

**Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Workers' Compensation – Employer Responsibilities	<b>REFERENCE NUMBER:</b> 2013-003
<b>DATE ISSUED:</b> 1/09/2013	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Personnel Officers  
Personnel Transactions Supervisors  
Return-to-Work Coordinators**

FROM: Department of Human Resources  
Benefits Division

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This memorandum contains no new information, just important reminders for employers regarding workers' compensation notices. State Compensation Insurance Fund provides all necessary forms on their [State Contract Services website](#).

Per Title 8, California Code of Regulations 9880, employers shall provide to every new employee at the time of hire or by the end of the first pay period, written notice concerning the rights, benefits, and obligations under workers' compensation law. This notice shall also contain a form that the employee can use to pre-designate their personal physician or medical group as defined by Labor Code 4600.

*Guide to Workers' Compensation for New State of California Employees (e13546)*

Per Title 8, California Code of Regulations 9767.12, employers shall provide a Medical Provider Network (MPN) implementation notice to every employee at time of hire, post a guide to the MPN in a conspicuous location frequented by employees, and provide the same guide at the time of injury.

*MPN Implementation Notice – State Contract Services (e3843)*

*Guide to the State Fund Medical Provider Network for State of California Employees (e13174)*

Per Title 8, California Code of Regulations 9881, every employer shall post and keep posted in a conspicuous location frequented by employees a Notice to Employees.

*Posting Notice (English e13913) (Spanish e13914)*

Per Labor Code 5401, employers shall provide a claim form and notice of potential eligibility to their employee within one working day of notice or knowledge that the employee has suffered a work related injury or illness.

*Employee's Claim for Workers' Compensation Benefits (e3301)*

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For more detailed information about employer responsibilities, you may read the following publication on the [workers' compensation page](#) of the CalHR website:

*Employer's Role: When your Employee is Injured on the Job*

If you have any questions, contact [Tracy Caldwell](#).

/s/Greg Beatty

Greg Beatty, Chief  
Benefits Division