

WORKERS' COMPENSATION

Workers' Compensation is a state-regulated insurance program that:

- Pays reasonable medical costs if you are injured on the job
- May pay income benefits to replace part of the wages you lose because of an on-the-job injury
- Pays income benefits if you have a permanent impairment from an on-the-job injury and
- Pays death benefits to your legal beneficiaries if you are killed on the job

Workers' compensation will replace 70% or 75% of an employee's lost wages, depending on hourly rate, if the injury or illness causes the employee to lose all of his/her income for more than seven days. An employee becomes eligible for Temporary Income Benefits (TIB) on the eighth day that a work-related injury or illness causes the employee to lose all usual pay. An employee, injured in the scope of employment, will be allowed to use state & local leave days to supplement workers' compensation TIB until those leave days are exhausted.

An employee shall report an on-the-job injury to his/her supervisor by the conclusion of the work day. ***The affected school or department must report and forward copies of all paperwork for all on-the-job injuries and/or work-related illnesses to Linda Clary, Risk Management Secretary, Administration Office, within twenty-four (24) hours.***

WHAT TO DO WHEN INJURED ON-THE-JOB:

Due to the State of Texas requirements for punctual reporting of on-the-job injuries and work-related illnesses, it is imperative that such incidents be reported promptly and accurately. Failure to report may result in substantial fines assessed against Lampasas ISD by the Texas Department of Insurance, Division of Workers' Compensation.

ALL on-the-job injuries and/or work-related illnesses must be reported by the affected school or department by the conclusion of the next work day after the supervisor, principal, or department manager has knowledge of such illness or injury.

PROCEDURES:

Life Threatening Injury:

As soon as an alleged life threatening on-the-job injury has occurred, the injured employee's co-worker or supervisor should follow the steps listed below:

- 1st Call: Ambulance (only if one is needed)
- 2nd Call: Injured employee's immediate supervisor or campus/department safety administrator (if not already at the scene of the accident)
- 3rd Call: Linda Clary, Administration Office, 512-556-6224
- Complete additional steps under "All Injury" section

Non-Life Threatening Injury:

1. An employee shall report an alleged on-the-job injury to his/her supervisor by the conclusion of the shift in which the injury occurred. If a supervisor is not on duty, report alleged injury to a co-worker, then to immediate supervisor at the beginning of the next work day.
2. If the injury is minor, contact the campus nurse for evaluation. The nurse can then complete a witness form.
3. If the injured employee requires medical treatment, the supervisor shall issue an *"Important Notice to Medical Provider"* form (make a copy for Linda Clary) and send the affected employee to an appropriate medical provider. Inform the employee that they will be required to bring a *"Medical Release"* BEFORE returning to work.
4. Complete additional steps under "All Injury" section.

All Injuries

1. The supervisor or campus/department safety administrator is to investigate the accident, interview the employee and all witnesses individually and get the workers' compensation forms filled out with personal statements from the employee and witnesses. Forward all forms to Linda Clary by the conclusion of the next day. Ms. Clary will complete the *"First Report of Injury"* and file the claim with the carrier.
2. The injured employee's supervisor shall notify Linda Clary as soon as an employee starts losing time due to an alleged on-the-job injury. If after normal work hours, call immediately the next work day.
3. *"Absence from Duty Report"* will be filled out for all absences from work due to an alleged on-the-job injury, except for the remainder of the work shift in which the employee was injured. This time should be carried as time worked. No workers' compensation benefits will be paid without a physician's statement taking the employee off of work.
4. When the employee returns to work, after being off due to an alleged on-the-job injury, notify Linda Clary. After initially returning to work, if there is any additional time off due to the on-the-job injury, report it immediately to Ms. Clary.

Absence From Work Due to On-The-Job Injury

1. If an employee is absent from duty due to an on-the-job injury for one or more day(s), or needs medical attention, the employee must notify the principal or supervisor. The reason for the absence and the anticipated date of return to duty must be verified by a physician's statement.
2. An employee absent from work due to an on-the-job injury or illness and receiving workers' compensation benefits must make weekly contact with his/her supervisor

unless, because of the nature of the impairment, an alternate schedule is agreed to by the supervisor.

Returning to Work After Injury

1. If an employee loses time due to a job related injury, the principal or supervisor must report the employee's return to work to Linda Clary so that a supplemental report may be filed.
2. Before the employee may return to work, he/she must bring a medical confirmation of physical fitness to Linda Clary and receive approval to return to work. He/she will report for work on the date specified and authorized by the employee's physician or be subject to disciplinary action. [See DH (LOCAL)]