

Workers' Compensation - Employee Guide

These guidelines were prepared by Human Resources to help employees understand the Workers' Compensation Program at Pepperdine University. These guidelines will familiarize you with the procedures that are activated when an employee experiences a work-related injury or illness.

What is a Work-Related Injury?

The California Labor Code's definition of the term "injury" includes "any injury or disease arising out of employment and occurring in the course of employment."

Who is Covered by the Pepperdine University Workers' Compensation Program and When?

Who: Pepperdine University employees.

When: Workers' Compensation coverage begins the first day you are on the job and continues any time you are officially on the job. The only requirement is that you are officially working as an employee providing a service to the University at the time of your inquiry.

Where Do You Receive Initial Medical Treatment?

You may seek treatment at a Kaiser Permanente Occupational Health Center (Kaiser-On-the-Job/KOJ), unless the incident requires emergency care or treatment. If so, please visit the nearest emergency room or urgent care. Local options include the Kaiser Permanente After-Hours Emergency Clinic at Woodland Hills, Malibu Urgent Care, Exer Urgent Care in Calabasas, or UCLA Health Emergency Care in Santa Monica.

Malibu Campus Employees Use: Kaiser-On-the-Job, 5601 De Soto Avenue, Woodland Hills, 818-719-3006

Pepperdine University's Human Resources Department should be billed directly for the treatment you receive. If you receive a billing statement, mail it to Human Resources, Mail Code 4397.

How Do You Report an Injury?

- Complete and sign the Employee portion of the DWC-1 form.
- Describe your injury or illness completely. Include every affected part of your body.
- Make a copy of the form for your records.
- Return the completed DWC-1 to Human Resources via email, fax, or hand-delivery.

How Is Your Claim Processed?

- First Aid Only - The report of injury is retained in Human Resources
- Medical Treatment Required - The claim will be filed with Gallagher Bassett, the University's Workers' Compensation Claims Administrator for handling.
- A Gallagher Bassett claim administrator will investigate the injury and will determine whether your claim is accepted, delayed, or denied. You will be notified in writing of the administrator's decision.

Recording Lost Time Due to a Work-Related Injury or Illness

- Any absence on the day of injury or illness is Work Comp with Pay.
- If your claim is accepted by Gallagher Bassett and you continue to be disabled by your treating physician, you will receive 66.7% of your regular base pay from Gallagher Bassett.
- If you have sick accruals available, you can request the use of those hours to make up the remaining 33.33% of your regular base pay. If you exhaust your sick accruals, you may use vacation accruals for the 33.33%. Any request to use vacation accruals must be made in writing to your supervisor.
- Your department will place you on Family Medical Leave (FMLA), if you are eligible for coverage and unable to work as a result of your work-related injury or illness for a period of 30 days or more.
- If you return to work, and have follow-up medical appointments related to your work-related injury or illness, you can use sick hours for partial days lost.

What Are Your Responsibilities?

- Forward copies of Work Status Reports from your doctor to your supervisor and Human Resources.
- If you are released to return to work with restrictions, contact your supervisor immediately.
- If you pay a bill related to your work-related injury, send a copy to your Gallagher Bassett claims adjuster for reimbursement.
- Keep your supervisor informed of the status of your injury and claim.
- If you are working a reduced schedule due to a work-related injury or illness, please ensure the Human Resources and Payroll are aware of your schedule and the hours that you are not working

- A decision on a claim may be delayed by Gallagher Bassett. If more time is needed to make a decision, Gallagher Bassett will inform you in writing the date a decision will be made. During this decision period, temporary disability benefits will not be paid by Gallagher Bassett. Open a State Disability Insurance (SDI) claim with the Employment Development Department (EDD) to cover your temporary disability benefits during the decision period.

If you have questions or need assistance, please call or email:

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