

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS

DATE: July 16, 1996  
REFERENCE CODE: 96-035

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Department Personnel Officers  
Return to Work Coordinators  
Health and Safety Officers

FROM: Department of Personnel Administration  
Benefits Division

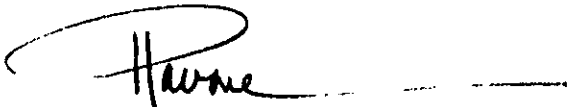
SUBJECT: The Supervisor's Role - When an Employee is Injured on the Job

CONTACT: Jamie Meyers, Specialist, Workers' Compensation and Safety Program  
(916) 327-4024 or CALNET 457-4024  
Office Vision: DPA (JLMEYERS)  
INTERNET: JLMEYERS@SMPT.DPA.CA.GOV

A new booklet, titled The Supervisor's Role - When an Employee is Injured on the Job, has been published. The booklet is designed to provide supervisors with a brief summary of the worker's compensation program and outline their responsibilities dealing with injured employees. Copies of this publication have already been distributed to department Return-To-Work Coordinators.

The booklet will be available, after July 22, 1996, from the Department of General Services, Documents and Publications Unit. The publication will be sold in a package (PG) of ten, at a cost of \$10.00 per PG. The stock number is 7540-980-1004-5. The publication may be ordered on a Supply Order form (STD 116). The price of this publication may vary in the future due to customer demand and/or production and distribution costs. Please call the customer service number of the Publications Unit, (916) 574-2200 (CALNET 8481-2200) if you need assistance in placing your order.

We appreciate your assistance in distributing this material to employees. This information is also available in an electronic format for those departments that wish to customize the information prior to distribution. If you wish to obtain an electronic copy of the document, please contact Jamie Meyers at the telephone number or electronic mail addresses listed above.

  
Patricia Pavone, Chief  
Benefits Division