



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES

POTENTIAL



Risk Management Medical Liaison Unit

Management Training 2022

What do we handle?



- Workers' Comp
- FML/CFRA
- PDL
- Leaves of absences
- COVID-19



- Reasonable Suspicion
- Fitness for Duty
- Medical Evaluations
- Funeral Guidelines
- 5-year Physicals
- Officer Involved Shooting Procedure



- Cal/OSHA Compliance
- Ergonomic Evaluations
- Safety Programs
- Facility Safety Officer Program (FSO)
- Health and Wellness

Keep in Mind

What are some of challenges your staff and/or new supervisors are facing?

What are some topics your staff needs more training on related to Risk Management?



To exceed minimum compliance for health, safety, and the well being of our employees by proactively managing risk through continuous education, participation, and communication.



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Workers' Compensation

Worker's Compensation

Department of Human Resources

Risk Management –Workers' Compensation Unit

VS.

Sheriff's Department

Risk Management/Medical Liaison Unit

Work Related Injuries or Illnesses

Benefits Include:

- Medical Treatment
- Mileage Reimbursement
- Compensation for Lost Time
- Permanent Disability
- Death Benefits

Eligibility:

- Paid Employees
- Volunteers



Medical Providers

- **Concentra**



- **Kaiser Permanente On-The-Job or KPOJ**



- **Pre-designated Physician Form**

Supervisor's Role

Obtain Correct WC Forms

- Supervisor's Accident Investigation Report – RM3
- Report of Occupational Injury – MLU4
- Workers' Compensation Claim Form – DWC1

Notify MLU and Submit Forms

Determine medical treatment

Corrective Measures



Supervisor' Role

- ❖ Communicate with employee & MLU
- ❖ Get updated work status notes & forward to MLU
- ❖ Determine reasonable accommodations if necessary
- ❖ Make sure timecards are correct

Work Status Reports

Full Duty (FD)

- Employee is able to perform all job duties

Temporary Limited Duty (LD)

- Work Restrictions
- Reasonable Accommodation
- Release Time for Light Duty Appointments
 - Kronos Timekeeping - Reason Code 803

Temporary Totally Disabled (TTD)

- Injury Leave – Non Sworn / 4850-Sworn
- Use employee balances

Permanent & Stationary (P&S)

- Injury leave not approved; use up remaining 4850

Common Oversights

Workers' Compensation Paperwork

- *DWC1 – State of California*
- *RM3 – Supervisors Accident Investigation*

Work Status Updates (45 days)

- Create a reminder in Outlook

Full Duty Notes

- Must get approval from MLU

Medical Liaison Unit's Role

Accommodating

- Temporary Assignment Duty (TAD)
- Limited Duty Status

Employee Tracking

- TTD/LD – Payroll & Bureau Commands
- Report lost hours to WC

Interactive Process

- Collaborative effort with employee to determine if the employee can return to work
- Permanent & Stationary (P&S)

Limited Duty Policy – P&P 3.34

Qualifications

- Waivers/Clearances

Sheriff 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.

Manager's And Supervisor's Responsibilities

Supervisor:

- Ensure all injuries and illness reported promptly
- Ensure forms are complete and accurate

Supervisor and Manager:

- Maintain contact with workers on leave
- Help make the transition back to work
- Help reduce claims and keep down costs by promoting safety and preventing accidents

If fraud or abuse is suspected, contact MLU



**Commit Workers'
Comp Fraud,
Get A New Outfit.**

DON'T DO IT. DON'T TOLERATE IT. REPORT IT:

(800) 315-7672

Employees faking injuries or employers illegally denying claims are examples of workers' comp fraud.

This is a felony punishable by up to five years in prison and a \$150,000 fine.



San Diego County District Attorney



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Protected Leave Options

The Basics: Family Medical Leave (FML) & California Family Rights Act (CFRA) Pregnancy Disability Leave (PDL)

FML

- Federal law
- Administered by Dept of Labor

CFRA

- State law
- Administered by Dept of Fair Employment & Housing

FML & CFRA

- Provide eligible employees up to 12 weeks of unpaid leave in a 12-month period.
- Used continuously or intermittently

PDL

- State Law
- Provides up to 17 1/3 weeks of unpaid leave for pregnancy disability, childbirth recovery or related medical condition.
- Used continuously or intermittently

Leave Reasons

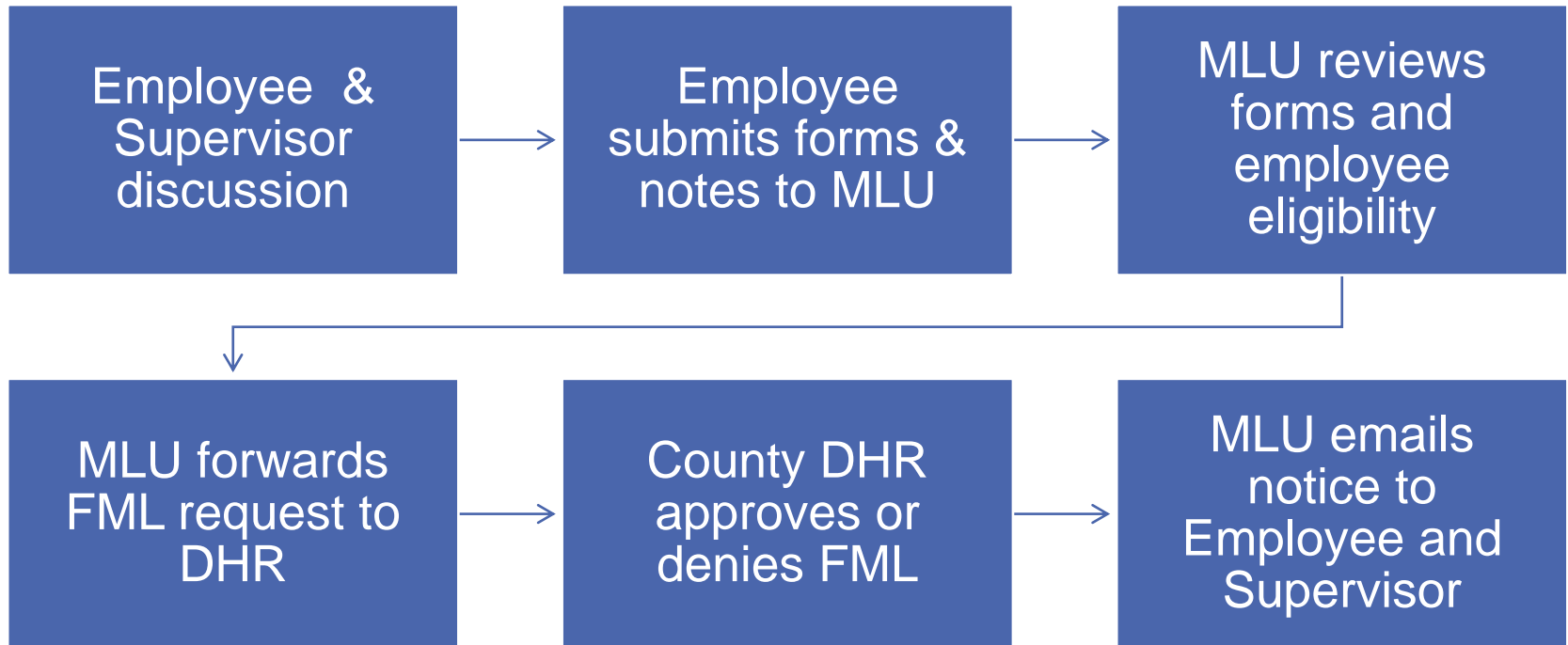
FML/CFRA

- Leave for self due to a serious health condition
- Care for a newborn
- Care for a family member w/ serious health condition
- Placement of adoption or foster care
- Military Caregiver

PDL

- Prenatal care
- Severe morning sickness
- Doctor-ordered bed rest
- Childbirth
- Recovery from childbirth
- Post-partum depression

FML/CFRA & PDL Process



Kronos Coding

- Supervisor must track intermittent leave needs
- Supervisors must make sure that employee timecards are correct each pay period.
- If employee exhausts balances or declines the use of their balances, then it may affect retirement, step increases and holiday pay.
- While on leave, accruals go in an “earned but not credited” bucket.



Qualified 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**



What is unprotected leave?

- An employee who is not eligible for FML/CFRA
- An employee that exhausted PDL and FML protection
- An employee that exhausted all paid leave balances
- Any time an employee is on a Leave of Absence (LOA) without protection or pay (LWOP)

Affects of Leave of Absence (LOA) without Pay

- If unpaid on the 1st day of the month, benefits are interrupted
- Affects step increase, holiday pay, and retirement credits
- All Leave of Absences without pay (LOA/LWOP) must be preapproved by HRB Command

Equal Employment
Opportunity
Commission

Federal agency



California Department of
Fair Employment and Housing

Why is this important?

ADA Regulations and Reasonable Accommodations

- The Americans with Disabilities Act (ADA) prohibits discrimination against employees (and job applicants) who have physical or mental impairments that substantially limit "major life activities."
- California Fair Employment and Housing Act requires employers to provide reasonable accommodations for individuals with a physical or mental disability.

It is essential for all supervisors to know and understand how to comply with these regulations.

- Determine Accommodation
- Work employee within restrictions
- Monitor updated work status note
- Keep track of employees out on TTD or LD
- Modified Duty Policy
- Monitor Frequency/Duration
- Sworn Qualification Period - waivers
- Confirm return from leave date



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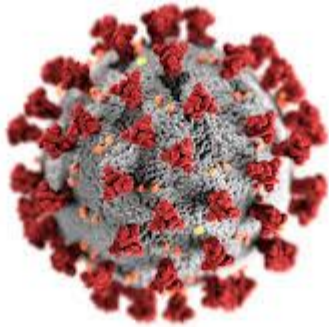
HUMAN
RESOURCES

POTENTIAL



COVID-19

COVID-19



If you tested
COVID POSITIVE

SAVE TIME

**COMPLETE THE INTAKE FORM
FROM YOUR CELL PHONE**

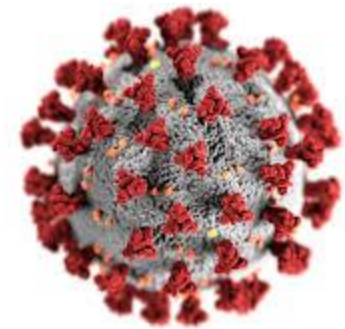
Go to: <http://sdsd.so/covid-intake>

OR



COVID-19

- Check “COVID Resources” link on Sheriff’s home page





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Risk Management

Risk Management

- **Sworn Qualification Period**
- **OIS – Critical Incident Procedure**
- **Fitness for Duty**
- **Funeral Guidelines**



Reasonable Suspicion of Impairment



Supervisor's Role:

- Observe Employee
- Obtain a Witness
- Document the Behavior
- Contact/Alert MLU



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Safety Prevention



SAFETY PAGE

Human Resources → Sites → Risk Management → SAFETY PAGE

Risk Management

Report Work Related Illness/Injury Employee Leaves **Safety** COVID Resources DHRO Assigned Divisions

Sheriff's Department Wellness ▾ MLU Internal

EDIT LINKS

Safety procedures are not intended to address principles, values, philosophies, goals and objectives covered in the Department Policies & Procedures (P&P). P&Ps are published and maintained by Division of Inspectional Services. P&Ps do not address the details covered in a safety procedure. Refer to current P&P manual for information on operations within the San Diego Sheriff's Department.



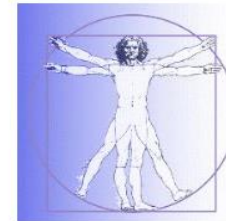
- [Injury and Illness Prevention Program](#)
- [Heat Illness Prevention Program](#)
- [Hazard Communication Program](#)
- [Respiratory Protection Program](#)



[Supervisor's Responsibilities to Report Serious Injuries to SDSO Employees to MLU & to CalOSHA](#)

[Sheriff's Department WSSH Monthly Safety Training Bulletins](#)

Safety Resources



ERGONOMICS



Facility Safety Officer (FSO)



Safety & Health Program

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



**CalOSHA Requires
All Employees
to be
SITE SPECIFIC AWARENESS
Trained**
(Injury and Illness Prevention Program)

Supervisors need the help the FSOs to help with
safety awareness

When and Why YOU Should Report Injuries to MLU

Language from IIPP

- Accident/Exposure Investigations

Sheriff's P&P Manual

- 6.5 Unusual Incident, Death, and Serious Injury Notification



**When and Why
YOU
Should
Report Injuries to
CalOSHA**



SAN DIEGO COUNTY
SHERIFF'S DEPARTMENT
IMPORTANT NOTICE



Supervisor's Responsibilities to Report Serious Injuries to MLU & to CalOSHA

Immediately report serious injuries of SDSO employees to MLU. Contacts Available 24/7.

MLU Unit Supervisor, Melissa Martinez, HR Manager O 858-974-2317 C 858-583-7007

Linda Murphy, MLU Sr DHRO O 858-974-2378 C 619-385-1914

Steve Workman, Departmental Safety Coordinator O 858-974-2018 C 619-867-1775

Section 342 of title 8 of the California Code of Regulations requires employers to report fatalities and serious injuries to CalOSHA within 8 hours. The 8-hour timeframe begins when the employer knows or with "with diligent inquiry" would have known of the serious injury/illness or death. The employer means someone of management or supervisory capacity.

The following are incidents that are required to be reported within 8 hours;

- Fatality
- Serious injury or illness. This is defined as –
 - **Any serious degree of permanent impairment (crushing or serious burns)**
 - **Serious degree of permanent disfigurement (e.g. amputation)**
 - **Employee who is hospitalized for other than observation.**

Serious injury or illness means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for other than medical observation or in which an employee suffers a amputation or any serious degree of permanent disfigurement.

This **does not include** any injury, illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, **or an accident on a public street or highway, unless the accident occurred in a construction zone.**

Process for Supervisors

- A. First determine if injury to SDSO employee meets definition of a serious injury. Document reasons for determination, (either way) in an email or VM to Steve Workman.
- B. If the determination is the injury of SDSO employee meets definition of a serious injury, call one of the MLU contacts above. If no communication takes place with a MLU contact after six hours (before 8-hour time limit expires), supervisor must report injury to CalOSHA.

All Work-Related Hospitalization Need to be Reported to CalOSHA



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Employee Wellness

Employee Wellness Resources



Triad of Care

Chaplaincy

Peer Support

Seeking Support
Making a connection with the chaplain program is completely confidential. Visit the department website and privately request contact from an area chaplain or submit a chaplain by name. sdsheriff@aol.com

During these times of generalized fear and disruption please remember that our 20+ Department Chaplains are available to assist you and your loved ones. Chaplains work in conjunction with Peer Support and The Counseling Team to support department personnel and their families in any way that is welcomed. Our chaplain team does not exist to promote a particular faith or to replace your own clergy or religious advisors. As chaplains they simply provide an informal, non-documented, confidential source of support and encouragement for you and your family that is outside of the chain of command.

San Diego Sheriff's Department

To connect with a chaplain contact Program Director Bill Trok at pbtrok@gmail.com, or text/call 760-445-8668.

We Are A Sheriff's Family

Your Health and Well-being is important!

Peer Support is here for you during the coronavirus pandemic. The virus presents a health risk which can cause fear and anxiety to spread. It is common for you, your family, friends, and coworkers to feel on edge during this time.

Everyone reacts differently to a pandemic. Peer Support is a resource for you. Common reactions you and others may find:

- worrying
- feeling of loneliness, dwelling on negative thoughts and feelings
- drinking in excess
- poor nutrition choices
- self isolating
- loss of income
- becoming irritated by others living in our home
- stressing over parenting issues
- becoming concerned about other family members or friends.

These are all expected reactions during this time. We all need to look out for each other to ensure we are all safe and healthy.

Peer Support would like to remind you that we need to work together in reaching out to our co-workers. As we find ourselves quarantined and social distancing, please remember to reach out to those who may have found themselves alone, stressed, or in need.

If you find someone who could use additional resources, please refer them to Peer Support.

Send that text message or make that phone call to check-in. We are a family, let's take care of one another. Peer Support team members are eager to reach out and assist with many resources available.

PEER SUPPORT is here for you!

Visit our [Peer Support Website](#)

Peer Support Member Request (PSR) 955-5030 / website at <https://www.sdsheriff.com/69/Peer-Support/Peer-Support/Contact/Peer%20Support.aspx>

Help is available ~ Stay Informed!

Did you know?

Wellness Team

- Collaborate with our Chaplains, DSA, Peer Support, Counseling Team, and County EAP
- We meet to discuss the departments' health and wellness needs

What are we doing?

- Created Employee Wellness Resource website
- Calendar of Health & Wellness Events/Programs

