

## N E W S L I N E

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### **Division of Workers' Compensation Posts Updated Time of Hire Pamphlet**

The Division of Workers' Compensation (DWC) has posted an updated time of hire pamphlet on its [website](#). The pamphlet now has the new predesignation of personal physician and notice of personal chiropractor or acupuncturist forms that are effective on July 1, 2014.

The pamphlet, which is posted in [English](#) and [Spanish](#) versions, meets the requirements under Labor Code section 3551 to notify new employees about California workers' compensation rights and benefits either at the time of hire or by the end of the first pay period.

The time of hire pamphlet was created in 2011 to help employers and claims administrators ensure employees know what to do in case of workplace injury. It was modified in 2013 to reflect changes made to California's workers' compensation system by SB 863.

This pamphlet can be customized as long as the text meets the "time of hire" legal requirements. Title 8, California Code of Regulations section 9883 allows insurers, employers or private enterprises to prepare and publish the pamphlet upon prior approval of the form and content of the pamphlet by the Administrative Director. An entity may no longer use a previously approved pamphlet with the old predesignation forms. A revised pamphlet should be submitted for approval with the new forms. Claims administrators will be provided a grace period until September 1, 2014 to send an updated pamphlet.

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