



HUMAN RESOURCES

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PLEASE FOLLOW THESE INSTRUCTIONS IN THE EVENT YOU SUFFER A WORK RELATED INJURY

1. **Report the injury** to your Supervisor or Site Administrator (or their designee) **AND** the Human Resources Department at (530) 245-7907.
2. **Call the Early Intervention Nurse at 1-877-742-3467.** If necessary, you will be directed for medical treatment to an occupational medical facility. Please do not seek medical treatment prior to reporting the injury to the Early Intervention Nurse; to do so may result in the medical treatment being considered self-procured and the District will not be responsible for payment.
3. **After your medical appointments:**
 - a. Return to work. A medical note **must** be provided to your Supervisor **AND** the Human Resources Department that same day, whenever possible, or at the beginning of the next workday.
 - b. Complete the Employee's Report of Injury and meet with your Supervisor to discuss the incident.
4. **If your doctor returns you to work on Modified or Light Duty:**
 - a. Return to work and give the Work Status information to your supervisor **AND** the Human Resources Department. The Human Resources Department will confirm the type of modified or light duty that is available for you. If modified duty is available, you will need to meet with HR and sign a Return to Work Agreement. When the District is able to provide modified or light duty work and you choose not to return to work, you will not be entitled to temporary disability benefits and your sick leave will be docked.
5. **Upon returning to Full Duty you must:**
 - a. Submit your final medical discharge note to your supervisor **AND** the Human Resources Department.
6. **Completing your timecard for time missed related to a work injury:**
 - a. When completing your timecard for any time missed as a result of your work injury, use sick leave and indicate "workers compensation" in the box marked "other."
 - b. If you choose to remain off work without medical authorization, this will result in your sick leave being docked.

IMPORTANT: WITHOUT MEDICAL AUTHORIZATION FOR TIME OFF, YOUR SICK LEAVE WILL BE DOCKED.

*The District strongly suggests **scheduling your medical appointments whenever possible before or after your work hours** so you are not charged a "Day" under the 60 Days of Industrial Accident Leave. According to the Education Code, medical appointments are not considered "authorized leave." Therefore, when applicable, your sick leave will only be reimbursed for the time of your medical appointment.*

Thank you for your cooperation. If you have any questions, please call the Gateway Unified School District Human Resources Department at (530) 245-7907.



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WORK RELATED INJURIES

PLEASE FOLLOW THESE INSTRUCTIONS IN THE EVENT YOU SUFFER A WORK-RELATED INJURY

Initial Steps

- If injury is life-threatening, call 911.
- **CALL THE EARLY INTERVENTION NURSE (EIN) AT 1-877-742-3467 AS SOON AS POSSIBLE to report the injury.**

If you need to leave a voice mail message provide the following information:

District's name

Your name and contact number

The date of the injury

If you required medical treatment

Where you sought medical treatment (i.e. 911 called or Agile Occupational Medicine (formerly ROMC))

- If the injury is NOT life-threatening but medical treatment may be required, the EIN may offer TeleHealth options from Kura MD or schedule a traditional office visit at Agile Occupational Medicine.

KURA Telehealth apt:

KURA Telehealth

- KURA will provide instructions

To the injured employee on how to connect their smart device to KURA's secured portal which allows the employee and physician to see each other and speak with each other

Traditional Office Visit:

Agile Occupational Medicine (Formerly ROMC)

1710 Churn Creek

Redding, CA 96002

Apt Phone: 530-646-4242

Fax: 530-646-4243

- Walk-ins accepted
- Hours: M-F 8:30-5:30
- New patient apt scheduling and/or walk-ins, no later than 4 pm

Follow Up Steps

- Return to work immediately after the medical appointment, or if applicable, at the beginning of your next workday.
- Contact the Human Resources Department at (530) 245-7907 to report the injury. A medical note **MUST** be provided to your Supervisor and the Human Resources Department.
- Complete steps 3 through 6 on the Instructions for Work Related Injuries.