

Light duty: An employee who is not yet able to return to his or her former duties is offered a temporary light-duty assignment that has been approved by the employee's attending physician. It is your responsibility as the employee's supervisor, along with the assistance of the Human Resource Director, and the employee's attending physician to develop and implement the light-duty assignment. The assignment can consist of the employee's regular job with reduced working hours and/or activities, or an alternative light-duty position.

#### Restrictions on Light Duty

- No guarantee of work: La Sierra University must endeavor to return an employee to gainful employment as soon as possible by exploring possible light-duty assignments. However, La Sierra University does not guarantee the availability of light-duty work.
- Pay rates and Workers' Compensation benefits: An employee on light duty is not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness.
- 12-week limit: Light-duty assignments are temporary arrangements intended to complement and facilitate the healing process. Light-duty assignments cannot exceed 12 weeks without approval from the Director of Human Resource.

#### Permanent disability

When reaching maximum medical improvement, an employee can have a permanent disability that impairs the employee's ability, with or without reasonable accommodations, to return to his or her regular position. La Sierra University, in consultation with the employee's attending physician and GatesMcDonald Workers Compensation, must evaluate the following options:

- Securing vocational rehabilitation services as appropriate for injuries occurring prior to January 1, 2004.

Services can include assessment and testing, counseling, and training.

- Finding a position at La Sierra University commensurate with the employee's knowledge, skills, and abilities.
- Employees with permanent disabilities are paid partial or total permanent disability benefits as required under California's Workers' Compensation program.

#### **Payment of Medical and Leave Benefits**

GatesMcDonald processes medical and disability benefits. Delays will occur if:

- Medical treatment occurs outside of the Worker's Compensation directed care.
- The medical provider is not informed that the injury is Workers' Compensation claim.
- GatesMcDonald does not receive the charges on proper medical forms.
- GatesMcDonald does not receive medical notes for the medical services billed.
- Human Resources and Risk & Safety Management is not notified of the injury.
- Working while on Worker's Comp.

#### **Resource Links**

##### **Forms:**

- <http://www.lasierra.edu/departments/hr/forms>
- <http://www.lasierra.edu/departments/riskandsafety/forms>

Questions, comments, concerns, contact:

Dell Jean Van Fossen  
951-785-2088 Office  
951-785-2087 Fax  
[dvanfoss@lasierra.edu](mailto:dvanfoss@lasierra.edu)  
<http://www.lasierra.edu/departments/hr/>

# LA SIERRA UNIVERSITY

## Supervisor's Guide to Workers' Comp & Disability

Office of Human Resources  
&  
Risk & Safety Management



Phone Number: 951-785-2088

## What Is Workers' Compensation?

Workers' Compensation benefits are available to any employee who suffers disability through accident or occupational disease arising out of, and in the course of, employment, according to the provisions of the California Workers' Compensation Act.

## Workers' Compensation

The office of Human Resource (HR) has an important role in the Workers' Compensation program at La Sierra University. The Director of HR coordinates all workers' compensation injury/illness claims with GatesMcDonald. They will provide direction for medical treatment at respective clinics for Workers' Compensation claims. If the employee is injured on the job, the employee is required to report to the HR office immediately. (The Central Occupational Medical Providers (COMP) serves as the case manager for all Workers' Compensation Claims). The employee will then be referred to the COMP clinic. If the employee receives treatment from somewhere other than the COMP clinic, they must still make contact with the HR office at 785-2088. The normal operating hours for the HR office are Monday-Thursday, 8:30am-4:30pm and Friday, 8:30am-12:00pm (except holidays).

## Medical Treatment

If an employee is injured on the job, it is the supervisor's responsibility to ensure that the employee receives prompt treatment of the injury by obtaining first aid or medical treatment. If the treatment requires more than first aid, the supervisor or another person must accompany the injured to the HR office for referral to the COMP clinic.

## Emergency Care

If your employee has a life-threatening injury or illness, either call 911 or direct them to the nearest emergency facility.

## After-Hours

If your employee is injured on the job after hours, call Security at 951-785-2222 for immediate assistance.

## Forms

As the Supervisor, you are responsible for ensuring that the employee completes the **Injury & Illness Incident Report Form**. The employee will be required to complete the DWC I form at the HR office. You are also responsible for providing information to the HR office. You can obtain this form online at: <http://www.lasierra.edu/departments/riskandsafety/forms.html> or at the HR office. This form must be filled out within 24 hours of the incident and submitted to the HR office within 48 hours of incident.

## Leave Procedures

If an employee is required to miss time from work, by notification of a doctor's note, then certain leave procedures are in place.

- Time in the employee's Sick Leave bank may be used starting with the 3rd day of any illness, or the first day if there is a minimum of 120 hours in their Sick Leave bank.
- Medical certification of illness may be required by a physician of the employer's choice.
- Sick Leave is used to supplement Short-term Disability and Workers' Compensation Total Temporary Disability (TTD) payments. If the employee Sick Leave bank is exhausted, the Vacation Leave bank will be used. After six (6) months of continuous disability, the employee is entitled to apply for benefits under the long-term Disability policy. At this time, any remaining sick and vacation banks will be cashed out to the employee and accrual in to the banks will stop.

## Continuation of Benefits/Deduction

### Retirement System:

Retirement contributions are not calculated on Worker's Compensation, TTD payments or Short Term Disability.

### Other Deductions:

If the employee has any voluntary deductions from payroll, they are responsible for coordinating these payments with the Payroll office. The employee may reach the Payroll office at 951-785-2034 to set up the coordination of benefits, so that these payments will still be

made. If your employee is placed on Workers' Compensation Leave, the voluntary deductions that normally come out of their check, will not be taken out since it is disbursed through GatesMcDonald.

## Contact Information

### Supervisor-Employee Contact

You will be required to maintain contact with the employee while they are out on Workers' Compensation leave.

### Human Resource Department

The Risk & Safety Manager is in constant contact concerning the employee's Workers' Compensation case. The employee is always welcome to call the Human Resource office at 951-785-2088 to discuss the status of their claim.

The purpose of Risk & Safety Management is to oversee and investigate all accidents and injuries that occur on the job in an effort to prevent similar accidents from happening in the future. Employees are encouraged to contact the Risk Manager at any time with questions or concerns. The Risk Manager will be in contact with the employee for the duration of the Worker's Comp case.

## Return to Work

An employee on Leave due to a work-related disability can return to work only when La Sierra University receives the attending physician's written medical release authorizing such return.

Arrangements to facilitate an employee's early return to work are made in consultation with the employee's attending physician and/or other qualified medical professionals retained by La Sierra University or its insurance carrier.

Return to prior position: An employee is offered the opportunity to return to his or her prior position if the attending physician certifies that the employee can perform the essential functions of the job with or without reasonable accommodations. The Human Resource Director is responsible for working with you, as the employee's supervisor, and the attending physician (and third-party consultants, as necessary) to provide any reasonable accommodations.