

WORKERS' COMPENSATION BENEFIT

One of the many benefits received by the employees of the South Orange County Community College District is provided through a District-funded Workers' Compensation Program. The program provides employees with medical and disability benefits should they become injured or ill as a result of work-related causes.

Employees must be aware of and assume the following responsibilities:

A. Report the Accident

The employee must immediately report the accident/illness to his/her immediate supervisor, no matter how minor.

B. Complete the Employee's Claim Form for Workers' Compensation

File a completed Employee's Claim Form for Workers' Compensation, DWC Form #1, with the South Orange County Community College District Benefits Department or with the College Budget Manager at Irvine Valley College within twenty-four hours.

C. Complete the Employee Report of Work Injury/Illness

File a completed Employee's Report of Work Injury/Illness with the South Orange County Community College District Benefits Department or with the College Budget Manager at Irvine Valley College.

If no medical Treatment is needed, be sure to so indicate on the form and sign where requested. (NOTE: If medical treatment is needed at a later date, contact the Benefits Department.)

D. Complete the Supervisor's Report of Employee Injury

File a completed Supervisor's Report of Employee Injury with the South Orange County Community College District Benefits Department or with the College Budget Manager at Irvine Valley College.

E. Medical Treatment

During the initial hiring process, the Office of Human Resources provides the new employee with a Workers' Compensation Verification - Employee Notification of Personal Physician form, FS #311, which gives the option of designating a personal physician. In the event the new employee does not elect to designate a personal

physician, the district retains the right to designate a physician for the employee's treatment.

1. When medical treatment is requested through the South Orange County Community College District Benefits Department, a Workers' Compensation packet will be provided. On the cover of the packet is the Industrial Medical Service Order which authorizes the employee to see a physician. This form also gives the physician the authorization to treat the employee as well as provides the physician with an address to expedite payment of fees for the treatment. This form, along with the accompanying reference letter, must be presented to the physician at time of treatment.
2. Off Work Approval: If the employee will be off work as a result of this injury/illness, the employee MUST provide his/her immediate supervisor with a completed Off-Work Order from the authorized treating physician. (Included in the Workers' Compensation packet.)

Any leave due to an industrial injury or illness will be charged to the employee's available sick leave and/or salary deductions made if an Off-Work Order is not submitted.

3. Return to Work Authorization: A Return to Work Authorization, completed by the authorized physician, must be presented to the Office of Human Resources when the employee returns to work. (Form is included in the Workers' Compensation packet.)
 - a. If there are no restrictions delineated in the Return to Work Authorization, the employee may return to his/her current assignment.
 - b. If there are restrictions, the employee and supervisor must meet with the Director of Human Resources to determine if the employee will be able to return to work while these restrictions are in effect.
 - c. It is the employee's responsibility to keep his/her supervisor and the Benefits Department informed of his/her work status at all times.

F. Questions

Contact the Benefits Department of the South Orange County Community College District if there are any questions regarding the foregoing procedure.