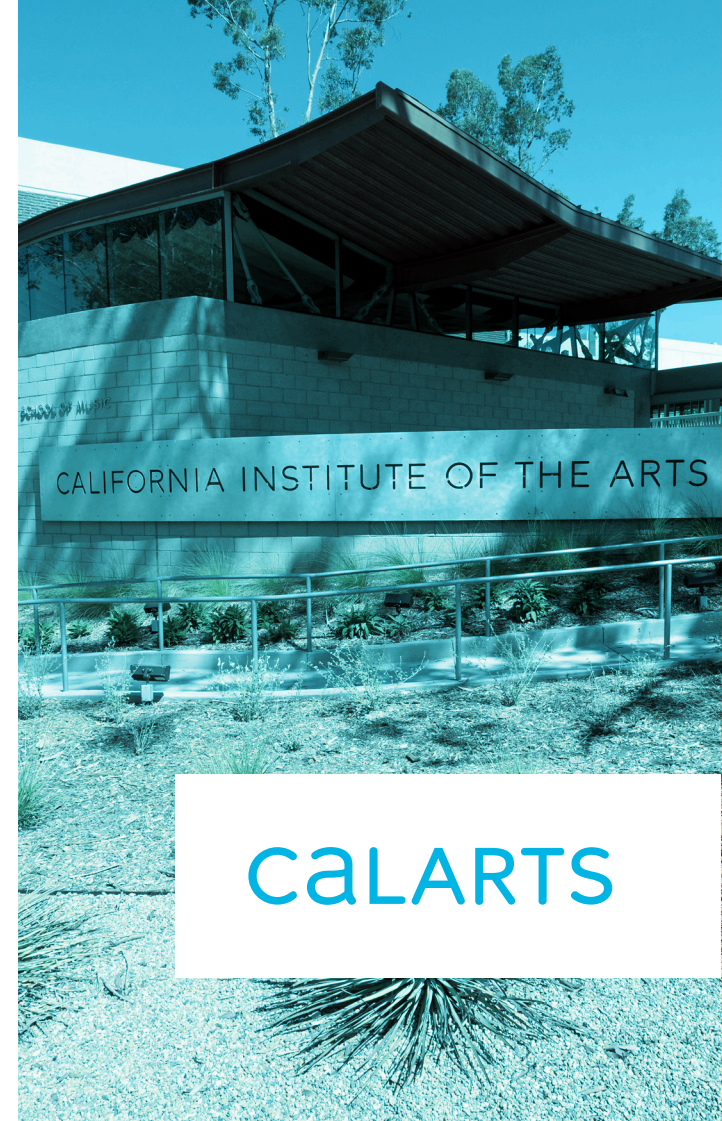


WORKERS' COMPENSATION

Workers' compensation is a system mandated by state law. It provides employees injured on the job with reasonable income and medical benefits when a bona-fide workers' compensation claim has occurred. The determination of a bona-fide claim is the responsibility of the Insurance Carrier or Third Party Administrator based on the laws in the State.

CalArts strives to provide you with excellent care and compassion during your recovery. We have provided you with an Injury Counselor to assist you throughout your claim. The Injury Counselor is your advocate and will assist you in answering any questions you might have or addressing any issues that may develop. Please understand that simply filing a workers' compensation claim does not guarantee payment of benefits.

In an effort to assist you in maintaining your economic status and improve recovery, CalArts will work with you and your doctor, and if medically feasible, assess your ability to return to work in a temporary transitional duty assignment. Our Injury Counselor will contact you to discuss your injury and how we can assist you.



Maggie Bowman
Workers' Compensation Injury Counselor

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CaLARTS

Workers' Compensation

Responsibilities for
Employees, Supervisors,
and Injury Counselor

SUPERVISOR RESPONSIBILITIES

The Supervisor will:

- Treat employee with care, compassion, concern and respect.
- Report ALL injuries immediately to the Injury Counselor. Note: If it is after hours or the weekend, be sure a phone message is left for the Injury Counselor.
- Ensure employees are not asked to work beyond the restrictions established by their physician.
- Accommodate return-to-work restrictions reasonably and promptly.
- Identify and maintain a bank of transitional duty assignments.
- The Supervisor will ensure and provide necessary care for the employee at the inception of injury.

EMPLOYEE RESPONSIBILITIES

The Employee will:

- Report all injuries immediately to your Supervisor.
- Call the Injury Counselor as soon as possible following an injury.
- Accurately convey physical capabilities to the physician and CalArts.
- Follow the physician's treatment plan and go to appointments as scheduled.
- Cooperate fully with your Supervisor and Injury Counselor, and with any other company representatives.
- Consult your Supervisor or Injury Counselor with any questions or problems experienced within the employee's compensation process.
- Return to work in a temporary transitional duty capacity which is consistent with capabilities, if applicable.
- Ensure all physician's restrictions are full understood and do not exceed them. Follow all physician's recommendations and attend all medical and physical therapy appointments.
- Notify your Supervisor or Injury Counselor immediately when clearance is received from physician to return to full or transitional duty.

INJURY COUNSELOR RESPONSIBILITIES

The Injury Counselor will:

- Treat employee with care, compassion, and respect.
- Serve as the injured employee's first point of contact following the Supervisor.
- Counsel injured employees about their benefits and responsibilities.
- Serve as the central coordinating point for all parties involved in the return-to-work process.
- Obtain accident/injury information from Supervisor.
- Ensure that the Accident Investigation form is completed by the employee and Supervisor, focusing on the collection of data to prevent future injuries.
- Pro-actively monitor employee progress, maintaining periodic contact with the employee and other parties related to taking care of the injured employee.
- Determine cases where medical counseling may be beneficial and assign nurse case managers as needed.

