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Workers' Compensation Payroll Integration For Accepted Claims (RSK-P206)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure outlines processes the Risk Management Department uses to pay employees when off work on an accepted workers' compensation claim. It assures payment of the correct salary according to the California State Educational Code, worker's compensation laws and individual bargaining contracts.

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Services Technician II

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Risk Management

*Marcianne Clemmens*

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Signature

3/18/08  
Date

**4.0 DEFINITIONS:**

- 4.1 TPA – Third Party Administrator - Claims Administrators (Self-Insured)

**5.0 PROCEDURE:**

- 5.1 Notification is received in the Risk Management department from the TPA requesting pay information and salary history for an employee who has filed a worker's compensation claim.
- 5.1.1 Pay information and a salary history of 52 weeks prior to date of injury are faxed or emailed to TPA and salary history is scanned into the employee's workers compensation file.
- 5.2 A check is received in the Risk Management department from the TPA indicating that an employee has missed work due to an accepted workers' compensation claim and authorizing the days off work.
- 5.2.1 A spreadsheet is created for each new accepted claim to monitor the first 60 days. The California State Educational Code requires that the first 60 working days of an accepted workers' compensation injury be paid in full without any loss to the employee.
- 5.2.2 Authorized dates and hours off are recorded on the worksheet until the employee returns to work or until the first 60 days have been used.
- 5.2.3 All sick leave time within the first 60 days are then returned to the employee.
- 5.2.4 Check amounts received from TPA are entered on the employee's monthly payroll check to make these amounts tax deferred.

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- 5.2.5 Should the employee need to be off work longer than the first 60 days, all the employee's available unused sick leave is then recorded on the same worksheet to be used only to the extent that the TPA does not pay. This is sick leave coordination.
- 5.2.6 If an employee is required to be off work after all regular and half-pay or differential sick leave is exhausted, coordination varies according to classified or certificated designation. Please refer to associated flow charts for classified and certificated employees on the following pages. While the employee's check will be docked, the docking will be made up to the extent of the checks received on the employee's behalf from TPA.
- 5.2.7 Human Resources and TPA will be notified of an employee's last available paid day so the workers' compensation checks will go directly to the employee if still off work and receiving payments from TPA.

**6.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
TPA check – Risk Management copy	Locked in storage cabinet	At least 5 years	N/A	Locked storage cabinet
Internal 60 day tracking excel worksheet	Electronic in secure drive	Case by Case evaluation	Printed or deleted as appropriate	Electronic or printed in secure drive or claim file

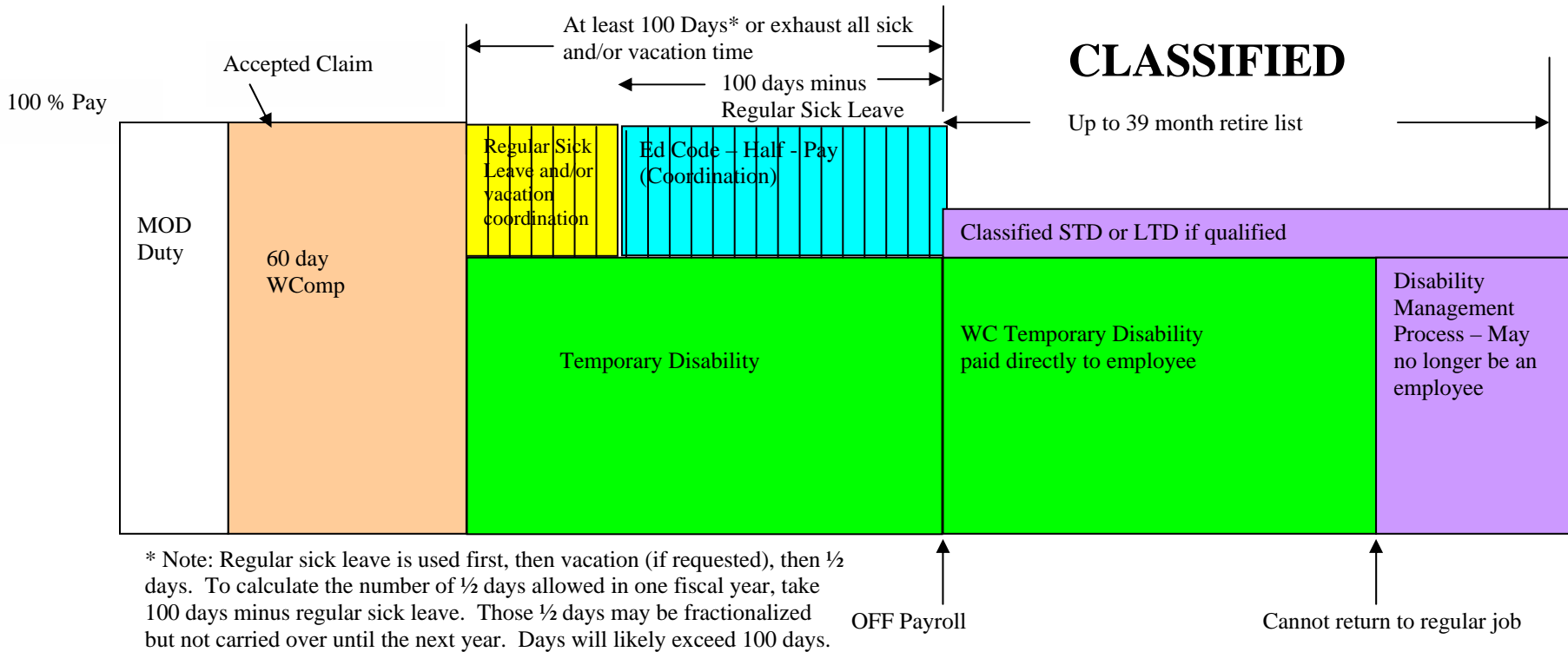
**7.0 REVISION HISTORY:** 1/29/04

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/29/03	NC	
1/7/05	A	Updated with Flowcharts
2/5/07	B	Updated Classified Flowchart to match 100 day arbitration agreement
3/25/08	C	Updated to current process

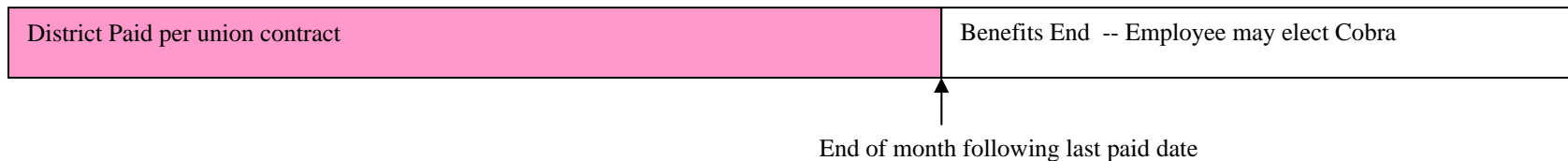
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**Workers' Compensation 100 Day Coordination Flowchart**

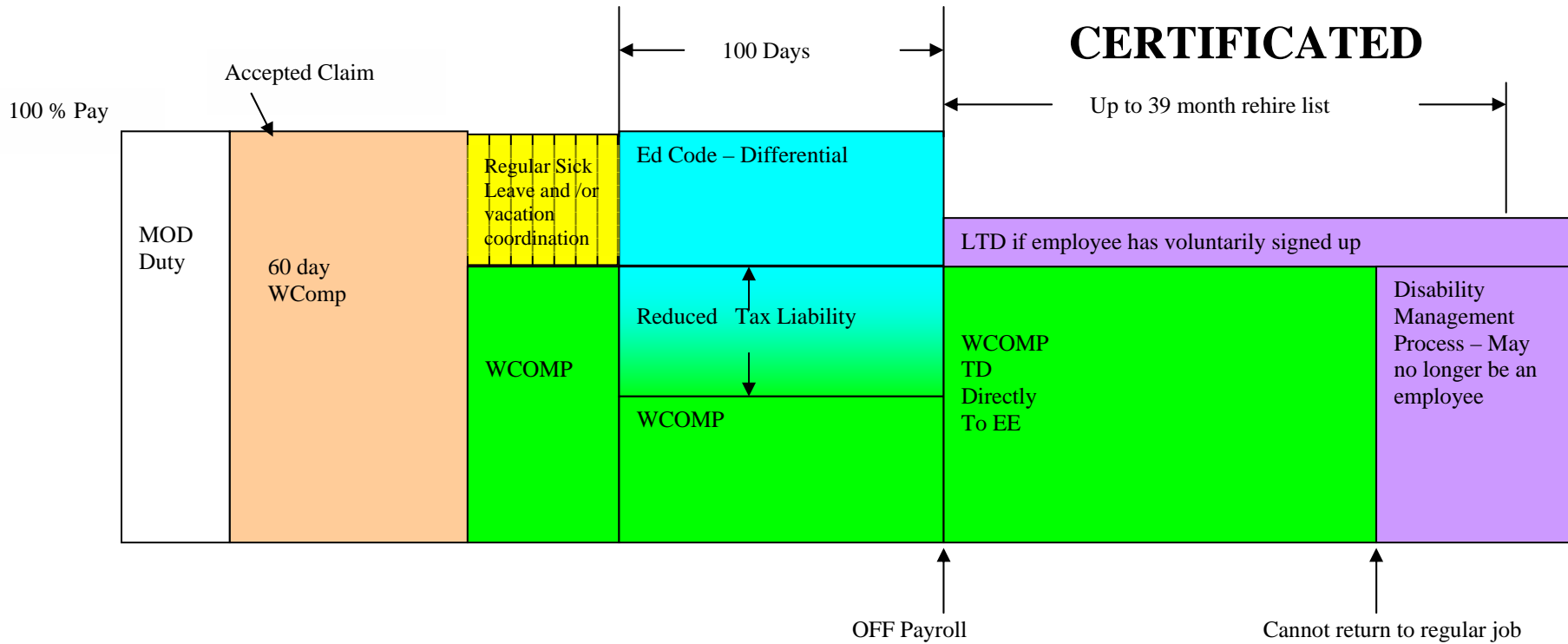


**Health Benefits**



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**Workers' Compensation 100 Day Coordination Flowchart**



**Health Benefits**

