



# BULLETIN

**SUBJECT:** Workers' Compensation Claims Reporting Procedures, Structured Transitional Work Program, Injury Reporting 2022-23 NO. BS - 7

**TO:** All School Sites and Departments

**DATE:** July 1, 2022

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Chief Business Officer

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## **Claims Reporting Procedure:**

1. All work-related injuries/illness must be reported directly to the supervisor, site administrator or designee as soon as possible. Contact the **Schools Insurance Authority Injury Reporting Line as soon as possible at (916) 643-9299** to report an injury/illness and to obtain further information and instructions from an Early Intervention Nurse (EIN). All claims are to be reported to this number **ONLY**. Employees working after hours and/or weekends should report their injury/illness to their supervisor, site administrator or designee, and the reporting line as soon as possible and/or the following business day. If the after-hours injury/illness requires immediate medical treatment **call 911** or go to the nearest hospital immediately.
2. If medical treatment is necessary, an EIN (916) 643-9299 will provide instructions and information on scheduling a doctor's appointment.
3. For questions related to existing workers' compensation claims, contact **Schools Insurance Authority at their main number: (916) 364-1281 or Risk Management/Employee Benefits at (916) 643-7895**

**Emergencies:** If the injury/illness is life threatening, **call 911** or report to the nearest hospital. For all work-related injuries/illnesses, please contact the district's workers' compensation reporting line for Schools Insurance Authority at (916) 643-9299 or immediately after you've obtained emergency care.

**Payroll Related Questions:** Contact the Disability Specialist at (916) 643-7895. For all work and non-work related injury/illness, payroll is coordinated through the process of disability management.

**Temporary Transitional Work Program:** To assist injured employees in their recovery for both work and non-work related injuries/illnesses, the District provides temporary transitional work in the form of modified or alternate work whenever possible. After reporting to the supervisor, if the injured worker has a work restriction or is temporarily disabled from work, **IMMEDIATELY** contact the Return-to-Work Coordinator with SIA at (916) 364-1281 for work related injuries/illnesses and the Disability Specialist with SCUSD at (916) 643-7895 for non-work related injuries/illnesses for approval to return to work.

**Temporary Transitional Work Program Alternate Site:** The temporary duty work assignment timesheets are available for both work and non-work related injuries/illnesses. The timesheet must be completed, signed by the site administrator/supervisor and the employee. Once complete fax or email to the permanent site and Disability Specialist at (916) 399-2071, [Riskm@scusd.edu](mailto:Riskm@scusd.edu)

**Permanent Restrictions:** The District will comply with all federal, state and local laws and regulations requiring the accommodation of disabled employees. Contact the Disability Specialist at (916) 643-7895 if you have a permanent disability that will affect your performance at work.

**Doctor Appointment/Physical Therapy Appointments:** Appointments are to be scheduled before or after work whenever possible to prevent sick leave dock or wage loss. This applies to follow-up appointments and physical therapy as well. ***Please note: For work-related injuries/illnesses, workers' compensation will not pick up benefits for lost time or wages due to medical or therapy appointments.***

**Doctor's Statement/Medical Appointment:** The injured worker must provide the original medical slip to their supervisor immediately following his/her medical appointment. The supervisor will immediately forward the original doctor's statement to the Disability Specialist, in order to prevent payroll interruptions or holds. Medical documents can be emailed to [leaves@scusd.edu](mailto:leaves@scusd.edu), or faxed to a secured fax number at (916) 399-2071.

**Reporting Absences:** Report workers' compensation absences, doctor's appointments and therapy as "SLIA" (sick leave industrial accident) on the monthly absence report. Non-work related injuries should be reported as "sick."

Please contact the Disability Specialist at (916) 643-7895 if you have any questions or concerns.