

CITY OF SACRAMENTO  
PERSONNEL POLICY INSTRUCTIONS

Topic: Creation of Special Workers' Compensation Unit      Effective Date: 11-01-82  
From: Department of Personnel      Supersedes: New  
To: Department Heads/Division Chiefs      Section No.: IV-82-1  
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## Creation of Special Workers' Compensation Unit

### 1. Purpose

- 1.1 To establish a Special Workers' Compensation Unit within the Department of Personnel to alleviate manpower shortages for City departments by freeing budgeted positions occupied by employees who meet the appropriate status categories specified below.
- 1.2 The Unit will be utilized for City employees who have suffered an on-the-job injury or illness; have utilized their full salary continuation benefits; and are not expected to recover sufficiently from their injury/illness to return to work within six months, following transfer into the Special Workers' Compensation Unit.

### 2. Employee Status Categories Appropriate for Transfer to Special Workers' Compensation Unit

- 2.1 Employees assigned to this Unit may fall into any of the following categories:
  - a. Employee is receiving Workers' Compensation Temporary Disability benefits.
  - b. Employee is receiving Workers' Compensation Permanent Disability benefits.
  - c. Employee is receiving Workers' Compensation Rehabilitation Temporary Disability benefits.
  - d. Employee has exhausted all Workers' Compensation benefits.
  - e. Employee's status is pending action of the Retirement System Manager.
  - f. Employee's status is pending his/her appeal of the Retirement System Manager's denial of retirement.

### 3. Departmental Impact of an Employee Returning to Duty

- 3.1 Should an employee assigned to the Special Workers' Compensation Unit recover sufficiently from his/her injury or illness to be medically able to return to his/her usual and customary position, he/she shall have full return rights to this position.
- 3.2 The employing department must allow the immediate return of the injured employee upon the release to return to work by the treating physician(s) as verified by the Workers' Compensation Division.
- 3.3 If the vacant position has been filled, the employing department may be faced with a lay off situation, should the above occur.

4. Responsibilities of the Workers' Compensation Division

- 4.1 The Vocational Rehabilitation Coordinator will recommend which employees should be transferred into the Special Workers' Compensation Unit.
- 4.2 Once an employee is identified for transfer, the transfer will be coordinated with the employing department.
- 4.3 All questions with regard to the Special Workers' Compensation Unit should be directed to the Vocational Rehabilitation Coordinator in the Personnel Department who may be reached at 449-5278.