



**March Joint Powers Commission  
of the  
March Joint Powers Authority**

City of Moreno Valley ♦ City of Perris ♦ City of Riverside ♦ County of Riverside

**Memorandum**

**Date:** August 12, 2024

**From:** Cindy Camargo

**Subject:** Matter(s) Subsequent to Posting Agenda –  
JPC Agenda Item 8(10), page 138

Attachment 1 was incomplete. The Workers' Compensation Policy was inadvertently left out of the packet.

Thank you.

**MARCH JOINT POWERS AUTHORITY**  
**Workers' Compensation Policy**  
**Adopted: August 14, 2024**

**Purpose:**

To describe the responsibilities for employees of the March Joint Powers Authority (MJPA) regarding work-related injuries or illnesses. These lists include both preventive measures and process steps for recovery.

**Employee Responsibilities:**

An employee who sustains a work-related injury or illness is responsible for taking the actions described in this section. Also, all employees need to follow the preventative measures described below.

- Report work-related injuries and illnesses promptly to your supervisor. Employees may also report their incident to the Human Resources Department if their supervisor is unavailable.
- Cooperate with MJPA's efforts to provide timely, fair, and equitable benefits pursuant to state laws.
- Comply with Occupational Safety and Health Standards (OSHA), Injury and Illness Prevention Program (IIPP) and safety rules and regulations, which are applicable to your own actions and conduct.
- Take every reasonable precaution to work in a safe manner and not put yourself or others at risk.
- Use safety equipment provided to you to perform work tasks in a safe manner.
- Learn about potential job hazards and observe potential warning signs.
- After every scheduled medical appointment, immediately provide a doctor's Work Status Report to your supervisor and the Human Resources Department and inform your supervisor about any work restrictions and/or capabilities as outlined by your physician.
- If absent from work (for any length of time) due to a work-related injury, provide your supervisor with a doctor's Release to Return to Work, which you receive from the Human Resources Department.
- Participate in modified transitional work assignments, if they are available.
- Comply with policy terms regarding workers' compensation.
- Maintain and retain a copy of accurate time and attendance records regarding time off work for workers' compensation-related absences.

**Supervisor Responsibilities:**

Supervisors are expected to ensure safe working conditions and safe work practices in the workplace. A list of specific responsibilities is provided below.

- Obtain immediate emergency medical care for serious injuries. Direct injured employees to the **Clinic** (see below) for less than life or limb-threatening injuries.
- Provide an injured or ill employee with a Medical Authorization Form immediately if the employee wishes to seek medical treatment for their work-related injury or illness.

- Formally report the incident to the Human Resources Department within 24 hours of knowledge of the employee's work-related injury or illness and provide the employee with a **Workers' Compensation Claim Form (DWC-1)**, **Employee's Report of Injury and Illness Form**, and complete the **Supervisor's Report of Injury or Illness Form**. **All three (3) Forms are to be submitted to the Human Resources Department within 24 hours of knowledge of the employee's work-related injury or illness.**
- Note: If an employee, contract worker or volunteer is seriously injured, the Human Resources Department must be notified within 8 hours of knowledge so that the March Joint Powers Authority is following OSHA Reporting Requirements. Examples of serious injuries include death, permanent disfigurement, loss or partial loss of body parts (including fingers and ears) and hospitalization overnight other than for observation.
- Request a copy of the doctor's Work Status Report from every employee who has been to see the doctor for a work-related injury. This note documents the employee's ability to work and must be provided to the employee by the doctor after every visit.
- Notify the Human Resources Department when an employee is off work or returns to work. (The employee's Supervisor is responsible for ensuring that the Human Resources Department and Payroll Department are notified.).
- Forward signed time sheets to the employee's Payroll Department.
- Coordinate personnel actions involving employees who have sustained a work-related injury or illness with the Human Resources Department.
- Secure appropriate Return to Work Certification from an employee prior to or at the beginning of the shift on the date of the employee's return to work.
- Become knowledgeable about appropriate safety practices and personal protective equipment required by subordinates to safely perform job duties and reinforce compliance with safety practices and use of personal protective equipment.
- Attend Workers' Compensation training.
- Review available Safety information.

### **Occupational Clinic:**

- **Concentra Urgent Care Center** – Riverside West March 21820 Cactus Avenue, Suite 302, Riverside, CA 92518 – (951) 653-5291
- Provides occupational medical management and treatment.
- Prescribes occupational therapy and physical therapy when needed.
- Orders on-site ergonomic workstation/work style assessments when indicated.
- Provides specialty referrals for injured and ill employees on an as-needed basis:
  - Medical Specialty consultants
  - Pain Management Program for injections
  - Chiropractic assessment and adjustments
  - Transitional strengthening and conditioning
  - Acupuncture treatments
- Works with the March Joint Powers Authority (MJPA) and the State Compensation Insurance Fund (SCIF) to help the injured employee be able to safely return to work as quickly as possible.

- Completes the Doctors First Report and subsequent work status reports and email to the March Joint Powers Authority Human Resources Department at ayala@marchjpa.com.

**Personal Physician/Health Care Provider:**

A health care provider examining and/or treating an employee for a work-related illness or injury has the following responsibilities:

- Completes the Doctors First Report and email it to the March Joint Powers Human Resources Department at ayala@marchjpa.com.
- Provides information regarding the employee's medical status, physical limitations, anticipated return-to-work date, and prognosis for 100% capacity to perform the essential functions of the job.
- Participates in the evaluation of physical restrictions.
- Completes documents verifying date of injury, treatment(s), and anticipated return to work date.
- Complies with all provisions of the California Labor Code for employee-selected physicians.

**Human Resources Department:**

The Human Resources Department of the March Joint Powers has specific responsibilities with regard to the Workers' Compensation Program, including coordination, facilitation, analysis, reporting, advising, and providing consultations and training. Specific descriptions are listed below.

- Coordinates the MIPA Workers' Compensation Program activities.
- Processes and submits the DWC-1 Form, Supervisor's Report of Injury and Illness Form, and the Employee's Report of Injury and Illness Form to SCIF.
- Develops and interprets workers' compensation policy and procedures and facilitates understanding of them.
- Provides interpretation of workers compensation laws, benefits, and regulations.
- Facilitates program communication flow and solicit input and feedback from other areas involved.
- Acts as liaison with workers' compensation third-party claims administrator (State Compensation Insurance Fund) and legal counsel.
- Coordinates information for cases that have concurrent personnel actions occurring or in which multi-forum claims have been filed.
- Coordinates workers' compensation claim litigation with legal counsel.
- Identifies departments warranting special injury prevention efforts.
- Collects and analyzes data regarding the program and recommend changes to departments.
- Prepares reports of workers' compensation loss experience.
- Counsels department representatives and employees regarding Workers' Compensation principles, practices, and procedures.
- Recommends loss prevention and loss control programs.
- Answers employee and department questions about coverage.
- Provides training to departments on ways to reduce Workers' Compensation costs.

- Maintains completed Physician Designation forms.
- Coordinates Transitional Return to Work activities for those employees with temporary work restrictions because of their work-related injury or illness.
- Provides consultation, HR policy interpretation and procedural information in conjunction with other departments on the following topics:
  - Compensation
  - Leaves of Absence
  - Performance Management
  - Employee Relations
- Reports injuries and illnesses to Cal-OSHA., when deemed necessary due to one or more of the following situations:
  - Hospitalization for more than 24 hours for reasons other than observation
  - Amputation
  - Death

**State Compensation Insurance Fund:**

The State Compensation Insurance Fund (SCIF) is the March Joint Powers Authority's Workers' Compensation Claims Administrator. The SCIF is an independent claims management firm contracted to service the March Joint Powers Authority. Known as the Third-Party Administrator (TPA), SCIF contracts with the MJPA to administer workers' compensation claims filed by MJPA employees and provide workers' compensation benefits to eligible employees. Specific responsibilities include the following functions:

- Provides 24/7 on-line claims reporting.
- Promptly investigates all reported claims, obtaining employee medical and personnel records as needed.
- Determines the liability associated with work-related injury or illness claims.
- Determines the compensability of claims, promptly accepting compensable claims and denying non-compensable claims, in strict accordance with California law.
- Authorizes medical treatment.
- Determines eligibility for workers' compensation benefits (e.g., Temporary Disability, payment of medical expenses, and Permanent Disability).
- Retrieves medical information regarding a work-related injury/illness from the treating doctor or facility.
- Ensures that an employee receives legally mandated Workers' Compensation notices.
- Ensures prompt payment of benefits due to injured employees in accordance with the California Labor Code.
- Advises the MJPA of injured worker medical status, physical restrictions, and potential ability for employee to return to work.
- Coordinates employee return-to-work with the Human Resources Department and department supervisor/manager.
- Arranges for the MJPA defense of litigated compensation claims and coordinates such defense through the Human Resources Department.

## **Payroll Department:**

The responsibilities of the Payroll Department are listed below:

- Provides guidance to the Human Resources Department in calculating and reporting time for employees during various stages of the workers' compensation process.
- Processes insurance benefit payments for employees who are either ineligible for or who have exhausted all leaves and have subsequently been placed on leave without pay.
- Makes necessary payroll adjustments of leaves related to the workers' compensation process.
- Ensures proper tax treatment/reporting.
- Verifies with the Human Resources Department and SCIF that timesheets are marked and coded correctly.
- Responds to employee inquiries regarding workers' compensation deductions from their paychecks.