

This handout is intended for all temporary employees of the University who have an appointment that does not exceed six full months in duration or a time base of less than half time. Questions? Please contact:

Human Resources for questions concerning your appointment	(707) 664-3100
Payroll & Benefits for questions concerning payroll or benefit programs	(707) 664-2793
Workers' Compensation for questions concerning workers' compensation or ADA	(707) 664-2664
California Relay Service for TTY assistance	(877) 735-2929

Vacation and Sick Leave

- ✓ If your appointment is longer than one month, you will earn sick and vacation leave
- ✓ If you are on a reduced time base, you will earn sick and vacation leave proportional to full time employees. For example, if you are in a half time appointment, you will earn half of the sick and vacation leave earned by someone working full time
- ✓ If you are in an eligible hourly intermittent appointment, you will earn sick and vacation leave for every 160 hours of work. Employees paid a daily rate are not eligible to earn sick or vacation leave
- ✓ Academic-year faculty members and those staff in academic-year classifications are not eligible to earn vacation leave

Retirement Plans

The PST Plan is a savings plan created by federal law for employees who are not members of a retirement system. The PST Retirement Plan provides an opportunity for employees not covered by Social Security or by the California Public Employees' Retirement System ([CalPERS](#)) to save for retirement.

Employees not covered by Social Security and excluded from participation in CalPERS must participate in the PST Plan. You may be automatically enrolled if you are:

- ✓ a part-time employee who works less than one-half time
- ✓ a seasonal employee
- ✓ a temporary and intermittent employee who works less than six months, or 125 days if employed on a daily basis, or less than 1,000 hours in a given fiscal year, if employed on an hourly basis
- ✓ a half time employee who has less than one academic year of credited service

As a Part-time Seasonal Temp (PST) employee, you are automatically enrolled in this federally mandated PST Retirement Plan. While you are a PST Employee, 7.5% of your gross pay will be withheld from each of your paychecks and deposited into your PST account. For further information on the PST Program, please visit the [Savings Plus](#) website.

Employees may be exempt if they are:

- ✓ a current member (or retired member) from the California Public Employee's Retirement System ([CalPERS](#)) through employment with another state or public agency
- ✓ a non-resident alien, holding a "F" or "J" visa

During the time of employment, employees can become eligible for CalPERS. At that time the contributions to the PST plan would stop and they would be enrolled into CalPERS.

- ✓ Employees paid a daily rate are automatically enrolled after 125 days of work in a fiscal year
- ✓ Hourly intermittent employees are automatically enrolled after 1000 hours of work in a fiscal year

Upon enrollment into CalPERS, employees will then be subject to a contribution of 6.2% of gross wages for social security tax.

Optional Benefit Programs

You may be eligible for certain voluntary benefits even if you do not meet the core benefit eligibility requirements. Please refer to the attached "CSU Voluntary Benefits Plans" brochure for specific plan information. Please note that premiums for voluntary benefit plans are fully paid by employee. Further information can be found on the [Payroll and Benefits](#) website.

Work-Related Injuries

The purpose of workers' compensation is to provide employees who are injured at work medical care and compensation if the employee cannot work due to the injury. Workers' Compensation is a program that provides benefits to the employee no matter who was at fault. The University and its auxiliaries provide Workers' Compensation to all of its employees injured on the job, including paid student assistants.

The Sonoma State University Workers' Compensation benefits program is administered by Sedgwick CMS, P. O. Box 14629, Lexington, KY 40512-4629, phone: 916-636-1500, fax: 916-851-8089.

Injuries on the Job

1. Emergency or After Hours Situations
In an emergency, call 911 or 707-664-4444. A University Police Officer will examine the injury and coordinate appropriate action. For injuries occurred at night or on weekends, employees will be directed to the Santa Rosa Kaiser Permanente Emergency Room, located at 401 Bicentennial Way, Santa Rosa, CA 95403, 707-393-4800.
2. Non-Emergency Situations
Inform your appropriate administrator or School Dean about injuries that occur on the job or pain that you are feeling while performing your duties. You should report all injuries and accidents immediately or no later than 24 hours after the incident occurs. You will be required to complete the [Workers' Comp Claim Form](#) (DWC1). Your report should include an explanation of what happened on the job to cause the injury. It is important to report injuries as soon as possible in order to receive the best medical care possible. Timely reporting of minor injuries will prevent any problems if complications with the injury occur. You may find additional information and appropriate claim forms at the [Workers' Compensation](#) website.

First aid and additional medical treatment should be directed to the Rohnert Park or Santa Rosa Kaiser Permanente Occupational Medical facility, unless you have a pre-designated physician form on file with the Workers' Compensation Coordinator, prior to the injury. Contact the Workers' Compensation Coordinator at 707-664-2664 for an appointment and assistance. Immediate medical attention may be referred to the Kaiser Permanente Emergency Room in Santa Rosa.

3. Medical Documentation
After you receive treatment, the medical providers at Kaiser Occupational Health or your pre-designated physician will provide you with a work status report or doctor's certification. Please give this to workers' compensation and your appropriate administrator or School Dean, discuss the contents and follow the prescribed course of treatment. If you are not reacting well to a prescribed drug or if you feel that the course of treatment is not working, please communicate this information to the medical providers as soon as possible. Your perceptions and observations are an important part of the information the physician needs for effective treatment.

4. **On-Going Medical Treatment**
Obtain a doctor's certification and continue to communicate with your appropriate administrator or School Dean after each medical appointment. If there are any required work restrictions, inform Workers' Compensation Coordinator and your appropriate administrator or School Dean immediately. Failure to obtain a doctor's certification may jeopardize your ability to receive benefits in a timely manner.
5. **Release to Return to Work**
Your doctor will provide you with a written medical release to work. If your injury was severe enough to require absence from work, the medical release is required. This release can be unconditional, in which case you can return to full duties, or limited, requiring that you limit your duties in some way (such as lifting no more than a certain amount of weight). If your release is limited, discuss these limitations with your appropriate administrator or School Dean and the Workers' Compensation Coordinator to see if your limitations can be accommodated, and continue to see the doctor until you can obtain a release to return to full duties.
6. **Recreational Activities**
If you voluntarily engage in recreational, social, or athletic activities outside your normal work duties (for example, if you play a game of volleyball or baseball during lunch hour), the University nor Sedgwick CMS, may not be liable for any injuries incurred as a result of those activities.
7. **Disability Benefits**
If you become disabled as a result of a work-related injury or illness, there are programs available to provide compensation to you. The programs may include, but are not limited to: temporary disability, industrial disability leave, and permanent disability. Each of these programs provides a level of income replacement. (The exact terms and conditions of these programs are provided under law and can be based on agreements in bargaining unit contracts.) If you become disabled, you will receive specific information as to what programs are available to you.

Note about Pre-Designated Physicians

Employees injured on the job will be directed to Kaiser Occupational Health in Rohnert Park or Santa Rosa or Kaiser Permanente Emergency Room for treatment. The only exceptions to this are:

- ✓ Employees who have filed a completed [Pre-Designated Physician form](#) with the Workers' Compensation Coordinator prior to the date of injury. A Pre-Designated Physician must be signed by your personal physician who has regularly treated you and has your medical records on file. You may not pre-designate your chiropractor for the purposes of initial treatment/assessment.
- ✓ If it has been 30 days since the date of injury, you may select another physician after notifying the Workers' Compensation Coordinator and Sedgwick CMS of your desire to change the treating physician.
- ✓ Immediate Emergency Treatment.

Failure to observe these procedures will jeopardize payment of benefits by Sedgwick CMS (e.g., non-payment of medical bills and unapproved absences).