

Assault Checklist

Employee's Procedures for All Assaults					
Item	Send to	Copy	Time Deadline	Other	Assault Report packet
Original Worker's Comp. Form	Principal	Retain at least one copy			
Employee Report of Assault	Principal	Retain at least one copy	3 business days unless unable to complete	(New: RTA Representative's signature required)	√
Medical Documentation and Medical Release	RCSD Labor Relations Specialist	Retain at least one copy	Within five (5) workdays from receipt of documentation (i.e. medical and application)		√

Employee's Procedures After Loss of Time					
Assault Pay Application	RCSD Labor Relations Specialist	Retain at least one copy	Within seven (7) workdays from date of assault	(New: RTA Representative's signature required)	

Administrator's Procedures for All Assaults					
Item	Send to	Copy	Time Deadline	Other	Assault Report
All above Documents	See Above	See Above	See Above		
Complete detailed report assault investigation	RCSD Labor Relations Specialist	Retain at least one copy	Within five (5) workdays from receipt of documentation (i.e. medical and application)		√

Administrator's Procedures for After Loss of Time					
IF in receipt of Assault Pay Application	RCSD Labor Relations Specialist	Retain at least one copy	Within five (5) workdays from receipt of documentation (i.e. medical and application)		√
Time and Labor Reporting System				Enable "assault" If, and only if, Assault Pay Application	