



BULLETIN

SUBJECT: **Workers' Compensation Claims Reporting Procedures, Structured Transitional Work Program, Injury Reporting** **2024-25 NO. BS - 7**


TO: All School Sites and Departments

DATE: July 1, 2024

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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, Employee Benefits at (916) 643-9432 or email BraJona Rashada at Brajona-rashada@scusd.edu**

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 Employee Benefits at (916) 643-9432 for all work and non-work related payroll questions.

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 Employee Benefits at (916) 643-9432 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 send to the permanent site, fax 916-399-2071 or email benefits@scusd.edu.

Permanent Restrictions: The District will comply with all federal, state and local laws and regulations requiring the accommodation of disabled employees. Contact Employee Benefits at (916) 643-9432 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 Employee Benefits, in order to prevent payroll interruptions or holds. Non-work related medical documents can be emailed to leaves@scusd.edu, or fax 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 Employee Benefits at (916) 643-9432 if you have any questions or concerns.

INJURY/ILLNESS PHONE DIRECTORY

Schools Insurance Authority Workers' Compensation
P.O. Box 276710
Sacramento, CA 95827-6710
916-364-1281 (Phone)
916-364-2421 (Fax)

NEW INJURY/ILLNESS REPORTING:

Reporting Line 916-643-9299

RETURN TO WORK QUESTIONS:

Return to Work Unit 916-364-1281

EXISTING CLAIM QUESTIONS: 916-364-1281

PAYROLL and DISABILITY RELATED QUESTIONS: 916-643-9432

Employee Benefits
Non-Industrial Injuries/Illnesses
SCUSD - BOX 840
916-643-9432 (Phone)
916-399-2071 (Fax)

Please call 916-643-9432 to inquire about the following:

- NEW INJURY/ILLNESS REPORTING
- RETURN TO WORK QUESTIONS
- PAYROLL and DISABILITY RELATED QUESTIONS
- EMAIL ALL MEDICAL DOCUMENTS to Leaves@scusd.edu