

*State of California*

**M E M O R A N D U M**

**TO:** PERSONNEL MANAGEMENT LIAISONS      **DATE:** July 7, 2003  
**REFERENCE CODE:** 2003-020

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers  
Return-to-Work/Claims Coordinators  
Workers' Compensation and Safety Officers

**FROM:** Department of Personnel Administration  
Benefits Division

**SUBJECT:** "The Supervisor's Role: When an Employee is Injured on the Job"  
Revisions

**CONTACT:** Shelby Wineinger, Workers' Compensation Program Trainer  
(916) 445-9760, CALNET 485-9760  
FAX: (916) 322-3769  
Email: shelbywineinger@dpa.ca.gov

The purpose of this memorandum is to notify departments that *The Supervisor's Role: When an Employee is Injured on the Job* has been revised.

This will be the only Personnel Management Liaison memorandum sent notifying departments of revisions to the manual. All future revisions will be made to the manual, and only the most recent version will be made available on the Web site. The revision date will be stated on the cover page of the manual underneath the title.

As a reminder, this manual is a guide only. Always check with your department's internal specialist(s) and other resources before taking action with an employee.

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

Terri Westbrook, Chief  
Benefits Division