

Compensations and Claims Unit Leader

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Finance/Administration Section
Primary	Human Resources Director
Potential Alternate(s)	Finance Manager Human Resources Staff
Supervisor	Finance Section Chief
Overview	<ul style="list-style-type: none"> ● Establishes contact with the EOC Safety Officer ● Manages compensation for injuries and claims arising out of the disaster ● Briefs and updates the Finance Section Chief on Unit matters
Description	The Compensation/Claims Unit is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims.
Responsibilities	<ol style="list-style-type: none"> 1. Oversee the investigation of injuries and property/equipment damage claims, arising out of the event or disaster response and recovery efforts. 2. Complete all forms required by workers' compensation program. 3. Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.
Forms and Job Aids	<ul style="list-style-type: none"> ○ Time card and unit log ○ Claims paperwork ○ Workers' compensation information
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the Finance/Administration Section Chief or other assigned supervisor. ○ Identify yourself as Compensation/Claims Unit Leader. ○ Set up your workstation and review this checklist and your position responsibilities. ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

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Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish and maintain a time card, position logs and other necessary files.○ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.○ Investigate all injury and damage claims as soon as possible.○ Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensations within the required time-frame consistent with Tribal Personnel Policy & Procedures.○ Coordinate with the Safety Officer regarding the mitigation of hazards.○ Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.○ Forward all equipment or property damage claims to the Recovery Unit.
Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out time card(s), logs when authorized by the Finance/Administration Chief.○ Complete all required forms, reports, and other documentation.○ Be prepared to provide input to the hot wash and after-action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.