



WORKERS' COMP Newsletter

Workers' Compensation Cooperative

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April 2019 Newsletter

Reporting monthly worker hours for L&I: Are you reporting certificated employees correctly?

Please contact us if you need a current list of Labor and Industries (L&I) medical providers in your area who are approved to treat your employees.

Please ensure the list is incorporated into the packet of information you provide to your employees when they file a claim. This will assist them in determining if their primary care doctor is in L&I's medical provider network, or if they need to choose a different provider that is in the network. This list also includes a choice of providers outside of the Emergency Room for non-emergency care. L&I's website is also listed so employees may search for approved providers by name, location, type or specialty, review frequently asked questions, etc.

New member rates were recently mailed to your district. Please contact us if you haven't received notice of your new rates that take effect on September 1, 2019.

Providing this information will assist your employees in establishing care with an approved L&I provider that is readily available for follow-up, alleviate the time and frustration of going to the emergency room for non-emergent care, help keep costs down for your district, and reduce burdens on the hospital system.

When should I call 911?

RCW 51.36.020 - Transportation to treatment:

"When the injury to any worker is so serious as to require his or her being taken from the place of injury to a place of treatment, the employer shall, at the expense of the self-insurer, furnish transportation to the nearest place of proper treatment."

Employers must provide transportation or emergency ambulance service, if needed, depending on the seriousness of the injury, and protect the injured person from further injury.

- Don't panic
- Use good judgment
- Leave it to the professionals

Reporting a Classified Employee's Hours

Classified staff are categorized into two groups:

- **Exempt:** These employees are contracted and do not receive monetary compensation for overtime hours. Examples are business manager, maintenance supervisor, food services supervisor, etc.
- **Non-Exempt:** These employees are possibly contracted and when overtime hours are worked they are compensated monetarily. Examples are secretaries, paraprofessionals, cooks, bus drivers, coaches, maintenance, etc.

Labor and Industry Rule #1:

All exempt classified employees will be reported at 160 hours per month worked. The days worked in part of a month, beginning and end of a contract must be reported as 8 hours for each contracted day.

Classified Exempt Employees:

Use the average method for calculation. If the employee is contracted to work full months (no partial months at beginning and/or end of contract will be worked) calculate the annual hours based on the number of full months worked times 160 hours.

Examples:

Employee contracted for 10 months of employment: 160 hours x 10 months = 1600 hours / 12 months = 133.33 hours/month

Employee contracted for 11 months of employment: 160 hours x 11 months = 1760 hours / 12 months = 146.67 hours/month

Employee contracted for 12 months of employment: 160 hours x 12 months = 1920 hours / 12 months = 160 hours/month

If the employee is contracted for both partial (beginning and/or end of contract) and full months:

- Figure the number of full months worked times 160 hours.
- Count the number of days worked in the partial months (beginning and/or end of contract) multiplied by 8 hours – not to exceed 160 hours reported for the month.
- Add the calculated hours from "a" and "b" together to get the total hours.
- If the contract has less than 12 payments, multiply the average hours per month by 12 to get the total annualized average hours. (The average calculation is always based on 12 months; the district cannot change this. When the number of payments on an employee contract is less than 12 months then the calculation must be modified and the average L&I hours/year must be increased to ensure that the total hours associated with the employee are reported correctly.)

Example:

Classified employee contracted for work starting November 13 to August 31 for 8 hours per day. This contract includes 12 days worked in November and 9 full months of employment. Employee is being paid 9 payments on the contract.

160 hours x 9 months = 1440 hours. 12 days x 8 hours/day = 96 hours. 1440 hours + 96 hours = 1536 hours / 9 months = 170.67 hours/month. 170.67 x 12 months = 2048.04

Labor and Industry Rule #2:

All non-exempt classified staff will be reported at actual hours worked including all overtime hours.

Classified Non-Exempt Employees: You may use either the average or actual method of calculation.

Using the average method of calculation:

- Figure the number of workdays times hours per day worked.
- If the contract has less than 12 payments, multiply the average hours per month by 12 to get the total annualized average hours*.

Example:

Classified employee contracted to work 183 days for 6 hours per day. Employee is being paid 12 payments on the contract. 183 days x 6 hours = 1098 hours. 1098 hours / 12 months = 91.50 hours

Important note: If using the average calculation and the employee incurs overtime hours for payment, the district must include and report the hours to L&I. The average hours must be adjusted or the employee can be switched to the actual calculation method (below).

Using the actual method of calculation:

All hours paid to the employee are reported and taxable for the L&I calculation. Important notes regarding classified staff and the L&I reporting:

- **Supplemental/Additional/Secondary Contracts:** Contracted personnel, whose hours worked are being reported under the average hours option may sometimes enter into supplemental/additional/secondary contracts with the school district. Such contracts, beyond the base nine month school year contract, might include after school programs, coaching, drivers education or similar assignments. As long as these secondary contracts are limited to the nine month school year – i.e., they run concurrent with the base/primary contract, they are considered covered under the average hours reported.

However, any hours worked under a supplemental/additional/secondary contract(s) during the summer recess **MUST** be reported in the same manner as the base contract is reported, a consistent choice of either actual or average hours. For those electing average hours, summer/secondary contracts will be reported as full 8 hour days for the duration of the secondary contract – i.e., as average hours. Reporting actual hours for the secondary contract is not an option under L&I's policy, unless actual hours worked are also reported for the base nine-month contract.

- Substitutes should be reported using the actual calculation method.

- Maternity leave, terminations, and family leave all effect the reporting. If an employee falls into this situation, the district must recalculate total reportable hours for L&I based on the number of months worked and then make adjustments according to the new months worked.

Groundskeeping: Mower Safety

Now that spring is beginning, it is time to get school lawns looking great again. Below are safety reminders to consider when operating riding and walk-behind mowers.

Please note: Mower manufacturer safety recommendations and guidelines are also among of the best training tools you can use to train your staff.

Mower blades can throw objects into the air.

- Make sure guards, including drag shields and discharge deflectors, are in place.
- Don't remove a grass catcher or unclog a discharge chute with the motor running.
- Wear safety glasses.
- Clear the work area of trash, debris, rocks, and other items that might be thrown by the mower.
- Keep people out of the work area.
- When crossing gravel, do not leave the blades spinning.

Mower blades are powerful enough to cause cuts and amputations.

- Keep your hands away from the blades.
- Before cleaning or performing maintenance on a mower, shut it off, let the engine cool, and disconnect the spark plug.
- With a push mower, mow across slopes so that if you slip, your feet will not go under the mower (on the downhill slope), or so the mower will not roll back onto you (on an uphill slope). Wear shoes with good traction.

Mower engines are hot.

- Keep clear of coming into contact with hot engines.

Mowers are loud.

- Always wear hearing protection when operating the mowers. Hearing protection can include wearing ear plugs, ear muff or both at the same time. As stated in the mower operators' manual NEVER wear any music ear buds under hearing protection.

Riding mowers can roll over.

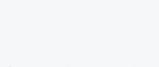
- Never mow a wet slope with a riding mower.
- Follow the manufacturer's instructions for mowing across, up, or down slopes and hills.
- Do not mow a slope that is too steep for the mower. Manufacturer instructions will provide guidance on this.
- Mow slowly on slopes.
- Do not try to stabilize the mower by putting your foot on the ground.
- Do not try to stabilize the mower with makeshift weights.
- Watch for holes, edges, obstacles, and uneven terrain that could tip the mower.
- Be extremely careful in tall grass, because it can hide obstacles, hazards, and edges.

Please contact us with any questions.

Robyn, Mareli, Amalia, Carina & Orlando

Questions? Contact Orlando Cerrillo at 509-454-3108 or orlando.cerrillo@esd105.org.

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