

The District is required, under the California Workers' Compensation Law, to provide employees with coverage that guarantees prompt benefits when an employee is injured on the job or incurs a job-related illness. Benefits are in the form of medical care, sick leave, temporary disability benefits, and may include permanent disability awards.

Upon reporting an injury, benefits are automatic and are applied according to state law. Employees must report injuries promptly to their supervisors.

The following procedures should be followed whenever an employee, as required, reports any job-related injury to their supervisor.

- A. All injuries or job-related illnesses must be reported to the employee's supervisor as soon as possible.
- B. All injuries or job-related illnesses sustained by employees while on duty shall be reported at the earliest practical moment to the Human Resources Department, regardless of the nature of the injury.
- C. For injuries, employees at the Oceanside or San Elijo campuses should visit Health Services during hours of operation for examination and/or further medical referral. Employees at the Community Learning Center, the Technology Career Institute and off-site locations, and when injuries outside the hours of operations for Health Services, will be referred directly to the appropriate district-designated health-care provider. For illnesses, employees should leave campus and isolate immediately.
- D. Employees must be given Employee Claim Form (DWC-Form 1) within one working day upon knowledge of a Workers' Compensation injury or illness.
- E. A Supervisor's Report of Accident Form #231 must be completed for each reported injury, regardless of severity. All sections of the report must be completed by the supervisor.
- F. All forms must be sent to the Human Resources Department.

See Working Conditions Manuals for information specific to faculty or classified employees.