

**If you have a “RETURN TO WORK” policy,
the following information should be given to WC injured employees.**

WORKERS’ COMPENSATION INSURANCE

You are insured, beginning on your date of hire, for certain benefits in case of a job-related injury or illness. You are expected to exercise care and caution for your own safety and well-being and that of your co-workers so that risk of injury will be minimized.

Workers’ Compensation does not cover any injury/illness that is sustained due to your voluntary participation in any off-duty, recreational, social, athletic, or any other non-work-related activity, which is not a part of your work-related duties. Nor does it cover commuting to and from work. Unpaid lunch breaks are considered off-duty periods and are ineligible for Workers’ Compensation.

Employee Responsibilities

You must report any injury to your supervisor immediately so that treatment can be arranged if necessary. You are responsible for reporting a work-incurred injury as promptly as possible or on the first day you become aware that you have been injured. If you receive major bodily injury on company premises you will be taken to a qualified emergency medical facility by car or ambulance immediately.

Any work-related injury/illness occurring during weekend or holiday periods when your supervisor may be unavailable must be immediately reported to your supervisor upon his/her return, or to any supervisor or manager on duty during that shift.

If you fail to immediately notify your supervisor or another manager it will be considered a violation of company policy and you will be subject to disciplinary action.

In all cases, medical documentation of the injury/illness and probable recovery date will be required from an authorized medical provider pre-approved through the company and turned in to Accounting. The absence, with this documentation, will not affect your attendance record, or vacation benefits. Prior to an injury, you may specify your choice of medical provider by putting your request in writing and submitting it to Accounting.

We will require you to make any appointments related to the injury/illness (e.g., Doctors appointments, physical therapy, etc.) on your own time if possible. If not, you are expected to make these appointments as early or late in the work shift as possible. Time away from the job for appointments will be unpaid. Part-time employees are always expected to schedule appointments during non-working times. The actual medical treatments and expenses are covered by workers’ compensation insurance. You may use make up time during the same work week; or any accrued paid time off such as sick leave or vacation to offset any pay losses.

If you are medically released to work, but with temporary physical restrictions (e.g., lifting limits), the company will make every effort to supply a modified duty position. If a modified duty position is available and you refuse to perform the job duties, you will receive no compensation for time lost. If you return to a modified duty position, you are subject to the performance standards of the new job and will be evaluated accordingly.

Prior to returning to work, you must submit a physician’s release stating that you are fully able to resume your regular job or specify any permanent physical restrictions. If you are released to work and have been offered an approved position, as defined by Workers’ Compensation law, and you refuse the position, it will be considered a voluntary resignation.

Supervisor's Responsibilities

Your supervisor will complete the necessary forms immediately upon your notification of an injury/illness and submit the completed forms to Accounting within twenty-four (24) hours of your notification. Timely submission of these reports is necessary so that the company will be in compliance with various state laws requiring submission within time limits to avoid financial penalties. Supervisors failing to submit these forms on a timely basis will be subject to disciplinary action.

Claim Administration

The company and/or the Workers' Compensation adjuster may direct you to a qualified physician with expertise in occupational injuries at company expense to treat your injury/illness. At any point in time, the Workers' Compensation insurance carrier may request that you see an alternate physician for further medical evaluation or additional opinion.

All doctor and hospital bills will be paid directly, so you should never see a bill. If you are unable to work for more than three days, including weekends, you are entitled to compensation to help you replace your lost wages. Payment is not made for the first three days unless you are hospitalized or unable to work for more than 14 days. The payments will be two thirds of your average wage, up to a maximum set by the state. There are no deductions and payments are tax-free.

After two weeks of continuous absence, a Workers' Compensation Leave of Absence will be processed. The maximum length of the leave will be 4 months. When you receive a release to return to work, you may be reinstated to active status in the same job or a similar position if an appropriate position is available.

If you are unable to return to work after 4 months, we will process your termination of employment without prejudice to your right to on-going Workers' Compensation benefits. This in no way affects your rights as protected by the state of California Worker's Compensation law.

You may be eligible for vocational rehabilitation (outside training for another job) if you are physically unable to return to your previous position and no internal position is available at the time you are released to return to work. Typically, eligibility is determined by state law and the Worker's Compensation claims adjuster, in cooperation with the company.

Workers' Compensation fraud is a felony offense in the State of California. Anyone who knowingly makes a false statement in order to claim workers' compensation benefits is committing fraud. Felony fraud is punishable by up to 5 years in state prison, and a fine of up to \$50,000 or double the amount of the fraud, if that is more.