



Risk Management At-A-Glance

Workers' Compensation Claims

The Risk Management office works directly with the school district's third party claims administrator, Athens Administrators, for the management of claims related to on-the-job injuries. Our office is involved in tracking an injured worker's leave for payroll purposes and their return to work. Call 415/241-6308 for workers' comp related inquiries.

Employee Claims

Board Policy and Admin Regulation No. R 4360 allows certain types of claims to be made by employees.

General Claims

The form to file a government claim (for injury or property damage) against the school district can be made by using the form found in the *How Do I...?* section of the district's public website.

Student Accident Insurance

The school district carries student accident insurance through Myers-Stevens & Toohey & Co., Inc., coverage that is secondary to coverage the student might already have. If they are not covered this coverage becomes primary. The claim form can be found on our Intranet site and includes required sections for both the school administrator and the student's parent/guardian, and should be submitted to Myers-Stevens by the parent/guardian. Call Risk Management for further questions.

Student Injuries

Risk Management tracks student injuries for a variety of purposes including providing reminders about the Student Accident Insurance. Student injuries are required to be entered into Synergy; the Student Injury Report form is no longer to be used. Risk Management will access injury information from Synergy. Please see our Intranet site for Synergy instructions.

Field Trip Documents

All field trip documents can be found on Risk Management's Intranet site. Also found on Risk Management's Intranet site are instructions on how to access In2Vate, the required Online training module for the certificated sponsor of an overnight field trip, as well as field trip FAQ's. Remember that overnight field trip documents need to first be forwarded to your LEAD office for review, and they then forward the documents to Risk Management for approval. Day trip documents are not reviewed by Risk Management. Call Risk Management for further assistance.

Certificates of Liability Insurance and Other Insurance Related Inquiries

When a request is made of the school district for insurance naming an entity (e.g. field trip destination, social event venue) as an Additional Insured, please contact Risk Management as soon as possible so that we can acquire the needed documents for you. We can also provide direction for any other insurance-related questions.

Documents

Documents related to all the above topics can be found on Risk Management's Intranet site at:

<https://district.sfusd.edu/dept/risk/default.aspx>.

Many of the documents are fillable pdf's and can be completed on a user's desktop. Please call Risk Management for assistance.