

**DESERT SANDS UNIFIED SCHOOL DISTRICT
WORKERS' COMPENSATION EMPLOYEE INFORMATION**

The information below is being provided by Risk Management Department and contains very important information with regard to your industrial injury or illness. By signing below you are acknowledging receipt of the information. If you have any questions as to the contents, please contact the workers' compensation coordinator at www.workerscomp.us or call 760 771-8545. You may also contact the District's workers' compensation adjuster at Keenan & Associates at 951 715-0190.

1. An employee injured on the job must notify their supervisor immediately. Employees reporting work injuries and requesting medical treatment will be sent to Risk Management to complete forms before going to the doctor.
2. Supervisors must complete an investigation and conference with the injured worker. Completed Report of Injury should be sent to Risk Management ASAP.
3. Supervisors must call Risk Management when sending an injured worker to complete forms. Workers' Compensation Desk Phone: (760) 771-8545.
4. If injury is serious and employee is unable to report to Risk Management, the injured worker should be transported to the closest approved medical facility. See approved list of Industrial Clinics posted at all sites or call Risk Management for name of the closest authorized medical treatment facility. In the event of extreme emergency, call 911; then call Risk Management.
5. If employee is transported directly to a medical facility without first reporting to Risk Management to complete injury forms, supervisor is required to call Risk Management at 760 771-8545 to report the injury and the medical facility.
6. If employee is able to drive, they should report to Risk Management to complete forms prior to going to a treatment facility. Injured workers reporting to Risk Management may use the Yellow Parking Zone if necessary.
7. In the event of a serious injury, supervisors should secure the area and any material or equipment that may have contributed to the accident or injury and call Risk Management immediately. Do not discuss employee accidents or injuries with anyone. Refer all questions to Risk Management.
8. If injury is a "report only - no medical treatment required" employee should immediately be given a Report of Injury form to be completed at the site.
9. If employee is injured at work but does not require or request medical treatment; and, it is later determined medical treatment is necessary, the employee must contact Risk Management for authorization to treat. The employee must also file a completed DWC1 form directly with Risk Management prior to treatment. Forms are available from Risk Management.
10. An employee seeking medical treatment will be provided a temporary prescription card and a list of participating retail network pharmacies. If medication is prescribed, employee is to go to any pharmacy on the list to fill the prescription and obtain the medication.
11. Employees off work due to a work injury should not be on campus or involved in any work activities other than to provide Risk Management with updated medical status reports.

12. _____ After each doctor appointment the employee is required to submit the medical work status report directly to Risk Management with a copy to employee's supervisor for review prior to reporting back to work. Medical status reports from appointments during spring, summer and winter breaks must also be submitted to Risk Management.
13. _____ Industrial injury claims are not always immediately accepted and may be placed into delay status. During the delay status, any time off work is charged to the employee's personal time. If after review, claim is accepted, time off that is documented with doctor's notes may be adjusted to Industrial Leave.
14. _____ Employees who are off work or have work restrictions, including employees on temporary modified work duty, due to a work injury must provide their current medical work status to Risk Management, their immediate supervisor, and to the limited temporary modified duty supervisor when assigned to a temporary modified work assignment and after each doctor appointment.
15. _____ During a temporary alternative or modified duty assignment, sick time must be accompanied by a doctor's note. Vacation or personal time should be approved in writing by the employee's site supervisor and a copy sent to Risk Management.
16. _____ Employees may work up to **65** days of modified duty per injury in their regular assignment or in a temporary limited/alternative assignment if available.
17. _____ Extra Duty/Overtime is not authorized when working in a modified or temporary limited/alternative assignment.
18. _____ Employees receive up to **60** days of Industrial Leave per injury. If an employee is not able to return to work after 60 days of Industrial Leave, the employee is placed in 100-day sick-differential (classified) or sub-difference (certificated) status. If at the end of the 100 days, the employee is not able to return to work, the employee will be notified by Personnel of employment separation options.
19. _____ Industrial Leave is approved only with written confirmation from physician requesting employee be taken off work. Employee may also use Industrial Leave for authorized medical appointments but only for the time of the medical appointment and travel. Any time taken beyond the medical appointment and travel will be charged against the employee's personal time.
20. Industrial accident and/or industrial illness leaves of absence are FMLA/CFRA-qualifying, and shall run concurrently with and be counted against the employee's FMLA/CFRA leave entitlement.

If you have any questions regarding the information above, please contact the Workers' Compensation Office at workers.comp@desertsand.us or call the office at 760 771-8545.

Employee Signature _____ Date _____

Employee Name (Print) _____

Employee Email Address _____