

**DATE:** August 24, 2011  
**TO:** All Employees  
**FROM:** Mary Medrano/Payroll  
**RE:** Workers' Compensation Self-Insurance Program

Quincy School District has been approved as a self-insured employer under the Washington State Workers' Compensation Law. The self-insured program applies to all work-related injuries or illnesses. The industrial insurance laws of Washington allow employers to insure their workers' compensation obligations through the state fund or through self-insurance. The benefits and rights for injured workers are exactly the same under either system. By being self-insured, your district assumes the cost of the actual medical charges and compensation expenses and pays from company funds, as well as all benefits prescribed by workers' compensation law associated with on-the-job injuries or illnesses. Under our self-insured program, you do not pay the medical aid premium; however the supplemental pension and asbestos premium deduction will appear on your payroll check at each pay period. The deduction amount is determined by the Department of Labor and Industries and is subject to change annually. As of September 1, 2011 the total deduction is approximately .0392 cents per hour worked and is matched by your district.

**IF YOU SUSTAIN A WORK-RELATED INJURY, THE FOLLOWING STEPS ARE TO BE FOLLOWED:**

Report the injury immediately to your supervisor, **WHETHER OR NOT MEDICAL ATTENTION IS REQUIRED.** The supervisor will log your injury on the district's supervisory accident report and she/he or the district claims contact person will provide you with the "Self-Insured Accident Report" form (SIF-2) and a "Physician's Initial Report" form (PIR) if you seek medical treatment. Both of these forms are available from your supervisor or district or building claims contact person. Your supervisor or claims contact person will help you complete the SIF-2 form before you go for treatment. When you have completed and signed the claim form, you will receive the pink copy to take with you. In case of an emergency, your supervisor or other responsible person will make sure that the treating physician or emergency facility is informed that your district is self-insured so that your claim can be properly processed.

The method by which Quincy School District determines time loss certification includes, but is not limited to:

Certificate of Disability	Medical Progress Report (SIF-2)
Medical Records	Phone Calls
Release for Work Slip	

This information will be obtained by our Self-Insured Program Administrators, Sedgwick, CMS.

Quincy School District's self-insured program is administered by Sedgwick, CMS from their Seattle office located at 601 Union St #3500, Seattle, WA 98101. Sedgwick, CMS handles the self-insured programs of over 125 major companies in the Pacific Northwest. They have extensive experience in our industry and will be providing safety programs and education which will result in safer working conditions for all of us.

More information regarding your workers' compensation rights and benefits under our self-insured program is available at the District Office. If you have any questions regarding your benefits and procedures for filing an industrial injury claim, please contact me at the District Office or call Sedgwick, CMS at 1-800-775-4524.