

WORKERS' COMPENSATION

Policy # **2215**
Original Effective Date: 01/05/2021
Revision Date: 11/03/2022
Type of Policy: ☐ BOARD ☒ DISTRICT ☐ FIRE ☐ PARKS

POLICY

2215.1 Cosumnes Community Services District ("District") pays for and maintains workers' compensation insurance for work-related injuries and illnesses.

PURPOSE AND SCOPE

2215.2 This policy outlines the process and procedure for reporting work-related injuries/illnesses and seeking the appropriate medical attention for such injuries/illnesses; investigating and recording incidents of work-related injuries/illnesses; seeking and receiving workers' compensation benefits; and returning to work from a work-related injury/illness.

2215.3 This policy applies to all District elected officials, executives, and employees.

APPLICATION

2215.4 Definitions:

a. None

2215.5 Employees are protected by Workers' Compensation insurance while employed by the District effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work-related illness, injury, or accidental death. All payments for lost wages or salary due to a work-related illness or injury, medical treatment, and any other benefits will be made by the Workers' Compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence.

2215.6 Under Workers Compensation Law, employees may be entitled to certain benefits which include:

a. Medical benefits: Medical benefits include medical and hospital benefits reasonably necessary to cure or relieve the effects of the injury. Any time an employee has a work-related injury which requires medical attention, they are eligible for these benefits. The District requires employees to see the District designated Occupational Medicine physician unless the employee has a pre-

designation form on file with Human Resources prior to the date of the injury. Workers' Compensation insurance provided by the District will also reimburse employees for mileage for travel to and from a doctor's office at the IRS mileage reimbursement rate for the travel period, as set in District Policy, Mileage Reimbursement (2165).

- b. **Temporary Disability:** If an injury or condition requires an employee to miss more than three days of work or causes hospitalization, the employee will receive temporary disability benefits. These benefits are usually paid bi-weekly and will be sent directly from the Workers' Compensation insurance carrier. Continued benefits require continued medical proof of the inability to return to work. Temporary disability is paid at the rate of two-thirds of the employee's average weekly earnings. Once the period of temporary disability extends beyond 30 days, the employee is eligible to receive benefits through the Long-Term Disability ("LTD") insurance provided through the District. LTD benefits coordinate with the benefits through Workers' Compensation and are subject to the limited outlined in LTD plan.
- c. **Permanent Disability:** If an injury or condition results in some permanent impairment, the employee may be eligible for Permanent Disability. The final determination of permanent disability payments and ratings is coordinated with the District's designated Workers' Compensation carrier.

2215.7 Reporting a Workers' Compensation Injury or Illness

- a. An employee who sustains a work-related illness or injury must immediately report it to their supervisor and call the Company Nurse On-Call line at 1-877-215-7280.
- b. The supervisor must provide the injured or ill employee an Employee's Claim for Workers' Compensation Benefits form within 24 hours of being notified of an injury or illness.
- c. The supervisor must also report the occurrence to Human Resources. The injury or illness must be reported no later than 24 hours after the occurrence. Failure to do so could result not only in a delay of benefits but also corrective action for failing to comply with this mandatory policy.

2215.8 Pre-Designation Notice

- a. The District provides medical treatment for work-related injuries and illnesses through a predetermined Medical Provider Network ("MPN"). These providers are selected due to their experience in treating work-related injuries.
- b. Employees who are injured in a work-related accident will be referred to the designated provider unless Human Resources has received a written pre-designation notice stating the employee wishes to be treated by their own health care provider. This notification must have been submitted prior to any injury. The Pre-Designation Notice form can be obtained on the employee intranet or through

Human Resources.
2215.9 On-the-Job Injuries and Accidents

- a. If an employee sustains an on-the-job injury, they must report it to their supervisor as soon as reasonably possible.
 1. Personnel must complete an Accident/Injury Report form as soon as possible. See District Policy, Accident/Incident Reporting Procedures (3435) for more information.
 2. The employee shall call the Company Nurse On-Call line at 1-877-215-7280 as soon as possible, but no later than 24 hours after the incident. The line is staffed by a medical professional who will triage the call and direct the employee on the appropriate actions to take.
 3. The supervisor must provide the injured or ill employee an Employee's Claim for Workers' Compensation Benefits form for completion as soon as possible, and notify the Human Resources Division.
 4. The injury or illness must be reported to the Human Resources Division no later than 24 hours after the occurrence. Failure to do so could result not only in a delay of benefits but also corrective action for failing to comply with this mandatory policy.
 5. Employees who are injured on the job are encouraged to seek medical treatment. Initial treatment must be done with a District designated physician, unless the employee has a pre-designation on file with the Human Resources Division prior to the injury.
 6. Employers must immediately report to Cal/OSHA any work-related death or serious injury or illness. Immediate means as soon as practically possible but not longer than eight hours after the employer knows or with diligent inquiry would have known of the serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident. Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway. Contact shall be made by contacting the Sacramento District Office at (916) 263-2800. As required by Title 8 regulations, section 342, the following must be included within the phone call, if available:
 - i. Time and date of accident.

- ii. Employer's name, address, and telephone number.
 - iii. Name and job title of the person reporting the accident.
 - iv. Address of site of accident or event.
 - v. Name of person to contact at site of accident.
 - vi. Name and address of injured employee(s).
 - vii. Nature of injuries.
 - viii. Location where injured employee(s) was/were taken for medical treatment.
 - ix. List and identity of other law enforcement agencies present at the site of accident.
 - x. Description of accident and whether the accident scene or instrumentality has been altered.
- b. This policy does not apply to any person that is not an employee of the District including, without limitation, elected officials, independent contractors, volunteers, consultants, contractors, agents, or a member of the public.

2215.10 Medical Updates

- a. Employees receiving Workers' Compensation benefits may have regular, or intermittent, follow-up medical visits throughout their leave of absence. Employees are responsible for providing Human Resources with an update on their anticipated return, or potential restrictions, following each medical visit.

2215.11 Workers' Compensation Fraud

- a. California law makes it a crime to knowingly file a false or fraudulent claim for Workers' Compensation benefits, or to knowingly submit false or fraudulent information in connection with any Workers' Compensation claim. Violation of this law is punishable by imprisonment of up to five years, substantial fines, or both. Filing a false or fraudulent Workers' Compensation claim is also a violation of Board Policy, Duty to Report Unlawful or Improper Actions (1110), and will result in corrective action, up to and including termination.
- b. If you believe you know of a fraudulent Workers' Compensation claim, contact Human Resources.

REFERENCES

- 2215.12 Board Policy, Duty to Report Unlawful or Improper Actions (1110)
- 2215.13 District Policy, Mileage Reimbursement (2165)
- 2215.14 District Policy, Accident/Incident Reporting Procedures (3435)
- 2215.15 State of California Department of Industrial Relations.
<https://www.dir.ca.gov/dosh/report-accident-or-injury-FP.html>