



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 7 – Human Resources

AP 4800.10 – WORKERS' COMPENSATION / ON-THE-JOB INJURIES

This procedure is applicable to all District Activities. It outlines the reporting requirements and the benefits available under Worker's Compensation.

FUNCTION

1. Eligibility

- a. All paid District employees are covered for injury on-the-job.
- b. All “authorized volunteers” are covered for injury related to their volunteer activity.

In order to be an authorized volunteer the following must be provided in writing:

- i.) period of volunteer service;
- ii.) description of volunteer activity;
- iii.) location where activity will take place; and
- iv.) name and Social Security Number or Taxpayer Identification Number of the volunteer **or** a fully executed Waiver of Workers' Compensation, Assumption of Risk and Indemnity Agreement on a form provided by the District.

The District employee supervising the volunteer activity shall submit the above requirements to the District Benefits Office before a volunteer commences their participation in the volunteer activit(ies).

2. Benefits

- a. All medical, surgical, and hospital expenses to cure or relieve the effects of the injury; Temporary disability benefits; Permanent disability benefits; Death benefit; Burial expense.
- b. Disability benefits begin after the third calendar day of disability exclusive of the day of injury. If disability exceeds 21 days, the first three days will be paid retroactively. Also, if hospitalization is required, disability benefits begin immediately upon hospitalization.
- c. Amount of Compensation – Salary plus accident leave compensation shall not exceed the employee's normal salary.
- d. Emergency Medical Care – The District's primary responsibility is to provide prompt medical care for employees injured on the job.

3. Mandatory Reports

Worker's Compensation Law requires that the District file reports on all employee job injuries within 24 hours of the injury.

The employee must report all injuries to his supervisor immediately, or as soon as practical in the case of severe injury.

IMPLEMENTATION

1. Employee

- a. Informs supervisor of accident immediately, no matter how trivial the injury may seem. If employee is disabled, this can be done by any staff member who knows details of the injury.
- b. Obtains necessary medical care. The employer has the right under the provisions of Section 4600, Worker's Compensation Laws of California, to designate the attending physician for the first 30 days of treatment after which the employee may change to the physician of their choice. If an employee has notified their employer in writing prior to the date of injury concerning a personal physician, the employee shall have the right to be treated by such physician from date of injury. In an emergency, the employee should use the nearest available facility which is required. The employee should notify the attending physician that this is an industrial accident.
- c. Sends itemized bills or receipts for miscellaneous items such as prescriptions to the District's insurance carrier for reimbursement. Doctor and hospital will bill the carrier directly and may not charge more than Industrial Commission scheduled fees.

2. Supervisor

Completes Supervisor's Report of Accident, and forwards to the Risk Management Office, Stadium Plaza. (**Note:** The supervisor and **not** the injured employee completes the accident report.) When there is any injury, regardless of the nature, reported to a supervisor, this report must be submitted. Refer to the site's Injury and Illness Prevention Plan for additional details. A report of injury doesn't necessarily constitute an admission of liability.

3. Risk Management Office

Upon receipt of Supervisor's Report of Accident, the Risk Management Office prepares Form 5020, Employer's Report of Occupational Injury or Illness, and forwards to the insurer.

4. Insurer

- a. Processes claims after performing such investigation and research as necessary.
- b. Makes determination as to approval of claim and notifies injured employee as to benefits.
- c. Determines from District Payroll Office if employee continues in a paid leave status. If so, advises the District Payroll Office and the Risk Management Office of the amount of Total Temporary Disability benefit due the employee, so that the employee's paid leave

benefit can be offset in accordance with District procedures. In all other cases, including hourly employees, without paid leaves, and volunteers the insurer mails benefits directly to the employee.

5. District Payroll Office

- a. Advises insurer of employee's paid status.
- b. Adjusts employee's Gross Income to offset Worker's Compensation benefits for Income Tax purposes.
- c. Adjusts employee's sick leave account to compensate for Worker's Compensation leave entitlement.

FORMS/REFERENCES

1. All forms are available to the supervisor through the site Business office.
2. Questions regarding claims should be directed to the Risk Management Office.

Adopted: 6/02/81

Revised: 12/12/25

SUPERSEDES: *Procedure 4800.10 (AC-4730, 1/15/73)*