



# Risk Management Medical Liaison Unit

Maria Quidachay, HR Manager  
Management Update 2023

# Out Team



**MARIA QUIDACHAY**  
Human Resources Manager



**LINDA MURPHY**  
SRDHRO



**STEVE WORKMAN**  
Safety Officer



**CECILIA MARTINEZ**  
DHRO



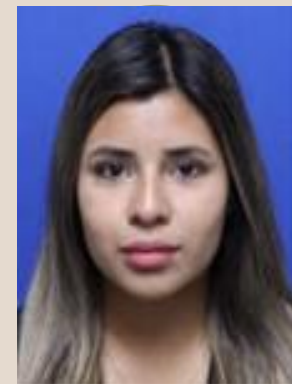
**BERJIS HEIDARI**  
DHRO



**CHRISTIAN ESPINOZA**  
DHRO



**JOSEPH DENSMORE**  
HR Specialist



**ASHLEY MARTINEZ**  
Student Worker



# Agenda

- Worker's Comp Leave of Absence
- Assess Risk
- Safety
- Wellness



**LEAVE OF  
ABSENCE**



**LEAVE OF  
ABSENCE**



**LEAVE OF  
ABSENCE**

- 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

**Concentra**<sup>®</sup>

- Benefits
  - Concentra/Kaiser on the job
  - 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

URL: <http://sdsd.so/MLUSelfService>



# 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

URL: <http://sdsd.so/MLUSelfService>





# 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

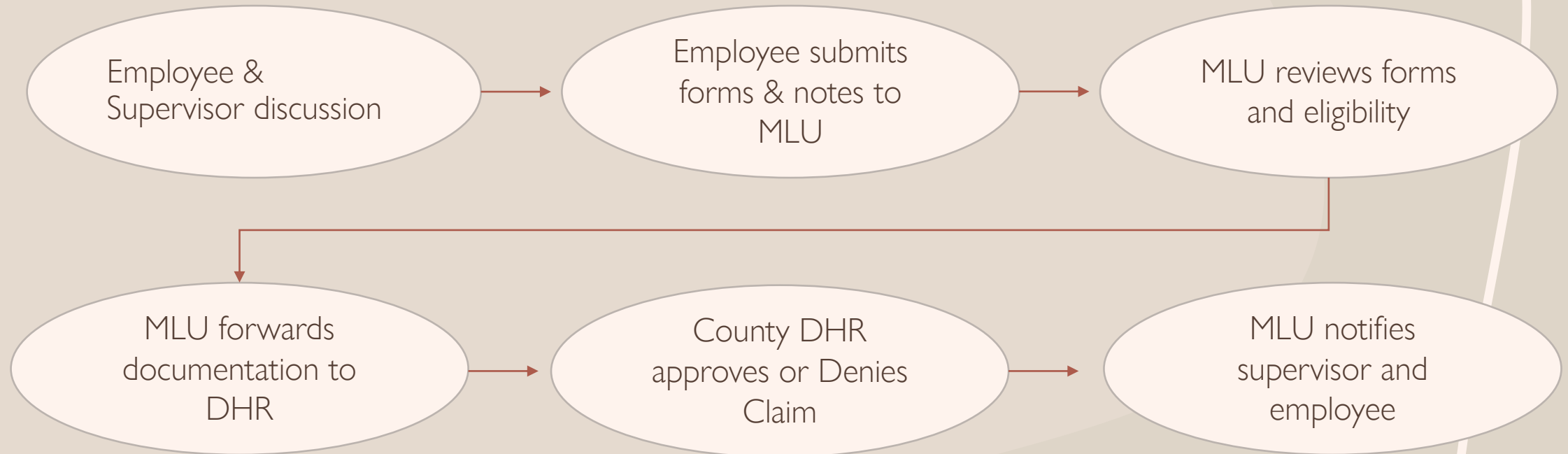
- No minimum length of employment
- Provides up to 17 1/3 weeks of unpaid leave for pregnancy disability, childbirth recovery or related medical condition.
- Used continuously or intermittently

## 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

If you tested  
**COVID POSITIVE**

**SAVE TIME**

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

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

OR





Reduce

**RISK  
MANAGEMENT**

Mitigate

Control

Strategy

cept



# Risk Management

- Sworn Qualification Period
- OIS - Officer Involve shooting/Critical Incident
- Fitness for Duty
- Funeral Guidelines



# 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!

A hand holding a red marker is shown in the foreground, underlining the text 'SAFETY FIRST!' with a thick red line. The background is white.

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

# 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







We also offer referral assistance  
for the following:



**Child Care**

**Adoption**



**Elderly & Senior Care**

**Pet Care**



**Financial Information**



**Chemical Dependency**



Counseling

- \* Employees and their eligible family members
- \* No charge
- \* Confidential
- \* Available 24 hours

# Employee Assistance Program

- Counseling
- Legal consultation
- Financial consultation
- Daily living resources
- Crisis consultation



# Peer Support

- ✓ Peer to Peer counseling
- ✓ Critical incidents





# San Diego Sheriff's Chaplain Unit

Chaplain's are volunteers from various faith communities

- Assist your difficult times
- Offer an informal, non-*documented*, confidential source of support.



ANY  
QUESTIONS?

