

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: August 23, 2002
REFERENCE CODE: 2002-051

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Return-to-Work/Claims 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: Shelby Wineinger, Workers' Compensation Program Trainer
(916) 445-9760, CALNET 454-9760
FAX: (916) 322-3769
Email: shelbywineinger@dpa.ca.gov

The purpose of this memorandum is to notify Departments of the availability of the updated guide entitled The Supervisor's Role: When an Employee is Injured on the Job.

This guide provides information and resources to assist supervisors in understanding the workers' compensation system and what their responsibilities are when an employee has an on-the-job injury.

This guide is available at the following Internet address:

<http://www.dpa.ca.gov/benefits/health/workcomp/wcmain.shtm>

Once at this page you need to scroll down to The Supervisor's Role: When an Employee is Injured on the Job and click on the guide link.

If you have any questions about this PML, please contact Shelby Wineinger, Workers' Compensation Program Trainer, at (916) 445-9760.



Terri Westbrook, Chief
Benefits Division

