

WORKERS' COMPENSATION

If you injury yourself during work, the district is required to report your injury. The report is required whether or not you intend to seek medical treatment.

You must report your injury as soon as possible to your supervisor, the workers' compensation insurance company, and Human Resources.

Your supervisor will complete a supervisor's incident report as well as hand you a packet of documents that you need to complete. Both the [supervisor's report](#) and your [completed documents](#) must be returned to Human Resources as soon as possible.

As the injured worker, you are also responsible for placing a call to School District Insurance Consortium (Worker's Compensation Insurance Company or SDIC) to report your claim at: **1-800-445-6965**. SDIC will give you a claim number. This number is important for you to use, should you need to seek medical treatment. The packet of information contains the medical professionals you may treat with as well as a prescription card should your medical visit include treatment with medical devices or prescriptions.

If this injury requires any absence from work, it will be necessary for you to obtain a statement from your physician specifying the extent of the injury and the expected (or actual) date of return to work.

It is important to keep Human Resources, as well as your supervisor, updated on the status of your injury and the length of your absence. You are also responsible for entering any absences in Kronos or ESS until other arrangements are made with your supervisor and/or Human Resources.

Please be aware that if you are out of work and being compensated by our workers' compensation company, you will be responsible for payment of current bi-weekly health/dental insurance co-pays if they are deducted from your paycheck. You will also be responsible for payment of your PSERS contribution to receive years of service credit for this time off.



Contact HR:

Need a question answered?
Send us an email:

Jacqueline McHale, SPHR
jmchale@pennridge.org

Donna Schepis
dschepis@pennridge.org

Nicole Foster
nfoster@pennridge.org

Alison Johnson
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Joanne O'Reilly
joreilly@pennridge.org

Tiffannie Zimmerman
tzimmerman@pennridge.org

Don't know who to email?
E-Mail the [HR Inbox](#) and we'll get it to the right person.



SAFETY TIPS FROM OUR WORKERS COMP CARRIER

Injuries from falls rank second nationally as major accident event and in some cases, it is the primary accident-injury cause. There are several reasons this happens: poor walking/working surfaces, footwear not appropriate for the work environment, use of equipment not designed for specific tasks – such as using chairs as ladders, and obstructions (stored material, cords, furniture, etc.) in the walkways. All these situations can be managed and the chance these kinds of accidents greatly reduced.

Next, footwear. This one can be a tough area to explore because it gets a little personal. So does slipping and falling when the person gets injured. There is a variety of footwear designed for specific conditions – boots for wet weather, athletic shoes for sports, flops for beach, and high heels for evening wear. There is also activity-appropriate footwear for your work environment. You should not mix, say, evening shoes for working in foodservice kitchen, or athletic shoes for working around chemicals. If you do, it not only increases chance you will have a slip/fall accident, but you could have other problems (certain chemicals will disintegrate leather footwear). Also, footwear does wear out. You need the right kind of footwear for your job's demands (non-slip shoes for commercial kitchens, work boots for maintenance staff) and it needs to be in good condition to perform as intended.

And, finally, work habits. Do you carry items in your arms so your view is obstructed? Do you take big strides when the floor is wet or the sidewalk icy? Take smaller steps and **sloooow down** – no rush. A chair was only designed for one thing – to sit on it. Using chairs (as ladders) to reach high locations on walls or ceilings is asking for a fall.

Be safe. Think about what you are doing. Take the time to do it right.

Available Forms:

[Employee Reporting Packet](#)

[Supervisory Incident Report](#)

[Claims reporting online](#)

REPORT A CLAIM



HUMAN RESOURCES OFFICE DIRECTORY

Donna Schepis-Confidential Secretary to Director

(x122368) dschepis@penridge.org

- [Course Approvals & Course Reimbursement](#)
- [Column/Step Movement](#)
- [Certifications-Level II Inquiries](#)
- [Human Resources Website](#)
- Employment Verifications
- Longevity
- Seniority
- Sabbaticals
- [Worker's Compensation](#)
- Unemployment Compensation
- General HR Inquiries

Alison Johnson-Human Resource Secretary

(x122711) aljohnson@penridge.org

- Talent Ed Recruit & Hire
- Act 168s
- New Hire On-Boarding - Required Documentation
- TPE/PE Contracts
- Kronos Schedules
- Security Badge pictures
- School Board - Personnel & EDR Reports
- ESS - Billing & New Employee Set-up

Nicole Foster-Benefits Specialist

(x122716) nfoster@penridge.org

- Employee Leave Balances (Vacation, Personal, Sick)
- [Leaves of Absence \(FMLA, unpaid, etc.\)](#)
- Exit Procedures for Resigning/Retiring Employees
- Employee ADA
- [Medical, RX, Dental & Vision Benefits](#)
- [LTD Insurance](#)
- [Life Insurance](#)
- COBRA
- ESS – Long Term Substitutes
- [Kronos](#) – Accrual Balances

Joanne O'Reilly-AM Receptionist/PM HR Office Clerk

(x125011 am - x122206 pm) joreilly@penridge.org

- [Collection & Recording of Volunteer Clearances](#)
- [Collection & Recording of Employee Clearances](#)

Tiffannie Zimmerman-PM Receptionist

(x125011) tzimmerman@penridge.org

- [Collection & Recording of Volunteer Clearances](#)

Inquiries regarding paychecks, W2s, & TSAs should be directed to [payroll](#) and/or the business office.