

There are many people involved in the workers' compensation and return-to-work process. It can be confusing to know who to call with what questions!

Noted below are the resources you have available to you for a smooth return-to-work process:

For questions regarding your medical or disability status contact:

TREATING PHYSICIAN

For questions regarding your return-to-work status or work assignment contact:

DISTRICT CLAIMS COORDINATOR

For questions regarding your medical payments or other workers' compensation questions contact:

CCCSIG CLAIMS EXAMINER

For questions regarding the return-to-work process contact:

CCCSIG RETURN TO WORK SPECIALIST

You can contact CCCSIG directly at 1 (866) 922-2744.

The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and provision of health & safety services to its 20 member public school districts in Contra Costa County.

Today, CCCSIG operates a self-insured, self-administered public agency, which is one of the largest of its kind in the State of California. Of the 22 member districts, 20 are K-12 school districts, one County Office of Education and one Community College District. CCCSIG's workers' compensation program encompasses approximately 20,000 employees and more than \$913 million in payroll, which translates to approximately \$21 million in workers' compensation premium. Of the 22 member districts, 19 are active in the workers' compensation program and 8 are members of an insured Health Benefits Program.

CCCSIG has been recognized for success in leadership by its peers. First Accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Group is currently Accredited with Excellence.



Contra Costa County Schools Insurance Group

550 Ellinwood Way, Pleasant Hill, CA 94523
Phone: 1 (866) 922-2744 ~ Fax: (925) 692-1137
www.cccsig.org



Contra Costa County Schools Insurance Group



**Return
To
Work
Process
for
Injured
Employees**

The Mission of CCCSIG is to enhance the human and financial resources of our members in order to contribute to public education.

RETURN TO WORK PROCESS FOR INJURED EMPLOYEES



After a work-related injury occurs and is reported to Company Nurse, if you are directed to obtain medical treatment, you will go to a designated medical facility for treatment.

You will receive a **Work Status Slip** from the *Physician* at each appointment

- * Immediately give the **Work Status Slip** to your *District Claims Coordinator*

The **Work Status Slip** will state that you are either:

- * **Released to Full Duty**
- * **Released with Work Restrictions or Limitations for a Temporary Period of Time**
- * **Not Released to Work**

If **Released to Full Duty**:

- * Return to your regular job duties

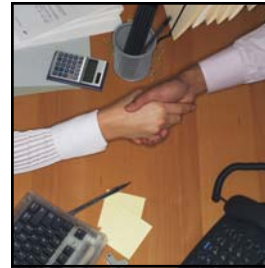
If **Released with Work Restrictions or Limitations**:

District Claims Coordinator will work with your *Site Supervisor* to determine:

- * Whether to temporarily modify your regular job duties (**Modified Work Assignment**) or
- * Place you in a **Temporary Work Assignment**, based on the medical restrictions from the *Physician*

If your regular Site is unable to temporarily accommodate you in either the **Modified Work Assignment** or a **Temporary Work Assignment**, your *District Claims Coordinator* will determine if another School Site can accommodate you in a temporary work assignment.

- * A **Pre-Designated Temporary Work Assignment** may be provided during this determination process



- * If a **Modified Work Assignment** or a **Temporary Work Assignment** has been designated, the *District Claims Coordinator* will review the work assignment and the **Temporary Return to Work Agreement** with you and the *Site Supervisor* will conduct orientation prior to your beginning the temporary work assignment

- * You will continue to go to your scheduled physician appointments, obtaining a new **Work Status Slip** at each visit and provide it to your *District Claims Coordinator*; this process continues until **Full Duty Release** by *Physician* or your District can no longer provide you with a temporary work assignment

- * If you choose not to accept the temporary work assignment your District is providing, your **Sick Leave Benefits** are required to cover your time off

- * If at any time you are unable to report to work during your temporary work assignment, call the *District Claims Coordinator*

- * If you do not feel you are medically able to perform the temporary work assignment (which is based on your *Physician's* evaluation), you must immediately return to the **Workers' Compensation medical Doctor/Facility** to be re-evaluated, and contact your *District Claims Coordinator*
- * If the *District* is unable to provide you with a temporary work assignment, you will receive **Temporary Total Disability** benefits through *Workers' Compensation* while you are temporarily medically unable to work and remain off work due to your workers' compensation injury

| Temporary Work Agreement for Work Related Injuries | |
|---|---|
| Dear: _____ <small>Employee</small> | |
| Your physician has released you to perform limited duty work while you are recovering from your industrial injury of _____ <small>Date of injury</small> | |
| Based on your current work restrictions and/or limitations and the Districts current operational needs, we are offering you the following temporary accommodation: | |
| <input type="checkbox"/> Temporary Work Assignment: _____ TWA Title <small>or</small> <input type="checkbox"/> Modification to Current Position | |
| Start Date _____ | Temporary Accommodation Supervisor _____ Site _____ |
| End Date _____ | |
| Explanation of Assignment (or attach copy <input type="checkbox"/>) | |
| Work Restrictions/ Limitations (or attach copy <input type="checkbox"/>) | |
| <input type="checkbox"/> Accept Assignment <input type="checkbox"/> Decline Assignment <input type="checkbox"/> Employee RTW Pamphlet | |
| Employee Signature _____ | District Signature - Name & Title _____ |
| Date _____ | Date _____ |
| <small>Only permanent employees are eligible for temporary work accommodations resulting from work related injuries.</small> | |
| <small>Temporary accommodations will not exceed work restrictions indicated by your physician. You will receive regular wages provided that your accommodation remains full time. Refusal to accept a temporary work accommodation may result in denial of education code and/or temporary total disability benefits.</small> | |

Temporary Work Agreement to be completed by the District Claims Coordinator and injured employee.