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**POLICY TITLE: Workers' Compensation**  
**POLICY NUMBER: 2310**

2310.1 All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, he or she must report the illness or injury to **the General Manager** ~~designated Claims/Loss Prevention Manager~~ or his or her supervisor in the absence of the **General Manager** ~~designated Claims/Loss Prevention Manager~~; within 24 hours of the occurrence. Failure to do so could result in a delay of benefits.

2310.2 All payments for lost wages or salary due to a work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. ~~Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence.~~ For more information about Workers' Compensation benefits, please contact **the General Manager** ~~designated Claims/Loss Prevention Manager~~ or your supervisor.

2310.3 The District provides medical treatment for work-related injuries and illnesses through designated hospitals or clinics. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations and used for first treatment pending added review by **the General Manager** ~~designated Claims/Loss Prevention Manager~~.

2310.4 Employees who are injured in a work-related accident ~~may be~~ **will be** referred to the designated clinic unless the District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor before any injury.

2310.5 ~~When the General Manger or Board Chair~~ **Any supervisor** who learns that an employee has incurred a work-related illness or injury shall provide that employee with a notice of his or her right to seek workers' compensation benefits in a form provided by **the District** ~~position title~~ and shall promptly report doing so to **the Districts Insurance carrier** ~~position title~~.



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2310.6 Notices of workers compensation benefits shall be posted annually as required by California law by or at the direction of **the General Manager** [position title]. A form for such notices is available at **the district's website: <https://www.christianvalley.org>**  
**<https://www.dir.ca.gov/dwc/NoticePoster.pdf>**.