

**Department of Finance and Operations  
Improvement Plan  
2013-2014**

**District Key Result:** Safe, Comfortable Environment and Effective and Efficient Operations

**Personal Goal:** Reduce the number of lost time workers comp claims to 3 or less per year and reduce our medical only claims to 20 or less per year

**Supporting Data** (evidence of need): Currently, our five-year average number of lost time claims is 4.2 claims per year with last year being below average at 2.0. Our five-year average number of medical only claims has been 27 claims per year with last year being slightly below average at 26. These two factors are the prime indicators of the effectiveness of our work comp loss prevention program. The first indicates the number of claims that were severe enough to warrant 3 days of lost time. The second is the number of claims that required medical attention. Both factors have a direct correlation to our experience modification factor which adds an additional cost to our worker’s compensation annual premium.

Measures:	Targets:
1. Factor is reported each year at renewal	1. 3 lost time claims by 7/1/14
	2. 20 medical only claims by 7/1/14

Strategies	Person(s) Responsible	Timeline
1. Continue training staff on proper safety techniques and reduce work comp claims	John Heltunen, Gary Kawlewski	Throughout the school year
2. Review claims experience to target additional training for employee groups with high claims experience levels	John Heltunen, Gary Kawlewski	By 11/1/2013
3. Look at pre-employment physicals for employees after job description evaluation process is completed	John Heltunen, Gary Kawlewski, Moreen Martell	After job evaluation is completed

*To be completed in June:*

**Accomplished:**                     Yes                     No but not our fault  In Progress

**Actual Results:**

**Future Steps:**