effectiveness.
- ☐ There are pleasant conditions for learning.
- ☐ Students are carefully oriented to lessons.
- ☐ Instruction is clear and focused.
- ☐ When students do not understand, they are retaught.
- ☐ Class time is used for learning.
- ☐ There are smooth, efficient classroom routines.
- ☐ Instructional groups formed in the classroom fit instructional needs.
- ☐ Standards for classroom behavior are explicit.
- ☐ Personal interactions between teachers and students are positive.
- ☐ Incentives for students are used to promote excellence.

### INSTRUCTIONAL STRATEGIES

Please refer to the document "USD 417 Teacher and Student Resources/Contacts and Materials" on the [www.usd417.net](http://www.usd417.net) website under District > District Site Council. This document lists approved instructional strategies, resources, contacts, and assessments to be used at each grade level and subject.

*Morris County USD 417 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the District Office at 17 S. Wood St., Council Grove KS 66846 (620) 767-5192.*

## TELEPHONE DIRECTORY

### **Morris County USD 417 District Office**

17 S. Wood Street  
Council Grove, KS 66846

(620) 767-5192  
Fax (620) 213-4052

Nancy Meyer, Superintendent ..... nmeyer@cgrove417.org  
Rachel Tompkins, Secretary ..... rtompkins@cgrove417.org  
Bryce Johnson, Business Manager ..... bjohnson@cgrove417.org  
Amber Weeks, BOE Clerk/Data Coordinator ..... aweeks@cgrove417.org  
Valerie Gehrler, Director of CIA ..... vgehrler@cgrove417.org

### **Council Grove Elementary School**

706 E. Main Street  
Council Grove, KS 66846

(620) 767-6851  
Fax (620) 213-4056

Heather Honas, Principal ..... hhonas@cgrove417.org  
Kelcy Bremer, Asst. Principal ..... kbremer@cgrove417.org  
Carol Wright, Secretary ..... cwright@cgrove417.org  
Korina Martin, Secretary ..... kmartin@cgrove417.org  
Tina Wheeler, Counselor ..... twheeler@cgrove417.org  
Joel Young, Counselor ..... jyoung@cgrove417.org  
Rachel Hodges, Library/Media Specialist ..... rhodges@cgrove417.org

### **Council Grove Junior-Senior High School**

129 Hockaday Street  
Council Grove, KS 66846

(620) 767-5149  
Fax (620) 213-4055

Jay Doornbos, Principal ..... jdoornbos@cgrove417.org  
Matt Fox, Asst. Principal/District Activities Director ..... mfox@cgrove417.org  
Brianna Humphrey, Secretary ..... bhumphrey@cgrove417.org  
Kendra Elsen, Secretary ..... kelsen@cgrove417.org  
Jill Day, Counselor ..... jday@cgrove417.org  
Emma Methvin, Counselor ..... emethvin@cgrove417.org  
Dani Sisson, Counselor ..... dsisson@cgrove417.org  
Tina McIver, Library/Media Specialist ..... tmciver@cgrove417.org

### **Prairie Heights Elementary School**

801 Center Street  
Alta Vista, KS 66834

(785) 499-6313  
Fax (620) 213-4058

Chris Delforge, Principal ..... cdelforge@cgrove417.org  
Sheryl Crooks, Secretary ..... scrooks@cgrove417.org  
Dani Sisson, Counselor ..... dsisson@cgrove417.org

**MORRIS COUNTY USD 417  
BOARD OF EDUCATION MEMBERS**

District 2...Position 5	TinaRae Scott	<a href="mailto:tscott@cgrove417.org">tscott@cgrove417.org</a>
Member At-Large	Mary Myers	<a href="mailto:mmyers@cgrove417.org">mmyers@cgrove417.org</a>
District 2...Position 2	Marie Blythe	<a href="mailto:mblythe@cgrove417.org">mblythe@cgrove417.org</a>
District 1...Position 4	Kelcy Hartman	<a href="mailto:khartman@cgrove417.org">khartman@cgrove417.org</a>
District 1...Position 1	Terry Powell	<a href="mailto:tpowell@cgrove417.org">tpowell@cgrove417.org</a>
District 2...Position 6	Jamie Johnson	<a href="mailto:jajohnson@cgrove417.org">jajohnson@cgrove417.org</a>
District 1...Position 3	William Glenski	<a href="mailto:bglenski@cgrove417.org">bglenski@cgrove417.org</a>

**BOARD OF EDUCATION POLICY**

**IA Philosophy**

**USD 417 Mission Statement**

Employees, parents, and patrons, through their cooperative efforts, assure district students of the knowledge, skills, and attitudes necessary to develop into life-long learners who respect themselves and others, contribute to their communities, and succeed in a changing world.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being, and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions, and community programs.

**GBRJ Arrangements for Substitutes**

Qualified substitute teachers shall be secured for the district.

Substitute teachers will have a current license on file at the District Office.

Substitute teachers will be entered into the district's substitute teacher finder system.

The superintendent shall be responsible for developing a substitute's handbook. The board shall establish the rate of pay for substitute teachers each July.

**GBRJ-R Substitute Teaching**

Candidates will receive a substitute's handbook, an explanation of the substitute program, and necessary HR onboarding forms to be completed.

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

The superintendent shall meet with principals and review the performance of substitutes.

## GENERAL INFORMATION

### I. Qualifications

- A. **Selection and Employment...**In order to become a substitute teacher in USD 417, the teacher must be approved for employment and the following items must be verified and on file at the District Office.

1. Completed Application Form
2. W-4
3. I-9
4. Loyalty Oath
5. Current Kansas Teaching or Substitute Teaching Certificate
6. Completed Health Certificate
7. Two (2) Forms of Identification (i.e. Social Security Card/Driver's License)
8. Blood Pathogens Video
9. Completed Blood Pathogens Education Verification Form

- B. **Substitute Teacher Availability...**Upon employment, the substitute teacher may designate day(s) of the week he/she is available for teaching. The substitute teacher may designate days of the week, educational level, and/or building preference he/she is most interested. Flexibility is encouraged. However, if you're not available on certain days, please let us know.

- C. **Substitute Calling Procedure...**Daily arrangements for substitute teachers in USD 417 are made through an online substitute program.-Notification may range from days/ weeks to the day/ morning that the substitute teacher will be needed. Substitute teachers will receive login information for the online system from the District Office. Under no circumstances should a classroom teacher make substitute teacher arrangements.

### Morris County USD 417 Pay

Type of Sub Job	Type of License	Full Day Pay	Half Day Pay
Teaching	Standard/Professional and Emergency	8.0 hours \$125	4.0 hours \$62.50
Para educator/Teacher Aide Substitute	Licensed Not Required. Must apply at the District Office.	NA	NA

- a. Substitutes teachers on average should clock 20 minutes prior to their first scheduled class period in their assigned building, and 10 minutes after the completion of their last schedule period. If the teacher plan period is at the end of the day, the substitute teacher will contact the school office to see if additional duties are available or if the substitute assignment is complete. If the teacher's plan period is the first hour of the day, you will most likely just be told to arrive after the plan period. Should that not be stated in the instructions of the job you accept, see the main office for any duties to be completed.

- b. Substitute Para Educators and Teacher's Aides are to clock in no more than 10 minutes prior to their accepted job schedule and should clock out no later than 10 minutes after the job schedule unless otherwise instructed by a building administrator or teacher in charge of the classroom you are subbing in. Substitutes for hourly employees will clock out for lunch unless working during a lunch break is asked of you, and a formal lunch break of at least 20 minutes is never made available.
- B. Long-term substitute teachers must be Kansas licensed. The substitute teacher will be paid the current rate (see table on page 7) through the tenth (10<sup>th</sup>) continuous day for the same teacher. On the eleventh (11<sup>th</sup>) continuous day for the same teacher, the substitute teacher will be paid a daily rate equivalent to a beginning teacher's salary on the salary schedule base (according to the current Negotiated Agreement Salary Schedule).
- C. In order for a substitute teacher to be paid, he/she must clock in and out. Substitutes will be paid on the 20<sup>th</sup> of each month for days from the 11<sup>th</sup> day of the previous month through the 10<sup>th</sup> day of the payroll month. In the event that the 20<sup>th</sup> falls on a Saturday, Sunday, or a holiday payroll checks are distributed on the closest business day prior to the 20<sup>th</sup>.
- D. Kansas Substitute Teaching License Limitations**
  - i. As stipulated by the State of Kansas and KSDE, all limitations placed on substitute licenses will be followed.
- E. **Substitute Teaching Assignment...**All substitute teacher assignments are temporary. There can be no guarantee for a minimum number of working days.
- F. **Questions and Answers...**Should a substitute teacher have questions or concerns, he/she may contact the following...
  - i. Building principal...if the concern or question has to do with a specific teaching assignment and/or building procedure.
  - ii. District Office...for any other questions and/or concerns. Your call will be directed to the person who can best address your question or concern.

## II. Responsibilities

A daily schedule will depend on the substitute teaching assignment. Check with the building principal if there are questions.

### A. School Hours (student day)

Council Grove Elementary School	8:00 a.m. to 3:10 p.m.
Council Grove High School	8:10 a.m. to 3:15 p.m.
Council Grove Junior High School	8:10 a.m. to 3:15 p.m.
Prairie Heights Elementary School	8:00 a.m. to 3:45 p.m.

- B. **Reporting Procedures...**The substitute teacher will report to the school office upon arrival. The building principal and/or secretary will provide additional information and directions if needed. The substitute teacher is expected to:



1. Clock in and out for their assignment.
  2. Request information on special activities or schedule changes for the day.
  3. Become familiar with the rules and regulations pertaining to fire and safety drills in any building assigned. Locate the teacher's Crisis Plan Notebook.
  4. Locate the Substitute Teaching Folder. Review the lessons, schedule, and emergency procedures as soon as possible.
- C. **Personal**...It is the responsibility of the substitute teacher to notify the Morris County USD 417 District Office of any changes in name, address, and/or telephone (cell) number(s). This may be done in writing or by contacting Rachel Tompkins at 620.767.5192 or [rtompkins@cgrove417.org](mailto:rtompkins@cgrove417.org).
1. Lunch...The substitute teacher may either bring a lunch from home or eat an adult lunch from the school cafeteria. A school lunch may be purchased in the school office or cafeteria.
  2. Parking...See Maps in Appendices.

### III. Professional

- A. **Student Attendance**...The substitute teacher will keep an accurate record of daily attendance. This can be done on the Substitute Teacher Summary Report. See Appendices.
- B. **Lesson Plans**...The substitute teachers should follow the lesson plan left by the regular classroom teacher.
- C. **Lesson Assignments/Homework Assignments**...The substitute teacher is expected to assign work that is outlined in the teacher's lesson plans.
1. Any modifications/changes in the lesson assignment should be documented for the classroom teacher.
  2. Written work assigned by the substitute teacher that is not outlined in the lesson plans should be graded by the substitute teacher and left for the classroom teacher.
- D. **Alternate Lesson Plans**...In the event that the substitute teacher is unable to teach the lesson for the day, the substitute teacher should be prepared with an alternate lesson plan that can be adapted to various grade levels and/or subject areas.
- E. **Classroom Procedures**...Greet students as they come into the room and identify yourself. Write your name on the board if you are there for the first time.
1. Read the bulletin, take attendance, and/or take lunch count as outlined in the Substitute Teacher Folder.
  2. At the end of each class period, collect all necessary materials from students. Be sure to clarify teacher expectations such as assignments, homework, etc.

- F. **Student Discipline**...Proper discipline is a prerequisite to good teaching. The substitute teacher is responsible for maintaining classroom control and can expect reasonable support from the building principal.
1. Student discipline procedures are outlined in each building's Student Handbook.
  2. Common sense is the best policy. When in doubt...don't! Seek assistance from the building principal or neighboring classroom teacher.
  3. Corporal punishment is not allowed in Morris County USD 417.
- G. **Severe Classroom Disruptions**...Depending on the degree of severity with regard to the classroom disruption, the substitute teacher may choose to...
1. Send the disruptive student to the office with a note explaining why the student was sent.
  2. Call the office for assistance if the disruptive student will not go to the office.
  3. Leave the disruptive student in the classroom and remove all other students to a safe location. Request immediate assistance from the office.
  4. The substitute teacher should never handle a student in a physical manner. Each building has staff members trained in Crisis Intervention techniques.
- H. **Confidentiality**...Substitute teachers are held to the same confidentiality expectations as are classroom teachers, para-educators, teacher aides, etc.
1. Student Information Confidentiality...All student information and/or records are to be treated as confidential and primarily used by the local school. The general public shall not be allowed to inspect a student's personal record/file(s). The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.
  2. The substitute teacher will treat all student information as confidential whether that information is written or oral. Confidential student information will be handled in professional manner and be discussed only with appropriate school personnel.
  3. USD 417 Personnel Confidentiality...Confidential personnel information, whether written or oral, shall be handled in a professional manner and be discussed only with the appropriate school personnel.
  4. The substitute teacher will maintain standards of ethics. Any concerns with the regular classroom teacher and/or other USD 417 employee should be addressed only with the regular classroom teacher or the building principal.
- I. **Substitute Teacher Feedback Report** ...The substitute teacher will complete a Substitute Teacher Feedback Report (see Appendices). The summary will ask the substitute teacher to respond to item such as: lesson plans, lesson information, student attendance, student assignments, discipline problems, etc. The Substitute Teacher Feed Back Report will be turned-in to the building principal before leaving the building for the day.

#### IV. **Special Reports**

- A. **Student Accident Report...** In the event of an injury causing accident, the substitute teacher should...
1. Provide immediate first-aid in the case of life-threatening injuries.
  2. Make the individual as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees are those who have successfully completed an approved First Aid program, the school nurse, or nurse's aide.
  3. Report the accident to the building principal or designated representative.
  4. Document any injuries that occur under the substitute teacher's supervision by completing the Student Accident Report (see Appendices) if applicable to the building's preferences and policies – ask the building administrator directly for instruction regarding any paperwork after an incident.
- B. **Staff Injuries...** An injured employee must notify the designated employer's workers' compensation coordinator (the BOE Clerk at the District Office) within 20 days of the injury or within 30 days of repetitive trauma in order to be eligible for benefits.

#### EMPLOYEE'S RESPONSIBILITY

1. Notify your supervisor AND the workers' compensation coordinator (BOE Clerk) immediately after an injury. Your supervisor will provide you with "Information for Injured Employees," as well as the "Report of Injured Employee" – please fill this report out as soon as reasonably possible. Your supervisor will investigate the accident and provide the workers' compensation coordinator with as much information as possible.
2. Seek medical attention at a district-approved facility (Family Health Center) if necessary.
3. Deliver the doctor's form with release to return to work or work restrictions to your supervisor immediately after doctor's visit.
4. Provide all medical bills, receipts from prescriptions, mileage statements, etc. to the district office.

#### SUPERVISOR'S RESPONSIBILITY

1. Provide the injured employee with the "Information for Injured Employees" form, as well as the "Report of Injured Employee" to be filled out.
2. If there were any eyewitnesses to the accident, they should fill out the "Report of Eyewitness Form."
3. Conduct and submit the "Supervisor's Accident Investigation Report." If the investigation required more than eight hours completing, you must notify the office prior to the end of the work shift.
4. Provide all of the above forms to the workers' compensation coordinator (BOE Clerk) at the district office in a timely manner.

#### C. **Testing**

1. The board, through its designated workers' compensation coordinator, shall require a post-injury chemical test as authorized by K.S.A. 44-501 et seq., and, if such test is refused, all workers' compensation benefits shall be forfeited by the employee.

2. Choice of Physician-
  - a. The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee refuses to use the designated provider, benefits will be limited to \$500.00.

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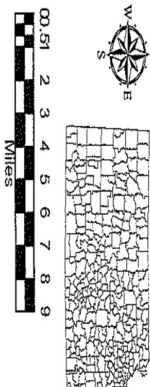
# USD 417 2023-2024

Approved 02/13/2023

July 2023							July	5-28 Online 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MAP CREATED TUESDAY, JANUARY 20, 2015

KDOT makes no warranty, guarantee, or representations for accuracy of this information and assumes no liability for errors or omissions.

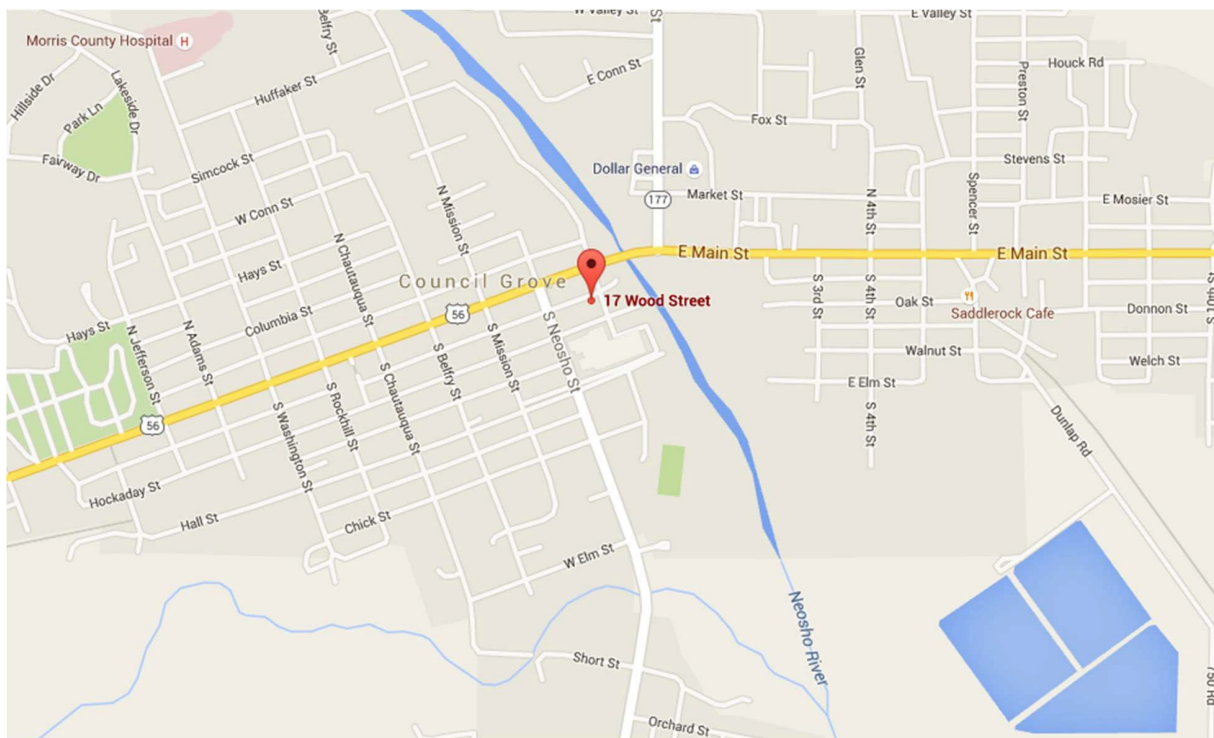


Morris County Schools USD 417  
District Office  
17 Wood Street  
Council Grove, KS 66846

Phone: 620-767-5192  
Fax: 620-213-4052

Superintendent: Nancy Meyer  
Curriculum Coordinator: Valerie Gehrler  
BOE Clerk/Data Coordinator: Amber Weeks  
Business Manager: Bryce Johnson  
Transportation: Matt Weaver

Secretary: Rachel Tompkins

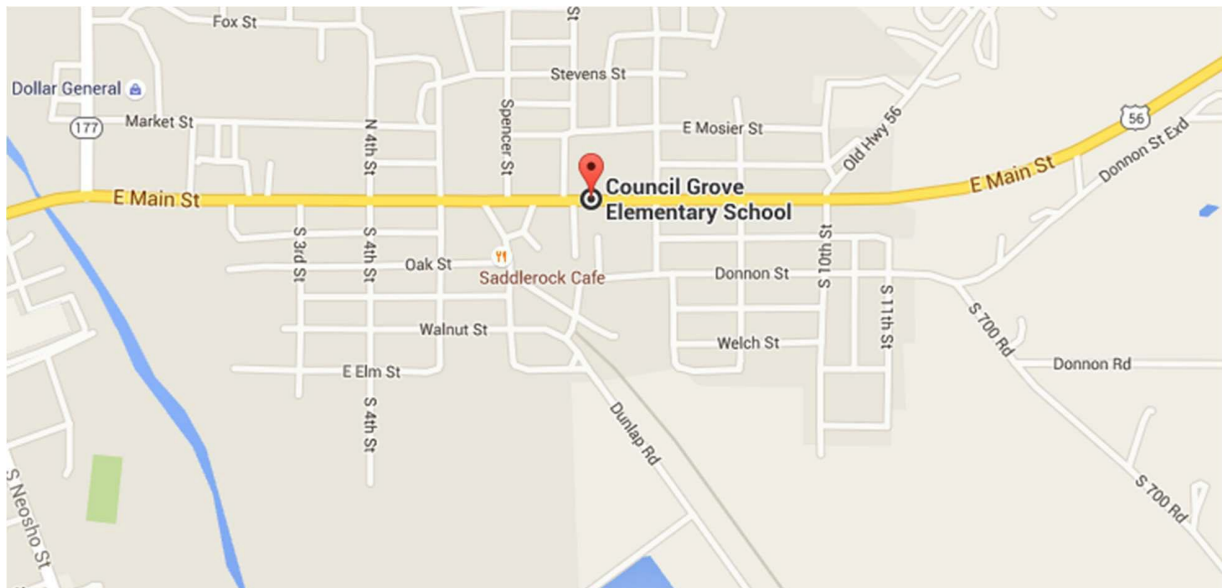


Council Grove Elementary  
706 E. Main Street  
Council Grove, KS 66846

Council Grove Elementary PreK-6  
Principal: Heather Honas  
Assistant Principal: Kelcy Bremer  
Phone: 620-767-6851

Parking for the elementary school level is located on the northwest corner of the building next to the playground.

The elementary school office is located next to the main entrance off of Main Street.

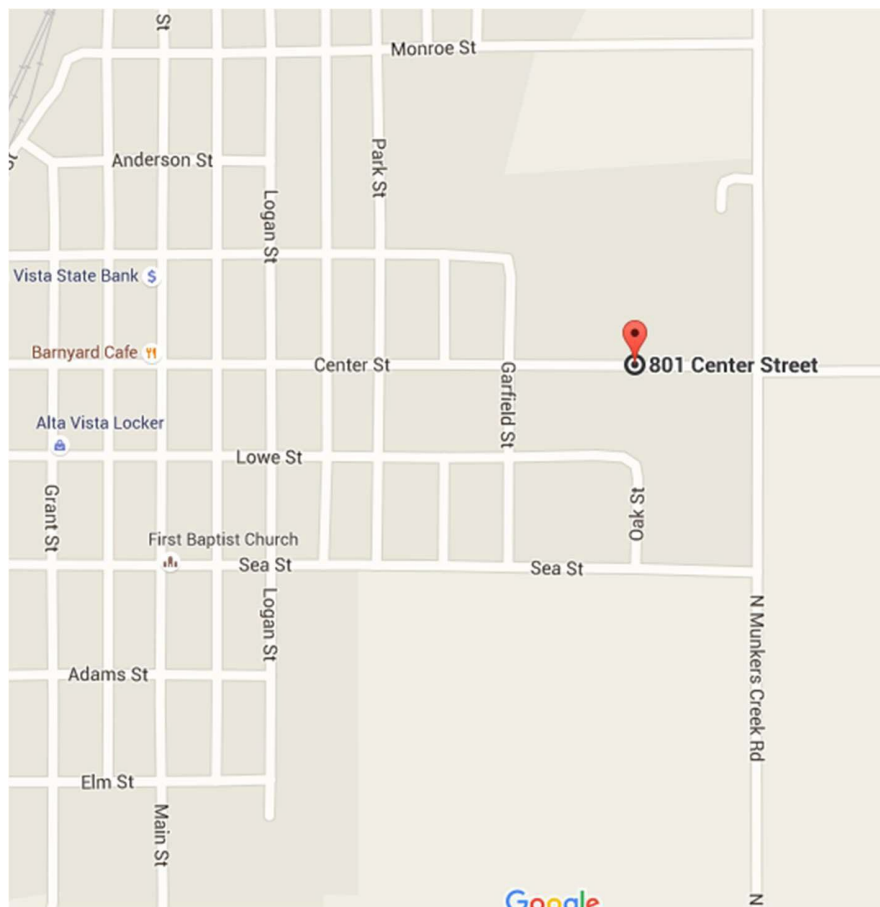




Prairie Heights Elementary School  
801 Center Street  
Alta Vista, KS 66834

Principal: Chris Delforge  
Phone: 785-499-6313

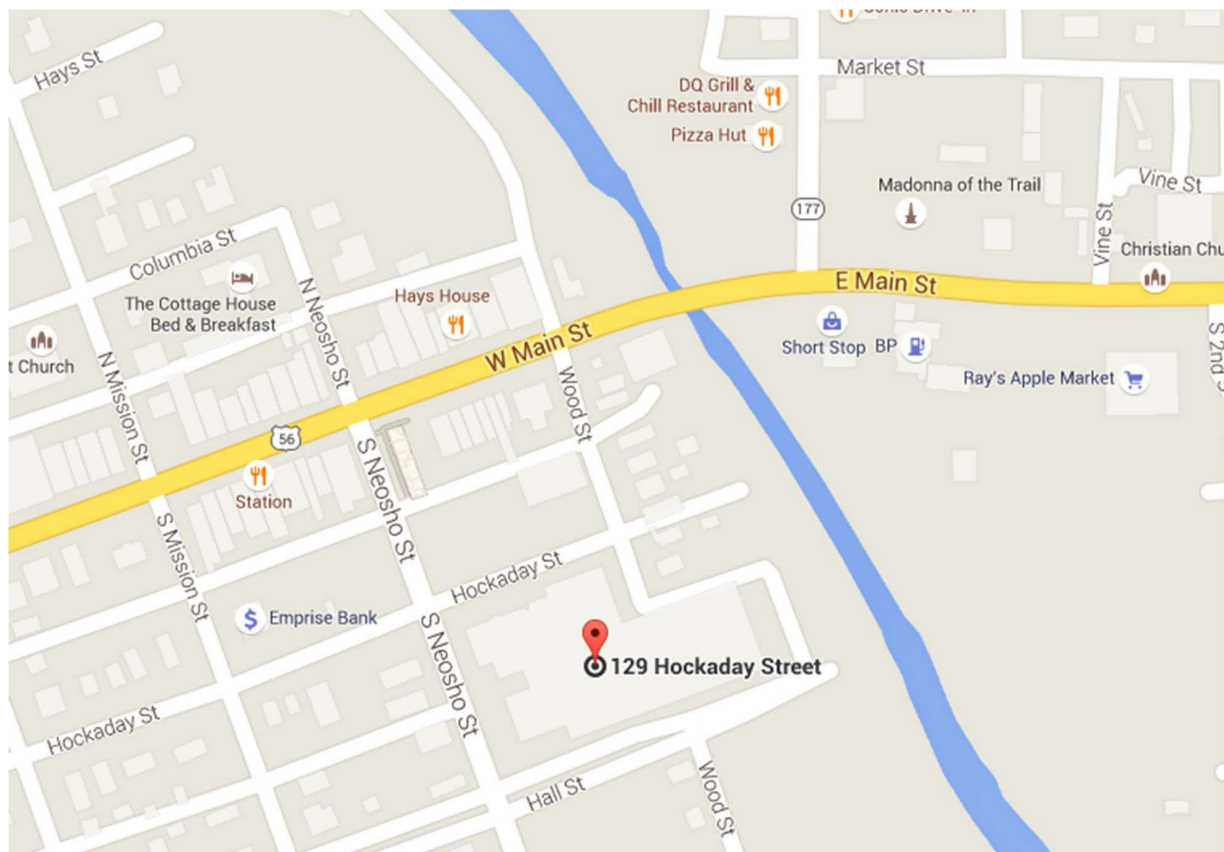
Parking is available in front of the elementary school on Center Street.



Council Grove Junior-Senior High School  
129 Hockaday Street  
Council Grove, KS 66846

Principal: Jay Doornbos  
Assistant Principal/District Athletic Director: Matt Fox  
Phone: 620-767-5149

Parking is available on any street around the high school. Additional spaces are available on the east side of the high school.



# COUNCIL GROVE ELEMENTARY SCHOOL



## BUILDING MAP

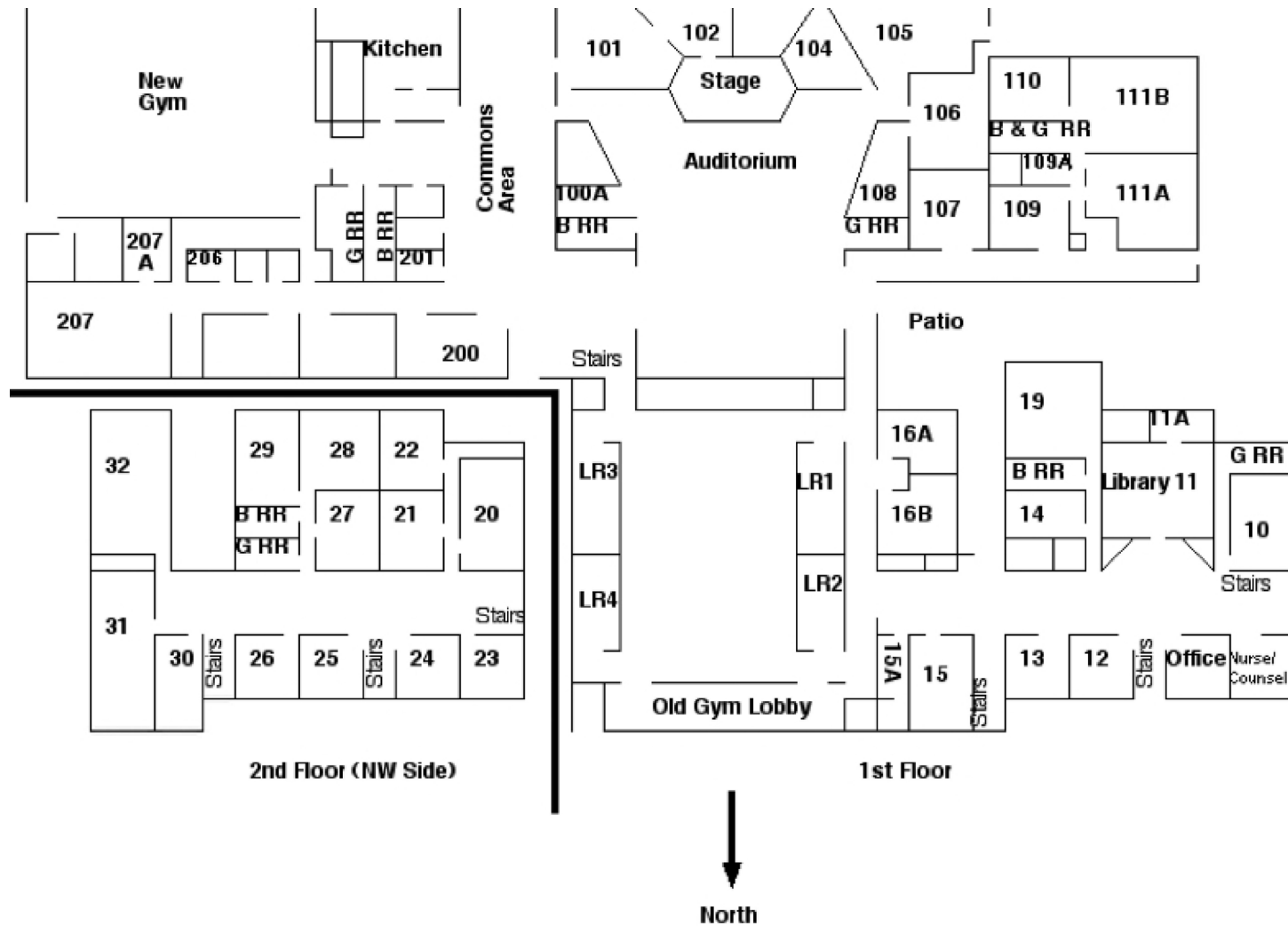
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# Prairie Heights Elementary School



BUILDING DIAGRAM

# COUNCIL GROVE JUNIOR-SENIOR HIGH SCHOOL



**BUILDING MAP**

## **Student Incident Report Form**

A reportable student incident is an incident occurring while the student is under school jurisdiction resulting in bodily injury that does or does not require first aid treatment or professional medical attention. Discuss with the building principal what documentation they would like you to complete in the event of an incident.

\*Required

**What is your School Name?\***

**What is today's date?\***

Month            Day            Year

**What is the student's name?**

**What grade is the student in?**

**How old is the student?\***

**What gender is the student?\***

**What is the student's home address?**

**What city does the student live in?**

**What are the parents' names?**

**What is the parent(s)' home phone?**

**What is the parent(s)' business phone?**

**What date did the incident occur?\***

Month            Day            Year

**What time did the incident occur? •**

Hour:            Min:            AM/PM

**What day of the week did the incident occur on? •**

**Where did the incident occur?\***

**Who was supervising when the incident occurred?\***

**How did the incident happen?\***

Describe fully, stating whether student fell, was pushed, etc.

Description of the injury, extent, and part of body involved:\*

Procedure followed and first aid rendered to student:

**Who administered first aid? (Name and title)**

**Were others involved?\***

If others were involved, please state their names here:

**State what equipment, tool, object, or condition caused the incident:**

**What action is being taken to prevent reoccurrence?**

If applicable

**Was a doctor seen?**

**State the name of the doctor seen if applicable:**

**Name of witness(es):**

**Who transported student from the school?**

If applicable

**Were parents or others notified?**

State name of person notified if applicable:

**Was the school insurance form requested?**

**If the school insurance form was requested, what date was it sent home?**

Month              Day              Year

**Name and title of person completing the form:**

**Has the principal been notified of the incident?**

**Follow-up on injury:**

**REPORT BY INJURED EMPLOYEE**

Employer: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Home Address: \_\_\_\_\_

Your Home Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

In your own words, please describe what happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What physical problems do you relate to this injury? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you report this injury to your supervisor? \_\_\_\_\_ If not, why not? \_\_\_\_\_

Date Reported? \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Were you working at your regular job at the time of the injury? \_\_\_\_\_

If not, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? \_\_\_\_\_ If yes, who? \_\_\_\_\_

\_\_\_\_\_

Did you go to a hospital/clinic? Yes \_\_\_\_ No \_\_\_\_

Address of hospital/clinic: \_\_\_\_\_

Name of treating physician: \_\_\_\_\_

Any additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## INFORMATION FOR INJURED EMPLOYEES

K-WC 27-A (Rev. 4-13)

\* THIS NOTICE APPLIES TO ACCIDENTS ON OR AFTER APRIL 25, 2013 \*

Employers are required to provide this information to each injured worker

### WHAT TO DO IF AN INJURY OCCURS ON THE JOB

If you have any questions about workers compensation benefits, contact the Division of Workers Compensation at the phone number at the bottom of the page. Assistance in Spanish is available.

(1) **NOTIFY YOUR EMPLOYER IMMEDIATELY:** Per K.S.A. 44-520, a claim may be denied if an employee fails to notify their employer within the earliest of the following dates: (A) 20 calendar days from the date of accident or the date of injury by repetitive trauma; (B) if the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, 20 calendar days from the date such medical treatment is sought; or (C) if the employee no longer works for the employer against whom benefits are being sought, 10 calendar days after the employee's last day of actual work for the employer.

Notice may be given orally or in writing. Where notice is provided orally, if the employer has designated an individual or department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager.

Where notice is provided in writing, notice must be sent to a supervisor or manager at the employee's principal location of employment.

The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

(2) **FOLLOW YOUR EMPLOYER'S INSTRUCTIONS** for getting medical aid and follow the doctor's instructions.

(3) **MEDICAL BENEFITS:** An injured worker is entitled to all medical services reasonably necessary to cure and relieve the worker from the effects of the injury. The employer has the right to select the doctor who will treat the injury. A worker may seek the services of an unauthorized doctor up to a limit of \$500.00. A worker may apply to the Workers Compensation Director to change the authorized treating doctor. Reimbursement for travel to obtain medical treatment is payable at a rate set by law for trips that are five miles or more (round trip).

(4) **WEEKLY BENEFITS:** Benefits are paid by the employer's insurance carrier or self insurance program. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66% percent of his/her average weekly wage up to a maximum of 75 percent of the state's average weekly wage.

These benefits are subject to legislative changes. If the injury results in permanent disability, the Kansas Workers Compensation law provides for additional benefits.

DIVISION OF WORKERS COMPENSATION - OMBUDSMAN / CLAIMS ADVISORY UNIT  
401 SW Topeka Blvd., Ste. 2, Topeka, KS 66603-3105 • Phone (785) 296-4000, (800) 332-0353 • Fax (785) 296-0025

INFORMATION AND INSTRUCTIONS  
FOR EMPLOYEES REGARDING  
WORK RELATED INJURIES AND ILLNESS

1. All employees are expected to immediately report any work injuries or illness to their immediate supervisors and the districts designated workers' compensation representative.

A claim may be denied if an employee fails to notify their employer in the earliest of the following dates:

- A. 20 days from the date of accident or the date of injury by repetitive trauma;
  - B. If the employee is working for the employer against whom benefits are being sought mid such employee seeks medical treatment for an injury trauma, 20 calendar days from the date such medical treatment is sought; or
  - C. If the employee no longer work for the employer against who benefits are being sought, 10 calendar days after the employee's last day of actual work from the employer
2. If the injury or illness is immediately life threatening for employee should seek treatment at the closest emergency room. If the injury or illness is not life threatening and medical is necessary the employee shall seek treatment at the Designated Health Care Provider(s) listed below:

Family Health Center, 604 N Washington Street, Council Grove, KS 620-767-5123

If you are dissatisfied with designated health care provider you are entitled to up to \$500.00 in unauthorized treatment at a provider of your choice. If you exceeded the \$500.00 of unauthorized medical treatment the district is under no obligation to pay additional costs unless you return to treatment with an authorized provider.

3. All employees are expected to return to work or call immediately after seeing or being treated by the physician. We must have the physical assessment and released forms returned to the district's designated representative the day of the accident, if possible. Have the physician that you see complete these forms and return them to you before leaving the office or hospital. You will not be allowed to return to work without this form. (If necessary, every effort will be made to place you in a temporary position working within the restrictions the physician specified if modified work is recommended.)

4. It is your responsibility to keep your supervisor informed of your condition at least weekly when receiving medical care for a condition that keeps you from doing your regular job, including work related injuries and illness. This will assist your supervisor in scheduling the workload for the week. Time off will not be automatically extended. Your physician must verify your inability to work. This must be in writing and given to your supervisor.
5. A copy of the prescription must be accompany all receipts for prescriptions or durable medical equipment. The receipts may be brought to the designated district representative for submission of reimbursement. We encourage you to use the first fill process and prescription program provided by the Kansas Association of School Boards Workers Compensation Fund, Inc.
6. Injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer may not be compensable.

I have read and understand my responsibilities regarding the above information, and have been given a copy for my own files:

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Employee's Signature

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Date