



Workers Compensation Instructions

AR School Boards Association
501-492-4805
PO Box 165460
Little Rock, AR 72216-5460

When an employee is injured, the individual reports it to their supervisor, calls the ARSBA hotline **855-769-7900** and completes a Form N in powerschool. All injuries require a hotline call and a Form N for the protection of both the employee and the district. Employees must completely fill out and sign the form in two places to be valid. The Form N is required within 24 hours of the injury (unless an emergency where the employee can't complete the form.)

When an employee makes the hotline call, ARSBA will let them know whether to see a doctor or not. They are the only ones to authorize a doctor visit. All visits will be at Millard Henry Clinic in Russellville. It is up to the employee to make their own appointments. Employees will email/turn in any doctor notes to Sidney Speeler (sidney.speeler@rsdk12.net). Any related prescriptions must be filled at Newton's Pharmacy. The employee must specify this is Workers' Comp at both places or they will be billed personally.

If the incident is an emergency and the employee needs to go to the hospital, call Central Office and let Sidney know. They will call ARSBA and make them aware of the incident and they will start a claim for the employee. Whenever the employee can complete the form, then they will.

ARSBA will email a First Report of Injury to Sidney as soon as an employee calls the hotline number. This is the alert that there has been an injury and to watch for the Form N in Powerschool. If we don't receive the Form N by the following day, we will contact the supervisor or school secretary to find out why. Once the Form N has been received, we then forward it to ARSBA.

The day after an employee is injured, contact the supervisor or school secretary to make sure the employee came back to work the next day. Sidney will email ARSBA to let them know. If an employee is out for over three days, they will need to contact Sidney on the fourth day to begin FMLA paperwork if they qualify.

There is a 7-day waiting period to draw workers comp. Employees must use their sick days to avoid being docked in the meantime. This is an AR law. Waiting period is per claim-not cumulative.