



## OXNARD SCHOOL DISTRICT

# Workers' Compensation Frequently Asked Questions

### **What is Workers' Compensation?**

Workers' Compensation is a state-mandated program, funded by the employer, and is designed to guarantee the payment of specific benefits to employees who are injured on the job.

### **Who pays for Workers Compensation Claims?**

Oxnard School District is self-insured for its workers' compensation and is a member of Ventura County Schools Self-Funding Authority (VCSSFA) Workers Compensation Risk Pool program. The District is self-insured for workers' compensation benefits, and such benefits are paid using district funds.

### **What are the benefits?**

Benefits under Workers' Compensation are set by the State of California and are governed primarily by the Labor Code and Education Code.

### **Who handles my Workers' Compensation Claims?**

Athens Administrators is the District's third-party administrator (TPA) hired by VCSSFA to administer and manage its Workers' Compensation Program, benefits and claim processing. If you have questions about your workers' compensation claim, contact Athens Administrators at (866) 482-3535.

### **What if I go to the doctor and I haven't called Company Nurse to report my claim?**

You could be liable for all costs associated with treating your injury. Call Company Nurse right away at (866) 482-3535 to report your injury.

### **What happens if I don't report my injury?**

You will not be covered by Workers' Compensation benefits. If you do not report your injury immediately to your supervisor this may cause your claim to be delayed or denied.

### **What happens if I have work restrictions?**

If the employee is able to return to work with temporary work restrictions, the district will make every effort to return the employee to work. The District utilizes a third-party Norman Peterson & Associates to manage the return to work program. If an employee may return to work with restrictions Norman Peterson & Associates will coordinate modified work with the employee's supervisor and Risk Management. The employee will be offered a bridge assignment by Risk Management. The employee and supervisor will be provided a temporary modified work/bridge assignment agreement to sign to ensure all parties are fully aware of the employees work restrictions, assignment and work hours. Temporary/modified work is generally offered for (90) work days. Employees electing not to participate in the District's Return-To-Work Program will use their own sick leave benefits or vacation to cover days missed from work.

### **What if I Aggravated My Injury?**

If at any time, the employee feels unsafe or asked to perform a task that exceed his/her work restriction(s) they must IMMEDIATELY inform their supervisor and/or contact the Risk Management Office. If at any time the work they are performing in the assigned bridge assignment causes any discomfort or makes medical condition worse they are to notify his/her supervisor IMMEDIATELY or Risk Management Office.

**Can I attend medical appointment during the workday?**

Employees are expected to make follow up medical appointment, physical therapy appointments during non-work hours. If an employee prefers to go during their workday they must use own sick leave or vacation.

**Do I report my time away from work to attend w/c medical appointment in Frontline?**

Yes, an employee must log into Frontline to designate all their time away from work due to w/c medical appointments as sick time.

**What pay code do I use on my timesheet and in Frontline for my time away from work due to work injury?**

Employee will use sick leave pay code or vacation. If time away from work qualifies and approved by Athens Administrators as temporary totally disabled then Risk Management will change pay code in Frontline as workers' compensation (WC) pay code.

**Medical/Legal Doctor Appointments** – When an appointment is set on behalf of the TPA assigned claim examiner, compensation for that day is paid. The injured employee is not responsible to use his/her sick leave, vacation or other sick leave entitlement. Examples of non-medical appointments Panel Qualified Medical Examination (PQME), Agreed Medical Examination (AME), or depositions.

**If I am off work, due to industrial injury do I get paid?**

If the doctor states you are unable to work because of your injury and you are off work you are entitled to compensation for your lost wages. Per California Education Code – (Certificated 44984 & Classified 45192), an employee with an accepted workers' compensation claim is entitled to (60) days of industrial leave. Industrial leave is governed by a physician note agreed to by Athens third party administrator. Deduction of industrial leave will begin the first day an injured employee is off work per his/her primary treating physician. The deduction will end once the employee has returned to work. Industrial accident leave will be reduced by one day for each day of authorized absence, partial days cannot be deducted from industrial leave. Total wage compensation cannot exceed 100% of employee normal daily wage or salary. Payroll is responsible for tracking an employee 60 days of industrial leave.

**What do I do if I receive medical bills?**

Send to Athens Administrator at Post Office Box 696, Concord, CA 94522-0696. Telephone is (866) 482-3535.

**Am I eligible for FMLA/CFRA Leave during Workers' Compensation?**

If an employee experiences a job-related injury or illness that meets the definition of an FMLA/CFRA qualifying event, Leave Management shall notify the employee that he/she is being placed on FMLA/CFRA leave on the first day of absence. Please note that FMLA and CFRA leave run concurrently.

**Where can I call if I have additional questions regarding my workers' compensation rights?**

WCAB Information & Assistance Office 1901 N. Rice Avenue, Oxnard, CA (805) 485-2533

**Note: Due to liability reasons, employees are prohibited from visiting all school district sites/departments while off work due to an industrial work-related injury.**