



Workers' Compensation Procedure

If injury is serious, or life threatening – CALL 911. Don't wait!

Workers' Compensation Reporting and Return to Work Instructions

When a work-related incident/injury occurs, the employee will:

1. Report all injuries and illness to supervisor immediately but no later than 24 hours after the incident.
2. Receive, read and understand the contents of the workers' compensation packet, which contains reporting forms, instructions sheets and informational materials.

If accepting medical treatment:

3. Call Company Nurse Hotline at (855) 602-5267. If employee taken by ambulance, supervisor must call injury into Company Nurse.
4. Company Nurse will gather information over the phone and provide immediate treatment evaluation by a medical professional (RN) specializing in occupational injuries.
5. Follow instructions provided by Company Nurse.
6. If medical treatment is recommended, seek treatment at Akeso Occupational Medical (805) 988-3200.

Note: You may see your pre-designated doctor if the appropriate paperwork is on file with Risk Management **prior** to your injury.

7. Before leaving for medical clinic, the injury employee **must** complete the following forms: DWC-1 claim form, Body Injury Diagram, Employee statement, Notice for Use of Vacation in Lieu of Sick (Classified Only) and sign Acknowledgement form.
 - Employee completes DWC-1 top (Employee) section #1-9 and signs. Form must be submitted within 24 hours of reported injury.
 - Employee completes and signs Employee Statement & Body Injury Diagram
 - Employee complete and signs Workers' Compensation Acknowledgement Form
 - Employee reviews the Procedure for Reporting Work Injuries
 - Employee reviews WC Frequently Asked Questions & Timesheet Information
8. Supervisor must complete the "Supervisor Report" and return it to Risk Management Office.
9. If Company Nurse **does not** refer the injured employee for medical treatment the employee only completes the Injury Incident Report and supervisor submit to Risk Management.

Return to work process for injured employees – No work Restrictions:

1. If the treating physician releases the employee back to work with **NO** work restrictions, the employee may go back to work immediately. The physician **will provide a Work Status report** and should be submitted to your supervisor upon returning back to work.
2. If physician states the employee may return to **modified work with work restrictions**, employee must call Risk Management prior to returning school site or department. Submit work status report from the physician to Risk Management Office.

Return to work – With Restrictions:

1. If the physician releases the employee to modified work with work restrictions in most cases, the district will offer a temporary bridge assignment.
2. Risk Management will work with third party consultant, Norman Peterson & Associates Return-to Work Coordinator to locate a temporary bridge assignment.
3. The Return-to-Work Coordinator will contact home site/department to determine if modified work is available.



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Return to work – With Restrictions Continued:

4. If no modified work is available, the Return-to-Work Coordinator will contact other school sites or departments to attempt to locate a temporary bridge assignment. Once located Risk Management will contact the employee to offer the bridge assignment.
5. If the employee declines the temporary bridge assignment offer the employee will be required to use his/her own sick leave and will not be entitled to Education Code Industrial Leave.
6. Risk Management will email a "Temporary Modified Work Agreement" to the employee to sign and return.
7. This document will be emailed to the hosting school or department to review and sign. This agreement is to ensure all parties are fully aware of the employee work restrictions, bridge assignment duties and work hours.

Off Work - Temporarily Totally Disabled (TTD):

1. If the treating physician places the employee off work (TTD), submit your work status report.
2. Risk Management will follow up with the employee.
3. HR Leaves will follow up with employee to designate leave under Family Medical Leave Act, if applicable.
4. Risk Management will submit employee absence in Frontline using sick code.
5. Upon a determination by third party administrator claim is accepted Risk Management will change pay code in Frontline as workers' compensation (WC) pay code. Risk Management will notify employee and Payroll of change via an email.
6. Employees required to complete on last day of each month a monthly timecard.
7. Employees required to submit to Risk Management an updated Work Status after each medical appointment.

Follow-up Medical/Specialty Appointments, Physical Therapy, and/or Acupuncture

1. Follow-up medical appointments should be schedule before or after the employee's work hours. Medical facilities offer "after hours" appointments as well as weekend hours.
2. Employees taking time off during their normal work hours to attend medical appointments must submit time off in Frontline using sick code.
3. Employee must notify his/her supervisor and document time off from work on monthly timesheet.
4. The employee may use sick leave or vacation for time missed from work to attend w/c appointment.
5. Attending a w/c medical appointment, physical therapy does **not** constitute a medical preclusion from work.

Workers' compensation fraud is a felony

Anyone who makes or causes to be made any knowingly false or fraudulent material statement for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Note: Due to liability reasons, employees are prohibited from visiting District school sites or locations while off work due to an industrial work-related injury.