



WORKER'S COMPENSATION – SAIF PROCEDURES

<http://www.hdesd.org/services/human-resources/documents-forms>

Which employees are subject to High Desert ESD workers compensation coverage?

All employees are covered by worker's comp, including but not limited to: Full time staff, Part time staff and Substitute employees. All are covered by ESD insurance even if working in Jefferson County, Crook County, Deschutes County, or elsewhere. General rule of thumb..... If they receive an ESD paycheck, their injury needs to be reported to our insurance company right away.

Why is this important? Reporting worker's comp/on the job injuries *in a timely manner* is essential. SAIF and the ESD may be responsible to pay for lost wages just three days after the injury. (3 days includes a weekend!) This means if someone is injured on Friday, SAIF may be required to cut a check for time loss beginning on Monday. That doesn't leave much time for the claim to be assigned and wage information to be gathered.

Step 1: Incident form: Complete with the employee when a worker reports an injury or illness. The supervisor needs to review and sign the form, then forward to the Human Resource department. This form does NOT need to be submitted to SAIF, it only documents the incident in the event it evolves into a claim later; and it also helps us identify situations that need to be corrected before a more serious accident occurs.

Step 2: If the employee will seek or has already sought medical attention: At that moment, the injury becomes a worker's comp claim. The 801 form **MUST** be completed by the employee when you learn they are going to the doctor, when a worker says they want to file a claim, or if you witness an incident where you believe it will result in a claim or if the worker is unable to request claim filing.

Step 3: The SAIF 801 claim form must be filled out and signed by the employee. The employee should not give the 801 to the doctor. It is ideal to have the employee complete the form when they are in your office before they go to the doctor, if they are able to. Only the top "Employee" portion needs to be completed. We must have the employee's signature on the 801 to provide authorization for SAIF to access medical records.

Step 4: Send the completed 801 form to Sally West or HR at 541-693-5601 immediately. Or you may scan and e-mail the 801 form to Sally at sally.west@hdesd.org. Send no later than 24 hours after the employee has sought medical attention!!! It is helpful if you also note any time loss the employee has missed due to the injury.

Step 5: Give the Employee Responsibilities form – Give the employee the Employee Responsibilities form when they complete a SAIF 801 claim form.

Step 6: Give the Release to Return to work form – Give the employee the work release form to be returned to HR by the doctor's office or the employee after completed by the medical provider. Note: employees may **NOT** return to work unless we receive a full work release. All releases are to be sent to HR for evaluation, as we may or may not be able to provide work within the doctor's restrictions.

*If a worker seeks medical attention from a work injury or illness, form 801 **must** be sent to SAIF within 5 days of knowledge. "Knowledge" means any person (this means you!) in the district who is aware the employee sought medical attention – Liaison, Department manager, Supervisor, Principal, etc.*