

5340 Skylane Boulevard

Santa Rosa, CA 95403-8246 (707) 524-2600 | scoe.org

**Absences & Leaves**

# Work-Related Injury or Illness – Workers’ Compensation

As an employer, Sonoma County Office of Education strives to keep employees safe from work-related injury and illness through the course of their workday. However, work-related injuries or illnesses can happen even with the best precautions in place.

California law guarantees certain benefits to employees who suffer a work-related injury or illness. Workers’ Compensation insurance, also known as workers’ comp, provides employees who are injured or become ill in the course and scope of their job the following:

* Reasonable medical care to cure or relieve the work-related injury or illness.
* Up to sixty (60) working days of Industrial Accident and Illness Leave per work-related injury or illness.
* The equivalent of 100% of the employee’s full salary for up to sixty (60) working days of the Industrial Accident and Illness Leave.
* 5 months of substitute differential leave per illness or injury.
* A Modified Duty assignment may be available for injured employees who are released to return to work with restrictions.
* Federal and State Family and Medical Leave (FMLA and CFRA) may run concurrently with Industrial Accident and Illness Leave.

Eligibility for benefits is determined by the Human Resource Services Department. The administration of Industrial Accident/Illness Leave, Temporary Disability and Temporary Modified Duty is complex and benefits may vary depending on the classified or certificated employment status and other factors.

## **Reporting Work-Related Injuries/Illnesses**

***As an injured employee it is your responsibility to follow the steps outlined below:***

*Step 1: Immediately report your work-related injury or illness to your Supervisor.* *If your injury or illness developed gradually (like tendinitis or hearing loss), report it as soon as you learn or believe it was caused by your job. If you do not report your injury within 30 days, you could lose your right to receive workers’ compensation benefits.*

*Be advised if the injury is a bloodborne pathogen exposure you must receive medical treatment*

***WITHIN FOUR (4) HOURS;*** *or* ***WITHIN ONE (1) HOUR****, if transmission of HIV is a concern.*

***Note to Supervisor – If the injury requires immediate medical attention, call 9-1-1****.*

*After the employee has been transported to a hospital for medical treatment, complete Step 2 on behalf of the employee.*

*Step 2: Call the RESIG Telephonic Triage Nurse at (707) 836-7457. The nurse will take the claim information over the phone and assist you in obtaining immediate medical care, if needed.*

*Step 3: If you require medical treatment, the RESIG nurse will preauthorize your visit to the Occupational Health Facility located nearest you.*

*Step 4: Following medical treatment, return the Work Status Report form to the Human Resource Services Department and your Supervisor.*

*Step 5: You play an important role in your recovery. Make the most of your medical treatment by attending your scheduled appointments and following through with any medical treatment plans.*

### Cal-OSHA Reporting

The reporting of work related injuries/illnesses is mandated by Workers’ Compensation Law and California Occupational Safety and Health Administration (Cal-OSHA) regulations.

In the event of a serious injury (e.g., one that might require in-patient hospitalization > 24 hours, amputation, or permanent disfigurement) or the death of an employee, SCOE is required to report to Cal-OSHA within 8 hours of the incident. Reporting delays can result in Cal-OSHA fines.

***Notice of Predesignation of Personal Physician***- If you wish to predesignate your physician (M.D.), doctor of osteopathic medicine (D.O.), or medical group for purposes of providing medical care for a work-related injury or illness, you must complete and return a Predesignation Form to the Human Resources Services Department *before* you are injured. (Available in Human Resource Services Department or at [www.scoe.org](http://www.scoe.org), under the SCOE Employee Center, Policies and Forms, Human Resources.)

If you have not predesignated your personal physician, the claims administrator has the right to select your treating doctor for the first 30 days after your employer knows that you were injured. After the first 30 days, you may be treated by a physician of your choice or at a facility of your choice within a reasonable geographic area.

***Please note:*** *If you are a member of Kaiser Permanente, it is not necessary for you to predesignate your primary care physician. Kaiser's policy is to refer patients with work-related injuries to their Occupational Health Centers for treatment.*

***Notice of Personal Chiropractor or Personal Acupuncturist*** *-* If you wish to be eligible to transfer care to your personal chiropractor or acupuncturist after a work-related illness or injury, you must provide SCOE with the individual’s name in advance of any such injury or illness. If this information is not provided in advance of your illness or injury, you may be eligible to transfer care after you first see a doctor chosen by SCOE’s workers’ comp claims administrator. Please complete the Predesignation Form in the event you may want to transfer care for a work-related injury to your personal chiropractor or acupuncturist. (Available at [www.scoe.org](http://www.scoe.org), under the SCOE Employee Center, Policies and Forms, Human Resources.)

Please return completed Predesignation Forms to Human Resource Services Department.

More information can be found in Administrative Regulation 4157.1 – [Work-Related Injuries and Administrative Regulation](http://www.gamutonline.net/district/sonomacoe/displayPolicy/878506/) 4161.11 – [Industrial Accident/Illness Leave](http://www.gamutonline.net/district/sonomacoe/displayPolicy/878532/).