



IMPORTANT EMPLOYEE NOTICE!

New Workplace Injury Reporting Protocol

Dear Employee:

Effective April 1, 2007 the CCCSIG Workers' Compensation program will implement a service to provide employees with timely and appropriate medical attention while assisting in reporting and managing workplace injuries.

- **If you experience a workplace injury, notify your Supervisor immediately**
- **In the case of non-life threatening injuries, a telephone call will be placed by you and your Supervisor to the *Company Nurse Hotline @ 1.888.375.9779* and using the Code “CSIG”**
- **A registered Nurse will gather information on your injury and make appropriate care recommendations**
- **If your workplace injury results in temporary work restrictions, the District will work to accommodate them through the Early Return to Work Program (for permanent employees only)**
- **For detailed information, go to the CCCSIG website:
<http://www.cccsig.org/wkcomp/claims.html>**