Responsible: Office of Human Resources, Risk Management Department

PURPOSE

This administrative procedure establishes the protocols used when the State of Nevada audits the Workers' Compensation program of the Washoe County School District ("District").

PROCEDURE

1. The State will notify the Risk Management Office of an upcoming audit with a list of the claims they wish to review.

2. The Program Services Technician shall pull the files for the examiners on the day of the audit.

3. The auditors examine the files and write down questions they may have.

4. When the file review of the audit is completed, they will review any questions with the Risk Manager and/or Risk Coordinator.

    a. Concerns by the auditors are put in writing and the Risk Manager shall respond to the auditors in writing.

    b. Auditors can impose fines and penalties against the District if it is found that the District did not follow the Workers' Compensation laws.

5. Audits are usually conducted every two (2) to five (5) years.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

    a. Board Policy 7300, Risk Management

    b. Administrative Regulation 7350, Industrial Worker's Compensation for Employees (Pending)

        i. Processing Workers' Compensation Claims (WCK-P030)

        ii. Wage Verification Procedure (WCK-P031)

            1. Wage Verification Form - EXTERNAL DOCUMENT (State Form D-8 revised 07/99)

        iii. Waiver of Premium (WCK-P032)

    iv. OSHA Posting Requirement (WCK-P035)

    v. Appeals of Workers' Compensation (WCK-P036)

    vi. Light Duty / Modified Return to Work (WCK-P037)

    vii. WCSD Accident/Exposure Investigation Report (WCK-F001)

REVIEW AND REPORTING

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents.

REVISION HISTORY

Date	Revision	Modification
12/27/2005	A	Adopted as CSI Procedure
8/18/2006	B	Revised
11/15/2016	1.0	Revised: converted to administrative procedure;