THESE INSTRUCTIONS TO BE GIVEN TO EMPLOYEE

MT. SAN ANTONIO COLLEGE

IMPORTANT Information about Workers Compensation Benefits

California's no-fault compensation was passed by the State Legislature more than 60 years ago to guarantee prompt, automatic benefits to employees who sustain on-the-job injuries or illnesses. A Claims Administrator oversees the program to ensure that all Workers' Compensation benefits are paid to injured employees in accordance with State Regulations. The College wants you to know that its greatest concern is to see that you receive the best possible medical care and attention available so your recovery is rapid and complete and you can return to your job.

It is a misdemeanor for an employer to discriminate against workers who are injured on the job or who testify in another employee’s case. Any such employee may be entitled to compensation, reinstatement or reimbursement of lost wages and benefits.

HOW TO CLAIM BENEFITS

1. Prompt reporting is the key. You must notify your supervisor immediately, explaining what, when, where, why and how your injury or illness happened. The Claims Administrator will determine benefits. College procedure states that you must report the incident within 24 hours of the occurrence.

2. You will receive direction from your supervisor as to where you should go for treatment. You may see your own physician only if you have pre-designated your personal physician with the College Risk Management office and the physician has agreed to treat you for a workers' compensation injury. Otherwise, the College is participating in a Medical Provider Network (MPN) and all treatment will be provided within the network.

3. You must complete the Workers’ Compensation Claim Form (DWC-1) provided by your supervisor. Your supervisor will complete the Manager’s Report of Employee Injury. Benefits may be delayed pending the return of the completed claim form.

4. All original doctors’ off-work orders, notices, etc., should be returned to your supervisor. Without a doctor’s off-work order, absences related to the injury cannot be charged to industrial absence leave.

WHAT ARE THE BENEFITS?

California’s Workers’ Compensation system provides injured employees five types of benefits: Medical Treatment, Payment for Temporary Disability, Payment for Permanent Disability, Rehabilitation Benefits and Death Benefits for Dependents.

Medical Treatment – Your Claims Administrator will pay all reasonable and necessary medical care for your work injury or illness. Medical benefits may include treatment by a doctor, hospital services, physical therapy, lab tests, x-rays, and medicines. Your Claims Administrator will pay the cost directly – you should never receive a bill. For injuries occurring on or after 01/01/04, there is a limit on some medical services. The initial visit to the doctor may occur during the employee’s regular working hours. All additional doctor visits and physical therapy appointments are to be scheduled after work or as close to the end of their work shift. The College and/or Claims Administrator will remain in close contact with your treating physician throughout your treatment to ensure that you are receiving the appropriate care.
Your doctor and you must communicate with your employer any work restrictions necessary while recovering from the injury or illness. A modified duty assignment may be extended to you depending upon the nature of your injury or illness. This modified duty assignment is intended to be temporary and is not intended to be a permanent accommodation.

**Payment for Temporary Disability (Lost Wages)** — If you are unable to work while you are recovering from a work-related injury or illness, you will receive temporary disability payments. Temporary Disability payments are approximately 2/3 of your average weekly wage, within minimums and maximums set by the State of California. Payments for lost wages are not made for the first 3 days following the injury (including weekends.) However, if you are hospitalized or off work for more than 14 days, payments will be made for the first 3 days. The Education Code states that employees are entitled to their full wages for up to 60 working days. During this time, temporary disability payments are paid directly to the College and will be included in your regular paycheck. Temporary disability payments are tax-free and do not include Social Security deductions.

**Payment for Permanent Disability** — If the injury results in permanent disability, additional payments will be made after recovery. Your physician will determine if a permanent disability has occurred. The amount of payment will depend on the type of injury, your age, occupation, and date of injury.

**Supplemental Job Displacement Benefit (SJDB)** — is a benefit for injuries occurring on or after 01/01/04. If you do not return to work within 60 days after your temporary disability ends, and your employer does not offer modified or alternative work, you may qualify for a non-transferable voucher payable to a school for retraining and/or skill enhancement. The claims administrator will pay the costs up to the maximum set by California State Law based on the percentage of your disability.

**Death Benefits** — In the event of a work-related death, eligible dependents will be entitled to benefits as determined by the State of California.

**Other Benefits** — Employees who are or have been members of Social Security should contact the nearest office of the Social Security Administration for information regarding possible disability benefits. Employees who are members of the Public Employees Retirement System or the State Teachers' Retirement System should contact their branch office for information regarding disability benefits provided under these programs.

**WHEN WOULD BENEFITS BE DENIED?**

The College will not be responsible for the payment of Workers' Compensation benefits for any injury which results if you are acting out of the course and scope of your regular employment. This could include voluntary participation in off-duty recreational activities, disregard for College procedures, self-provoked injuries, intoxication, initial physical aggressor in an altercation, injury as a result of a felonious act, willful suicide, horseplay, or willful misrepresentation.

**IF THERE IS A PROBLEM**

Most claims are handled routinely. Workers' Compensation benefit amounts are set by the Legislature. If you have questions regarding your Workers' Compensation benefits, contact the Risk Management office at (909) 274-4230. You may also contact an Information and Assistance Officer at the State Division of Workers' Compensation at 800-736-7401 or visit [www.dir.ca.gov](http://www.dir.ca.gov).