

Memo

To: All City Employees and Volunteers
From: Jessica Moore, Human Resources Manager
Re: **Workers' Compensation Benefits Information**

This is your personal copy of a pamphlet explaining the City's Workers' Compensation benefits. This document describes your rights and responsibilities if you are injured on the job.

It is the City's hope that you are never injured. However, if you are injured, Risk Management wants you to have immediate access to expert medical care. Furthermore, we want to ensure that all appropriate benefits are provided in a prompt manner.

It is imperative that all injuries are reported immediately. If you delay in telling us of an injury, we cannot do our part. No matter how seemingly insignificant an injury appears to be, please report it to your supervisor. Report the injury even if medical treatment is not necessary. We intend to do everything possible to safely carry out City business in such a way that you are never injured. If you feel that there is something that we can do to improve the safety of our workplace, express your concerns to your supervisor or to the Safety Committee. You may also utilize the risk management email at RiskManagement@cityofirvine.org. Please do not allow unsafe conditions to go unreported.

If you have any questions about the City's Workers' Compensation program, please contact Angela Daraphon at (949) 724-6134 or by email at ADaraphon@cityofirvine.org, and if you have any questions about the City's Safety program, please contact David Reynoso at (949) 724-7423 or by email at DReynoso@cityofirvine.org.

Our employees are the City's most valuable asset. Please work safely.

Jessica Moore

Jessica Moore
Human Resources Manager – Risk Management

Attachment