



Risk Management Medical Liaison Unit

Paul Lugue, HR Manager
Management Update 2024



Agenda

- Worker's Comp
- Leaves of Absence
- Risk Management
- Safety



**LEAVE OF
ABSENCE**

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- Workers' Comp
- FML/CFRA
- Pregnancy Disability Leave/Bonding
- Medical Leave of Absences
- Personal Leaves Request
- COVID-19

Worker's Compensation

- Department of Human Resources
 - Self insured
- Sheriff's Department MLU
 - Serve as a liaison



- Benefits
 - Concentra/Kaiser on the job
 - Akeso just added 1/1/2024
 - Predesignating Form
 - Medical Treatment
 - Mileage Reimbursement
 - Compensation for Loss Time
 - 4850 (sworn)
 - Permanent Disability
 - Death Benefits

Work Status Reports

- **Full Duty (FD)**
 - Employee can perform all job duties
- **Temporary Limited Duty (LD)**
 - Work Restrictions
 - Reasonable Accommodation
 - Release Time for Doctor's Appointments
 - Kronos Timekeeping - Reason Code 803
- **Temporary Totally Disabled (TTD)**
 - Injury Leave – Non-Sworn/4850-Sworn
 - Use employee balances
- **Permanent & Stationary (P&S)**
 - Permanent restrictions; use up remaining 4850



Supervisor's Role

- Complete WC forms
 - Supervisor's Accident Investigation Report – RM3
 - Report of Occupational Injury – MLU4
 - Workers' Compensation Claim Form – DWC1
- Notify MLU/Submit forms

Supervisor's Ongoing Role

- Keep open communication with Employee
- Get updated doctor's note & forward to MLU
- Determine reasonable accommodations

***All full duty doctor's note must be approved by MLU

Manager's and Supervisor's Responsibilities

- Promptly report all injuries and illness
- Ensure forms are complete and accurate
- Maintain contact with employees on leave
- Help make a smooth transition back to work
- Help reduce claims and keep down costs by promoting safety and preventing accidents

Sheriff's P&P

- **3.16 Occupational Injuries, Illness, or Death**
 - Treatment, DWC1 within 24 hrs, notify MLU, complete forms, medical notes, pre-designation.
 - Work Status Report every 45 days or sooner
- **3.34 Temporary Limited Duty Program for Injured or Ill Employees**
 - No permanent positions
 - 6-month limit
 - Accommodations, TAD, TTD, Peace officer powers and property.



Family Medical Leave & California Family Rights Act

Coverage:

- FMLA - Federal
- CFRA -State

Up to 12 weeks of unpaid leave within a

- 12-month period

Eligibility

- Be a county employee for the past 12 months
- Worked at least 1250 hours



FMLA
Family Medical Leave Act

Pregnancy Disability Leave

PDL – State Law

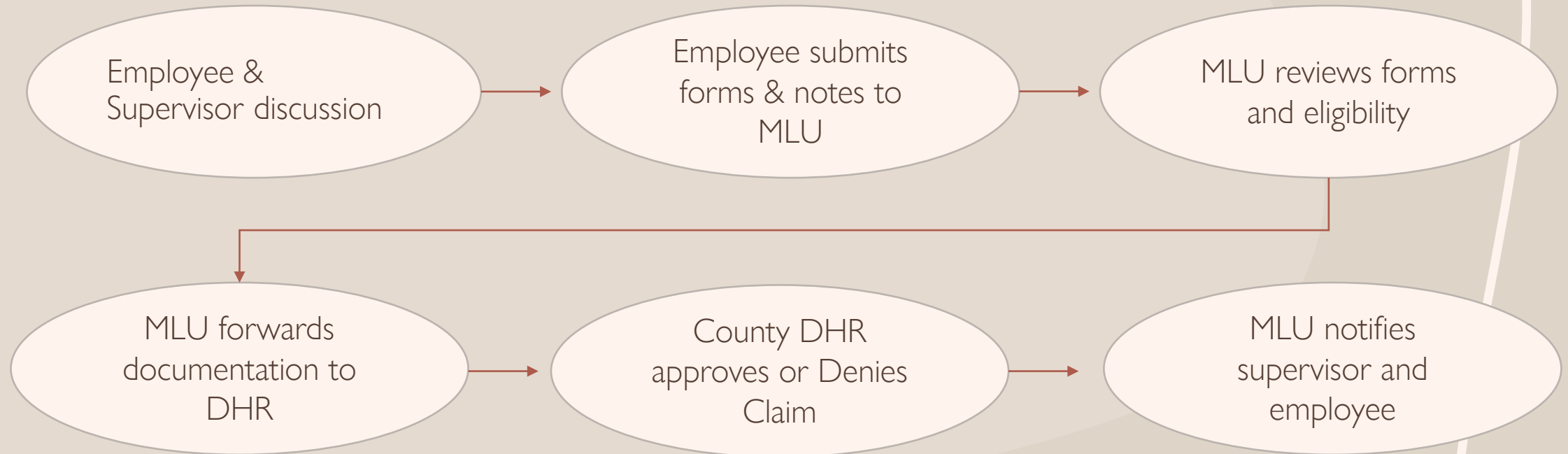
- No minimum length of employment
- Provides up to 17 1/3 weeks of unpaid leave for pregnancy disability, childbirth recovery or related medical condition.
- Used continuously or intermittently

Bonding:

- Up to 12 weeks of time off during the initial first year



Process



Kronos

- Track intermittent leave
- Verify timecards for accuracy
- If employee exhausts balances or declines the use of their balances, then it may affect retirement, step increases and holiday pay
- While on paid leave employee continues to accrue. “earned but not credited”



Disability Plans



- **Sworn**
 - CA Law Enforcement Association (CLEA) – DSA
 - AFLAC
- **Professional Staff**
 - State Disability Insurance (SDI)
 - Paid Family Leave (PFL)
- **Management/Unclassified Classifications**
 - Long Term Disability
- **Voluntary Benefits – Lincoln Financial Group**
 - Short Term Disability or PFL for non-SDI
 - Long Term Disability
- **Catastrophic Leave**

Unprotected Leaves

- Not eligible for FML/CFRA
- Exhausted all PDL and FML protection
- Exhausted all paid leave balances
- Leave of Absence (LOA) without protection or pay (LWOP)
- Personal Leave





COVID-19



Reduce

**RISK
MANAGEMENT**

Mitigate

Control

Strategy

cept



Risk Management

- Sworn Qualification Period
- Fitness for Duty

Medical Evaluations



- **Fourth Year Physicals**
 - Needs to be completed prior to fifth year of service
 - Sworn employees only, 1yr to complete
- **Omnibus Transportation Act**
 - Testing prior to starting position
- **Probationary Drug Testing**
 - Monthly random selection for new sworn employees
- **Monthly Random Drug Testing**
 - Sworn (effective July 2014)



Reasonable Suspicion of Impairment

- OBSERVE EMPLOYEE
- OBTAIN A WITNESS
- DOCUMENT THE BEHAVIOR
- CONTACT MLU

SAFETY FIRST!



- Cal/OSHA Compliance
- Ergonomic Evaluations
- Monthly Safety Flyers
- Facility Safety Officer Program (FSO)

Safety & Health Program

- **Safety and Health programs**
 - Injury and Illness Prevention
 - Respiratory Protection
 - Hazard Communication
 - Bloodborne Pathogens
 - Heat Illness Prevention
 - Aerosol Transmittable Disease
- **Cal/OSHA compliance**



Cal/OSHA Compliance

- **Sheriff's Department's responsibilities:**
 - Establish, implement, and maintain an Injury and Illness Prevention Program (IIPP)
 - Keep records of work-related injuries and illnesses - Facility Safety Officer Program
 - Report work-related death or serious injuries or accidents to CalOSHA

FSO Responsibilities

- Exits
- AED Locations
- Expected Controls for Known Hazards
- Evacuation Assembly Site
- Hazard Awareness
- General Safety Training
- Issues Unique to Your Site



ANY
QUESTIONS?

