

San José State University strives to provide a safe and healthy work environment. When a workplace injury or illness occurs, it is our objective that employees receive prompt, appropriate medical attention and return to work as soon as they are able.

**INJURY REPORTING PROCEDURE**

1. Report the injury **immediately** to your Appropriate Administrator and seek medical attention. **Within 24 hours**, the Appropriate Administrator completes the employer's report form and provides a copy of the **workers' compensation claim form** to the employee. Fax the forms to UP at 408-924-1701. Send originals in campus mail to UP/Safety m/s0046.
2. In case of emergency dial 911 for paramedic assistance or 924-2222 for University Police Department.
3. When an injury occurs in the workplace, the appropriate administrator or his/her designee may direct the injured employee to the **Student Health Center** (4-6122) or an approved Occupational Medicine center for initial medical care .If the injury occurs after hours, when the SHC is closed, the injured employee should be directed to O'Connor Hospital Emergency Room.

**Alliance Occupational Medicine**  
 1901 Monterey Road, #10, San Jose  
 Ph: 408-477-8080  
 Hours: Monday – Friday 7:00 am – 7:00 pm

**Alliance Occupational Medicine**  
 315 S. Abbott Avenue, Milpitas, CA 95035  
 Ph: 408-790-2900  
 Hours: Monday – Friday 7:00 am – 7:00 pm

**U.S. Healthworks, San Jose**  
 1893 Monterey Road, Suite 200, San Jose, CA 95112  
 408-288-3800  
 Hours: Monday - Friday 7:00 - 7:00

**O'Connor Hospital Emergency Room**  
 (nights or weekends)  
 2105 Forest Avenue, San Jose, CA 95128  
 (408)947-2500

4. Provide all medical work status reports to your Appropriate Administrator or his/her designee and the Workers' Compensation Specialist.
5. For more information or questions contact the Workers' Compensation Specialist, the TPA or the Division of Workers' Compensation Information & Assistance Unit.

**CLAIMS ADMINISTRATOR**

Sedgwick CMS is the Third Party Administrator that administers the University's Workers' Compensation claims and determines Workers' Compensation benefits eligibility.

Sedgwick CMS P.O. Box 14629  
 Lexington, KY 40512-4629  
 Ph: (510)302-3041 Fax: (916) 851-8089

**LOST TIME WAGE COMPENSATION**

If the physician takes you off work for a period of more than three days (waiting period), you may be eligible for disability leave pay benefits. You must use accrued sick leave for the first three days of disability. If you are hospitalized as an inpatient or unable to work for more than 14 days, benefits shall be payable from the date of disability. If the physician releases you to modified work, you may be eligible for wage-loss compensation.

**For which benefit do I qualify?**

State employees who are active members of PERS (Public Employees' Retirement System) or STRS (State Teachers' Retirement System) may elect to receive IDL in lieu of Temporary Disability.

IDL pays full salary for the first 22 working days of disability and 2/3 gross salary for the next 11 months of disability provided the absences occur within two years of the first date of lost time.

SUPA / Unit 8 employees may be entitled to Enhanced IDL (EIDL), which provides full salary for the entire 12 months of disability.

TD is paid directly by the claims administrator every two weeks and provides a benefit of 2/3 your average weekly earnings, which are subject to statutory minimum and maximums.

**Supplementation with leave time**

You may elect to supplement your IDL benefit with sick leave. If you are receiving TD, you must supplement this benefit with your combined leave credits (sick, vacation, Comp Time Off) in order to maintain your health, vision and dental benefits and PERS retirement contribution.

**What is NDI?**

Non-industrial Disability Insurance (NDI) is a wage compensation program for non-work-related injuries or illnesses. In the event your claim is delayed during the allotted 90-day claim investigation period AND you are unable to work, you can apply for NDI benefits pending a workers' compensation decision. Contact the Workers' Compensation Analyst for more information.

**RETURN-TO-WORK**

San Jose State University recognizes that its most valuable assets are our employees. An important goal of the University, therefore, is to return employees; who are temporarily unable to perform their usual and customary occupation, due to an occupational injury or illness, to transitional work that is productive and valuable at the earliest appropriate time.

Upon the treating physician releasing you to return to work with restrictions the following procedure must be followed:

1. Provide the treating physician's work restrictions to your Appropriate Administrator or his/her designee and have a copy faxed to the Workers' Compensation Specialist
2. The Workers' Compensation Specialist and your Appropriate Administrator/designee will evaluate the work restrictions to determine the feasibility of transitional work that meets the goal of the Return-to-Work Program policy.

**For more information or questions contact:**

SJSU / WORKERS' COMPENSATION PROGRAM ANALYST  
Phone: (408) 924-2250 | Fax: (408) 924-1701  
[http://www.sjsu.edu/up/all/workers\\_comp/](http://www.sjsu.edu/up/all/workers_comp/)

Or

Division of Workers' Compensation (DWC) INFORMATION & ASSISTANCE UNIT  
100 Paseo de San Antonio, Room 240, San Jose (408) 277-1292

**WORKERS' COMPENSATION FRAUD IS A FELONY**

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.