County of Monterey
Worker’s Compensation Procedures
What to do when an Injury First Occurs
Employee’s Checklist

☐ Immediately (before the end of your shift) notify your manager or supervisor in the event of a work related injury or illness and comply with your supervisor’s direction concerning procedures for return to work.

☐ On same day of first Doctor visit for injury/illness, make sure your treating physician completes the Modified Work Activity Form and return form to the designated person in your department.

☐ Designate to use or not use accruals for lost time.

☐ If made available, accept or reject, in writing, an appropriate offer of modified or alternative work assignment (see sample of Modified Work Agreement letter and sample of Modified Work Alternative letter that may be found in the County of Monterey website as follows: http://www.co.monterey/workcomp/emplchklst.htm. (Note that both samples are Microsoft Word files)

☐ Keep your manager or supervisor informed as to your medical recovery status.

☐ On a regular basis (at least monthly) provide appropriate medical information, reports or releases to the designated person in your department. Employees must use his/her accruals for all medical/therapy appointments.

☐ Modified Duty Work Assignment should not exceed a 90 day period without a change in job duties.” For more information please contact your WC Coordinator that may be found in the following link: http://www.co.monterey/workcomp/pdfs/WorkersCompCoordinatorList.pdf

☐ Inform your manager or supervisor if any problems arise during the course of your temporary modified work assignment.

Note: The establishment of a temporary modified work assignment and/or the signing of a modified task agreement does not constitute the establishment of a permanent job nor does it eliminate the injured worker’s regularly assigned position or assigned job tasks.

Rejecting modified job duty offer could result in cancellation of TTD payments.