

To: All New Employees

From: Carla Fickel  
Director of Human Resources

Regarding: WORKERS' COMPENSATION SELF-INSURANCE PROGRAM

**Port Angeles School District** has been approved for certification as a self-insured employer under the Washington State Workers' Compensation Law. Our self-insured program applies to all work-related injuries or illnesses. The industrial insurance laws of Washington allow employers to insure their workers' compensation obligations through the State Fund or through self-insurance. The benefits and rights for injured workers are exactly the same under either system. By being self-insured, **Port Angeles School District** assumes the cost of the actual medical charges and compensation expenses and pays, from company funds, as well as all benefits prescribed by workers' compensation law associated with on-the-job injuries or illnesses. Under our self-insured program, you will no longer pay the medical-aid premium; however, the Supplemental Pension and Asbestos premium deduction will appear on your payroll check at each pay period. The deduction amount is determined by the Department of Labor and Industries and is subject to change annually. As of January 1, 2003, the total employee deduction is 3.43 cents per hour and is matched by Port Angeles School District.

**If you sustain a work-related injury, the following steps are to be followed:**

Report the injury immediately to your Supervisor, **WHETHER OR NOT MEDICAL ATTENTION IS REQUIRED**. Your Supervisor will log your injury on the **Port Angeles School District** supervisory accident report and will provide you with the "Self-Insured Accident Report" form (SIF-2) and a "Physician's Initial Report" form (PIR) if you seek medical treatment. Both of these forms are available from your Supervisor. Your Supervisor will help you complete the SIF-2 form **before** you go for medical treatment. When you have completed and signed the claim form, you will receive the pink copy to take with you. In case of an emergency, your Supervisor will make sure that the treating physician or emergency facility is informed that **Port Angeles School District** is self-insured so that your claim can be properly processed.

The method by which **Port Angeles School District** determines Time Loss Certification includes, but is not limited to:

- Certificate of Disability
- Medical Reports
- Medical Progress Report (SIF-2)
- Phone Calls

Effective March 1, 2004, our self-insured program administrator, Olympic ESD #114, will obtain this information.

**Olympic ESD 114** administers **Port Angeles School District's self-insured program** from their office located at:

**2530 West 19th Street  
Port Angeles, WA 98363  
360.457.6075  
800.643.4369**

Olympic ESD 114 will be providing safety programs and education which will result in safer working conditions for all of us.

A brochure is available which describes your rights and benefits under our self-insured program. It will help answer questions you may have regarding your benefits and procedures for filing an industrial injury claim. If you have any questions, please contact or call Mark Heike, Olympic ESD, 114 in Port Angeles.