

8/9/18

In your Personnel Policy, do you have language you would share regarding how you handle employees with respect to Worker's Comp?

Worker's Compensation

Worker's Compensation – An employee receiving compensation will be processed in the following manner:

- A. The employee will keep the worker's compensation check and provide the Executive Manager with a copy of the check.
- B. The PHA will pay the employee the difference between the worker's compensation check and full salary.
- C. The employee's sick leave will be reduced by the amount of pay translated into hours and days.

If any employee does not wish to have his accumulated sick leave reduced through the process described above, such employee may choose an option of declining compensation by the PHA and retention of the worker's compensation checks. A doctor's certificate shall be required to show the ability to work at his or her former job classification. The employee is obligated to inform the Executive Manager of the amount of the worker's compensation checks received along with documentation to support these payments. Failure to notify the PHA upon receipt of such payment shall subject the employee to discharge from employment.

County PHA

- 1. All County employees are covered by workers' compensation insurance while on official business for the County.

BENEFITS

- 2. Workers' compensation insurance pays for medical bills resulting from injury or illness an employee incurs while carrying out the duties of their job.
- 3. Workers' compensation also pays a partial salary continuation benefit for time lost from work in excess of 7 calendar days as the result of eligible work-related injuries or illnesses. The County shall not pay the difference between supplemental income benefits paid under workers' compensation and the employee's regular salary, except as may be required by law applicable to certain law enforcement personnel.

4. Employees shall not use the Group Benefit Plan medical insurance for treatment of work related injuries or illnesses. Workers' compensation will cover all necessary medical costs.

5. Employees on Workers' Compensation will accrue vacation and sick leave at their regular rate. Carryover policies shall apply.

ACCIDENT/ILLNESS REPORTING

6. Any employee who suffers a job-related illness or injury shall be required to notify their supervisor immediately. Failure to do so may affect an employee's eligibility for benefits or delay benefit payments which are due.

7. Supervisors shall notify the Benefits Administrator in the Human Resources Department if an employee is sent to a doctor or clinic for a work-related illness or injury so the incident can be reported to the County's workers' compensation carrier.

HEALTHCARE PRACTITIONER'S RELEASE

8. An employee who has lost time from work because of a work-related injury or illness shall be required to provide a written release from the attending healthcare practitioner before being allowed to return to work.

LIMITED DUTY

9. When limited duty is authorized by the attending healthcare practitioner, The County shall make reasonable accommodation for an employee's disability, except as regards the essential duties of any available job for which the employee is otherwise qualified to perform. If an employee refuses approved limited duty, the employee may be denied workers' compensation supplemental income benefit payments due to lost time from work. When no approved limited duty is available, the employee shall be placed on a workers' compensation leave of absence, thereby qualifying the employee, if otherwise eligible, to receive workers' compensation payments due to lost time from work.

CONTRIBUTORY FACTORS

10. An employee's workers' compensation benefits may be adversely affected if the employee is injured while under the influence of alcohol or drugs or while the employee is engaging in horseplay.

ADDITIONAL INFORMATION

11. Workers' compensation will run concurrently with FMLA.

12. Employees may obtain additional information on workers' compensation benefits from the Human Resources Department.

13. An employee out on Workers' Compensation over 7 days must report weekly to his supervisor.

Injury Leave. If an employee, through no fault of his/her own, is injured by external or violent means while in actual performance of his/her duties, he/she shall be entitled to injury leave for periods of time commensurate with the nature of the injury received in the line of duty.

The Executive Director may extend the three-month period after examination of the attending physician's report. The Housing authority shall pay on the first week, thereafter; Worker's Compensation is responsible for any and all remuneration.

INJURY LEAVE:

When an employee is injured on the job, employee's pay will consist of worker's compensation (if applicable) at 70% and employee's accrued sick leave pay at 30% of weekly wage. In no case will pay from the housing authority and worker's compensation exceed the regular salary of the employee.

If employee has accrued sick leave and is not off work long enough for worker's compensation benefits to be paid, they may take accrued sick leave for the days they are absent. After all accrued sick/annual leave has been used, only those benefit set forth in worker's compensation insurance will be paid to the employee. If an injured employee has no accrued sick leave or no annual leave, he/she will be placed on "leave without pay". All injuries must be reported in accordance with PHA's accident reporting procedures.

All on-the-job injuries are to immediately be report to the appropriate supervisor and the Risk Management Officer. It is each injured employee's responsibility to see that an incident report is completed within twenty- four (24) hours of the injury occurrence. If job-related injuries are reported later than the same day on which they occurred PHA may elect not to render any voluntary payment on any resulting medical claim(s). The injured employee is to sign the incident report attesting to its completeness and accuracy. These reports should be returned to the supervisor for completion and signature, and then forwarded to the Risk Management Officer. PHA is a non-subscriber to Texas Worker's Compensation Insurance. Any employee who suffers an on-the-job injury that requires medical attention may be required to submit to a drug and alcohol screening.

For employees who are injured on the job and will be out for the three (3) days, FMLA will run concurrently with Risk Management Leave. All rules for FMLA apply.