



# Employee Injuries And Workers' Compensation

## Office of Risk Management

555 Franklin Street, San Francisco, CA  
94102

(415) 241-6307 Main Line

(415) 241-6308 Workers' Compensation

(415) 241-6787 Return to Work Coordinator

(415) 241-6392 Nurse Injury Helpline

(415) 241-6330 Fax

riskmanagement@sfusd.edu

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**PLEASE NOTE:** To utilize the full functionality available within these PDF forms, Adobe Acrobat is recommended. If using Chrome as your web browser, you will need to save the form and open in Adobe Acrobat prior to completing it electronically.

## Reporting a Workplace Injury or Illness

Employees must report workplace injuries and illnesses to their supervisor immediately.

Risk Management must be contacted **IMMEDIATELY** if any of the following occurs:

- Employee sent to an emergency room via ambulance
- Inpatient hospitalization
- Loss of any body part (e.g., fingertip)
- Work fatality

### [Employee Injury Packet](#)

To be provided to an injured employee upon notification of an employee injury.

### [Supervisor Packet](#)

Provides additional information directed towards supervisors.

### [Employee Incident Report](#)

If medical treatment is not needed, this form can be completed and submit to Risk Management either by fax (415-241-6330) or scan and email to riskmanagement@sfusd.edu. Original should be provided to employee's supervisor to preserve on site.

## Filing a Workers' Compensation Claim

### [Nurse Helpline \(415\) 241-6392](#)

Must be called to report an injury and to be referred for medical treatment.

### [Form DWC-1 Workers' Compensation Claim Form](#)

Must be completed both by the injured employee and their supervisor, and submitted to Risk Management.

Within two to seven working days an employee can expect:

- Claim confirmation letter from Risk Management Office
- Call from claims examiner
- Letter(s) from claims examiner
- Call or email from the Return-To-Work (RTW) Coordinator

It is highly recommended that an employee maintain a file for all the claim-related correspondence they receive.

## Medical Care and Work Status Reports

### Athens Administrators

Employee will work with their Athens Administrators claims examiner and their treating physician for additional care, if required. Athens Administrators is SFUSD's workers' compensation claims administrator.

### Work Status Reports ("doctor's note")

This is the report/form provided by an employee's treating physician following each visit and lists work restrictions, if any.

Following each doctor's appointment - whether an employee is working or on temporary disability leave - they must obtain a work status report and provide a copy to both their supervisor(s) AND the school district's Return-to-Work Coordinator Irene Lumague by fax at (415) 358-4228 or scan and email to [lumaguei@sfusd.edu](mailto:lumaguei@sfusd.edu).

If an employee is unable to provide a copy of their work status report on the same day as their appointment, they must **inform** their supervisor and the return-to-work coordinator by telephone or email the status they have been given: regular work ("full duty"), taken off work completely (temporarily disabled), or given work restrictions. Work restrictions should also be provided (**i.e., spelled out**).

**Employees bear responsibility for being paid correctly. If an employee is taken off work completely and does not notify their supervisor and the return-to-work coordinator, they risk not being paid the correct benefits for the correct period.**

[MPN Pamphlet](#)

[MPN Pamphlet - Spanish](#)

[MPN Pamphlet - Chinese](#)

Please note SFUSD utilizes a medical provider network (MPN) to designate medical providers. See Pamphlet for additional information.

### Predesignation of Personal Physician

Allows an employee to select their treating physician for work-related injuries and illnesses. Must be on file prior to an injury or onset of an illness in order to be valid for that injury/illness.

See Also: [Predesignation of Personal Physician - Spanish](#)

[Predesignation of Personal Physician - Chinese](#)

### Time Missed for Medical Appointments

Workers' compensation benefits do not pay for time missed for medical appointments. An employee must use their own accrued sick time in order to be paid. See [AR 4157.1](#).

## Temporary Modified Work and Transitional Work Assignments

### Transitional Work Program Brochure

Explains the school district's transitional work program. If an employee is given temporary work restrictions they must not assume they cannot work. Every effort will be made to allow an employee to return to work with either modifications to their usual work or through a transitional work assignment.

Not reporting for modified or transitional work assignments may result in Workers' Compensation disability benefits being suspended or denied.

## **For Supervisors: [Transitional Work Agreement](#)**

A transitional work agreement form shall be completed and signed by the supervisor and then presented to the employee for their review and signature whenever temporary modified or temporary alternate duties are assigned to the employee at their normal or alternate work location and whether full time or part time shift.

A transitional work agreement completed and signed by the supervisor may serve as an offer of transitional work.

Contact the Return-To-Work Coordinator at 415-241-6787 for assistance on how to complete the form.

## **Temporary Disability Benefits**

### **Leaves of Absence**

The Office of Risk Management manages temporary disability leaves for employees with accepted or delayed claims. An employee's claims examiner makes the determination for a claim's status (Accepted, Delayed, Denied).

### **The Family and Medical Leave Act (FMLA) protected leave period runs concurrently with a workers' compensation temporary disability leave.**

If an employee's claim is denied and they are unable to report to work, they will be referred to the Human Resources Department's Employee Services *Leaves and Separations Coordinator* to file for a personal medical leave.

If an employee reaches maximum medical improvement (MMI) / permanent and stationary (P&S) status and they are unable to report to work, they will be referred to the Human Resources Department's Employee Services *Leaves and Separations Coordinator* to file for a personal medical leave.

*Risk Management will notify the SFUSD's Reasonable Accommodations manager when an employee reaches MMI status and has permanent work restrictions, and will refer the employee to contact the Reasonable Accommodations manager to go through the Interactive Process.*

If an employee is not otherwise entitled to temporary disability benefits and they are unable to report to work, they will be referred to the Human Resources Department's *Employee Services Leaves and Separations Coordinator* to file for a personal medical leave. Filing for a personal medical leave will be necessary even if an employee continues to treat with an authorized workers' compensation treating physician.

### **Payroll Benefits**

Risk Management will notify the Timeroll keeper responsible for an injured employee how to code payroll based on the employee's classification and the status of their claim. The site/department's payroll specialist will be copied.

### **Certificated Staff**

For an *accepted* workers' compensation claim Certificated staff will receive six (or 12) months of full pay as outlined in the labor agreement (paycode WC is used).

Afterward an employee's accrued sick time will be used at a prorated rate (paycode SP is used) which results in an employee receiving full pay.

Finally, an employee will use their 100 days of extended sick leave pay benefits at which time they are docked for a substitute (again, paycode SP). Once extended sick leave benefits begin to

be used, an employee will also receive a temporary disability check from Athens Administrators.

During the period an employee is paid their full pay, workers' compensation temporary disability benefits are "included" in the employee's pay. A W-2 adjustment will be made at the end of the calendar year in order to reduce an employee's taxable earnings by the temporary disability calculated as part of their pay.

### **Paraprofessional Staff**

For an *accepted* workers' compensation claim Paraprofessional staff will receive sixty (60) work days of full pay as outlined in Ed Code (paycode WC is used).

Afterward an employee's accrued sick time will be used to supplement a temporary disability check paid by Athens Administrators (paycode WX will be used).

Finally, an employee will use their 100 units of extended sick leave pay benefits to supplement a temporary disability check paid by Athens Administrators (again, paycode WX).

During the period an employee is paid their full pay, workers' compensation temporary disability benefits are "included" in the employee's pay. A W-2 adjustment will be made at the end of the calendar year in order to reduce an employee's taxable earnings by the temporary disability calculated as part of their pay.

### **Civil Service Staff**

For an *accepted* workers' compensation claim Civil Service Staff receive a temporary disability (TD) check from Athens Administrators, but at the same time can opt to use sick (and vacation) hours to supplement their TD check.

**Please note that an employee is assumed to opt-in for supplementation. When an employee does not supplement a check is not issued by SFUSD, and therefore an employee's regular payroll deductions have to be paid directly by the employee.**

Additional notes for Civil Service Staff:

If the period of time an employee misses from work is fewer than 15 calendar days, the work days that are included in the first three calendar days are paid as sick days, and are not paid in temporary disability benefits.

If an employee misses the remainder of the workday that they are injured to seek medical treatment, they are paid for the full day as working. If they do not seek medical treatment that day they must use sick time to be paid the remainder of the day. If an employee seeks initial medical treatment following the injury date, sick time must be used in order to be paid.

### **Substitute Staff**

For an accepted workers' compensation claim, and if it is determined the staff member is eligible for workers' compensation benefits, they will receive a temporary disability check from Athens Administrators.

## **Additional Information and Resources**

[Guidelines for Workers' Compensation and Return-To-Work](#)      [WC and RTW Flow Chart](#)

**DWC Info.:**    [Workers' Compensation in California: A Guidebook for Injured Workers](#)

[Your Workers' Compensation Benefits \(Time of Hire Pamphlet\)](#)      [DWC FAQ's for Employees](#)

[SFUSD Administrative Regulation AR 4157.1 Work-Related Injuries](#)

[Ed Code 44984 Industrial Accident and Illness Leaves, Certificated Employees](#)

[Ed Code 44977 Deduction for Substitutes, Certificated Employees](#)

[Ed Code 44978 Accrued Sick Days, Certificated Employees](#)

[Ed Code 44978.1 Exhaustion of All Available Sick Leave](#)

[Ed Code 44983 Exception to Ed Code 44977, Certificated Employees](#)

[Ed Code 45192 Industrial Accident and Illness Leaves, Classified \(Paraprofessional\) Employees](#)

[Ed Code 45191 Accrued Sick Days, Classified \(Paraprofessional\) Employees](#)

[City and County of San Francisco Civil Service Commission Rule 120 Leaves of Absence](#)