

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

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| SUBJECT: Workers' Compensation – Employer Requirements | REFERENCE NUMBER: 2010-016 |
| DATE ISSUED: 08/17/10 | SUPERSEDES: |

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Return-to-Work Coordinators
Health and Safety Officers**

FROM: Department of Personnel Administration
Benefits Division

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Please note the following important reminders:

Per Labor Code 3550, employers are required to post a notice to their employees in a conspicuous location that states the name of the current workers' compensation claims administrator as well as other important information regarding workers' compensation claims. State Compensation Insurance Fund (State Fund) provides this notice in English (e13913) and Spanish (e13914). Employers only need to fill in the blanks.

Per Title 8, California Code of Regulations 9767.12, employers are required to notify each employee in writing about the use of the Medical Provider Network (MPN) at the time of hire or when the employee transfers into the MPN. This notification shall also be sent or given to a covered employee at the time of injury. State Fund provides the [Guide to the State Fund Medical Provider Network for State of California Employees](#) (e13174) to satisfy this requirement.

Per Title 8, California Code of Regulations 9880, employers shall provide to every new employee at the time of hire or by the end of the first pay period the written notice concerning the rights, benefits, and obligations under workers' compensation law. This notice shall also contain a form that the employee can use to pre-designate their personal physician or medical group as defined by Labor Code 4600. State Fund provides the [Guide to Workers' Compensation for New State of California Employees](#) (e13546) for this purpose.

State Compensation Insurance Fund provides all these notices free of charge on their web site: <http://www.statefundca.com/statecontracts/Forms.asp>. We encourage you to take advantage of these convenient downloads in order to comply with the legal requirements.

/s/Greg Beatty

Greg Beatty, Benefits Division Chief