

Reporting a Work Related Injury

During regular work hours an employee that is injured on the job after notifying their site secretary/supervisor, must then contact Human Resources regarding District protocol to obtain medical treatment.

Once you've completed the Employee Accident Report, even if you do not wish to seek medical treatment at that time, will provide the district with a record of your injury. Should you request treatment at a later date then we will have the information on file to refer to if needed.

If you cannot return to work due to doctor's orders or district non-accommodation:

Injured employees receive 60 days of Industrial Accident Leave and/or 60 days of Accommodation time. This time does not accumulate year to year. Once you have exhausted this time and all other leave balances available including 5 months of differential pay (your pay minus the cost of a sub.) You will be placed on the 39 month re-employment list. ~Ed Code: 45192

If you do not have enough in your paycheck to cover your health premiums and regular payroll deductions you will be responsible for your insurance premiums. Contact Michelle Rogers at 474-3000 ext. 1192 to discuss your options.

DOCTOR'S NOTES

*Verification will need to be submitted to Human Resources for all appointments regarding a work related injury.

**Verification will also need to be supplied for any non-work related injuries where an employee is taken off work by their own personal physician.

*** Absences and verification of absences need to be forwarded to your Secretary as well as Human Resources Technician, Cyndie Clark.

EMPLOYEE INCENTIVE PROGRAMS

50 Employees are randomly selected each month who complete and pass the monthly safety quiz provided by SIPE which is emailed to ALL staff.
GETSAFETYTRAINED.COM



<http://www.wetip.com>

WeTip is a 24-hour anonymous tip hotline for reporting information about a crime or threat. This service is available to all SLO County public school districts, Cuesta College, their students, parents, employees, and members of the community at no additional cost.



Lucia Mar Unified School District Human Resources

602 Orchard St. Bldg - F
Arroyo Grande, CA 93420

Cyndie Clark, Human Resources Technician
Phone: 805-474-3000 ext. 1195
Fax: 805-473-4308
E-mail: cyndie.clark@musd.org



Lucia Mar Unified School District Human Resources

California Worker's Compensation



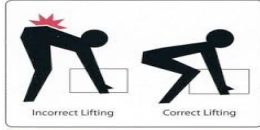
Classified Employees Injury Reporting Process and Return to Work Procedure

Cyndie Clark– Human Resources Technician
(805) 474-3000 ext. 1195

Employee Accident Report

I've been injured while at work. What should you do?

ALWAYS fill out the Employee Accident Report. This is your notification to the district that you sustained an injury while on the job. It is the District's primary goal to provide you with access to medical treatment immediately following an industrial injury. Therefore it is imperative that you report your injury with 24 hours.



Late Reporting - Reporting an injury late may cost the District in excess of \$1000. Late reporting may result in disciplinary action. An injured worker should NEVER presume an injury will improve overnight. As a preventative measure an employee should follow this rule of thumb:

“When in doubt, fill it out.”

ALL EMPLOYEES INJURED ON THE JOB MUST FILL OUT AN EMPLOYEE ACCIDENT REPORT

Lewis Mer Unified School District
600 District Street, Arroyo Grande, CA 93420

EMPLOYEE ACCIDENT REPORT

To be completed by employer:

Name: _____ Birth Date: _____ Job: _____
Home Address: _____ Phone: _____
Job Title: _____ Time Began Work: _____ Date of Hire: _____
Site Name: _____ Date of Inj. Occurrence: _____ Time of Day: _____ AM / PM

DO YOU WISH TO SEEK MEDICAL TREATMENT AT THIS TIME? YES NO

IF YES, NAME AND PHONE OF A PHYSICIAN (Indicate if a physician's designation is on file with the District)

WHAT WAS EMPLOYEE DOING WHEN INJURED: (See Sample)

HOW AND WHERE DID INJURY(IES) IF SO OCCUR? (Describe sequence of events. Use separate sheet if necessary.)

SPECIFY INJURY(IES) AND PART OF BODY AFFECTED. (Specify injury location to R or L, include left or right, where appropriate)

EQUIPMENT, MATERIALS AND OTHERS THE EMPLOYEE WAS USING WHEN EVENT OR EXPOSURE OCCURRED. (E.g. ladder, pressure washer, drill, oil, power, chainsaw, etc.)

WAS THERE A WITNESS TO ACCIDENT? YES NO
WAS ANOTHER PERSON RESPONSIBLE? YES NO
IF YES TO EITHER QUESTION, LIST PERSON'S NAME, PHONE NUMBER AND ANY AVAILABLE DETAILS.

I hereby certify under penalty of perjury that all information contained herein is true and correct to the best of my knowledge.

Employee signature: _____ Date: _____

SUPERVISOR MUST COMPLETE BACK

STEPS TO REMEMBER IF I'M INJURED AT WORK

1. REPORT MY INJURY TO MY SUPERVISOR, SITE SECRETARY OR HUMAN RESOURCES.
2. COMPLETE AN EMPLOYEE ACCIDENT REPORT.
3. IF I WANT IMMEDIATE MEDICAL TREATMENT CONTACT CYNDIE CLARK AS SOON AS POSSIBLE (within 24 hours of injury).
4. AFTER NOTIFYING MY EMPLOYER I WILL BE GIVEN AUTHORIZATION TO SEE THE WORKER'S COMPENSATION MEDICAL PROVIDER..
5. ONCE I AM MEDICALLY EVALUATED I WILL RETURN TO HUMAN RESOURCES FOR WORK CLEARANCE.

If you find that a work injury in which you did not request medical treatment becomes worse, contact Cyndie Clark before seeking treatment.

If you seek treatment from your own personal physician prior to seeing Cyndie Clark:

1. You may be responsible for the costs associated with your visit since it will not be covered under worker's compensation OR:
2. You may receive a letter which may be placed in your personnel file regarding your failure to follow district procedures.

Work Accommodations

When the doctor states you MAY return to work with restrictions the District will take the necessary steps to find work for you. It is the District's goal to return you to work as soon as possible. An accommodation may include working in an alternative setting such as a different department or school site.

Any changes to an accommodations are made through Cyndie Clark/HR.

REJECTING AN ACCOMMODATION IS NOT AN OPTION and to do so may affect worker's comp benefits.

I work before/after regular work hours and sometimes weekends what if I'm injured during this time?



If you are injured after regular business hours (8 am to 5 pm) or when Human Resources is closed you should do the following:

Contact your supervisor immediately. If your supervisor is not available make sure to leave them a voice message regarding the details of your injury and whether you will be seeking treatment at the nearest hospital. **REMEMBER** an Accident Report will still need to be completed. You may seek treatment at Med Plus-regular operating hours are:

8:00 am to 6 pm—Mon thru Fri.

9 am to 3 pm on Saturday.

If you can't get in with Med Plus you may seek treatment at the nearest hospital. NOTE: Before you leave the ER they need to provide you with documentation regarding your injury such as your work status and any restrictions. Due to constant changes in ER doctor's **IF** you leave without this documentation this will result in a delay in your return to work. Your absence will then be deducted from your personal leave balances until the paperwork is received. You need to provide this documentation to Human Resource before you can go back to work. Cyndie Clark (or designee) will review and you will fill out any required worker's compensation paperwork.

YOU MUST REPORT TO HUMAN RESOURCES BEFORE GOING TO WORK .

Human Resources is the **ONLY** office that can provide you with clearance to return to work. If an accommodation is needed it will be discussed with your work site at that time. **Emergency type situations should be evaluated IMMEDIATELY. Call 911 or the Site Administrator for assistance.**