

<p style="text-align: center;"><b>TUSD</b> Tucson, Arizona</p> <p style="text-align: center;"><b>POLICY REGULATION</b></p>	REGULATION TITLE: Employee Assistance
	CODE: GBGC-R

Any employee who has an accident, no matter how slight, while on duty shall notify the supervisor immediately. Failure to follow this procedure could result in the loss of worker's compensation benefits.

After being notified by an employee, the supervisor shall complete and submit the Report of Industrial Injury to the District Office.

The business office, upon receiving the supervisor's report, shall within twenty-four (24) hours or during the next working day after the accident occurs, submit the Report of Industrial Injury to the State Compensation Office.

Reviewed: July 12, 2011 [Via email from Supt's Ofc to Board]

Reviewed:

Reviewed:

**Legal Ref:**

**Replaces TUSD Regulation #**

**Cross Ref # EBBB – Accident Reports**