

A decorative graphic of a circuit board pattern in light blue, located in the corners of the page. It consists of vertical lines of varying heights, with horizontal lines branching off to the right, ending in small circles. The pattern is denser on the left side and sparser on the right.

WORKERS COMPENSATION 2016

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OBJECTIVE:

- The injury, treatment and reporting process
- Changes to the Temporary Income Benefits program
- Changes in payroll processing
- Light duty standards
- Prohibition on outside employment

EMERGENCY SITUATIONS

- Call 9-1-1
- Contact the supervisor
- Supervisor contacts Risk Management Division for coordination of care

INCIDENTS THAT DO NOT REQUIRE IMMEDIATE MEDICAL ATTENTION

- Contact your supervisor and complete an incident report before the end of the workday
- The initial decision whether the employee needs medical care is up the employee.

Note: Supervisor's may insist the employee seek medical care at Rockcare, only if, the supervisor personally observes the employee is unable or struggling to perform assigned job tasks and after contacting the Risk Management Division.

- Supervisor forwards the incident report to the Risk Management Division by the end of the next business day
- If the employee later decides to seek treatment, the employee must contact the Risk Management Division before doing so
- An employee waiting more than 30 days to report an injury to the employee's supervisor will result in the claim being denied by the carrier

NON-EMERGENCY SITUATIONS DURING NORMAL BUSINESS HOURS

- Employee assesses injury
- Contact your supervisor
- Supervisor contact the Risk Management Division
- Go to Rockcare
- Complete an incident report before the end of your work day
- When the exam is complete, employee must get a discharge note with work restrictions, if any

NON-EMERGENCY SITUATIONS DURING NORMAL BUSINESS HOURS

- If given a prescription, ask Rockcare for a first fill card
- If employee does not get a first fill card from Rockcare, then go to the EmployeeNet. The electronic address is on the back of your pay calendar card and can be found at <http://employees.roundrocktexas.gov/wp-content/uploads/2014/06/First-Fill-Card1.pdf> for at <http://employees.roundrocktexas.gov/departments/human-resources/forms/>

Note: A first fill card can only be used for your first prescription(s) and only for work related injuries. TML should send you a pharmacy card before your prescription expires. Simply fill out the card and present to most national pharmacies.

NON-EMERGENCY SITUATIONS DURING NON-BUSINESS HOURS

Follow the process used during business hours, except for the initial visit to Rockcare

1. Go to Medspring or other urgent care facility.
2. Inform the urgent care facility the matter is workers compensation and provide our carrier's information (Texas Municipal League, 512-491-2300)
3. Print off first fill card
4. Go to Rockcare the NEXT business day.

NON-EMERGENCY SITUATION DURING NON-BUSINESS HOURS

- Give a copy of the discharge notes to your supervisor
- Supervisor conducts an accident investigation and completes the remainder of the incident report
- Forward the completed incident report and discharge notes to the Risk Management Division by the end of the next business day
- If employee is referred to an outside physician or chooses to use another provider after your initial examination by Rockcare, then employee must find a health care provider on the Alliance network, <http://www.pswca.org/>
- Employee must attend every scheduled appointment and provide the discharge notes after each visit to a health care provider to your supervisor
- Supervisor should immediately provide the discharge notes to the Risk Management Division

RESTRICTED/LIGHT DUTY

- Department will make all reasonable efforts to meet the restrictions
- Department must notify Risk Management Division if they cannot meet restrictions
- Restricted/light duty is limited to 12 months maximum per injury
- Work related injury assignments take priority over non-work related injury assignments
- Employees cannot use sick leave, vacation or other paid time off to avoid working light duty

TEMPORARY INCOME BENEFITS (TIB's)

- 70% of the employee's average weekly wage (tax free)
- Employees who are off work for more than 8 days will receive a TIBs check
- Only hours/days off authorized by the treating physician are eligible for TIB's benefits and supplemental pay
- Employee keeps TIB's checks instead of turning them in to Risk Management
- When the employee misses more than 14 days of work, they will receive a check for each week of work missed (2 checks will be mailed). The check for the first 7 days missed must be returned to the Risk Management Division

TEMPORARY INCOME BENEFITS

- Employees may use sick leave, vacation or other paid leave to supplement their income up to 30%. This will allow them to receive 100% of their base pay. This does not include overtime or other types of pay received.
- Employees must complete a Supplemental Pay Form and turn into the Risk Management Division. Supplemental pay will begin after it is approved through the Risk Management Division.
- Employees continue to accrue all benefits while off work for a work related injury if Supplemental Pay Form is completed and leave is used.

TIME KEEPING

- On the day of the injury, the employee should enter the full shift as regular hours worked
- If an employee is unable to work due to injury, the employee must enter WC for the first 7 days missed
- All other days missed as Leave without Pay unless the employee chooses to use their leave
- In order to use leave, the Supplemental Pay Form must be completed and submitted to the Risk Management division

TIME KEEPING

- Risk Management will work with the employee to determine the number of hours used
- After completion of the Supplemental Pay Form, the Risk Management division will notify the employee and employee's supervisor of the appropriate hours to be entered
- Time spent at medical and physical therapy appointments on the employee's off day will not be tracked and are not considered time worked
- Time spent at medical and physical therapy appointments during regularly scheduled hours shall be marked as WC

BENEFIT CONTINUATION

- Employees will be responsible for their insurance contribution while on workers' compensation.
- Employees can either make a payment directly to the City for their contribution or use enough leave to cover the contribution amount and it will be taken from their paycheck.

OUTSIDE EMPLOYMENT

City employees are prohibited from engaging in any other form of employment for compensation while off work due to an on-the-job injury unless the employee provides a medical certification showing the physical requirements of the other employment do not conflict with current restrictions.

EXAMPLE 1

John Doe is injured on November 1. He is taken off work by Rockcare until seen by an orthopedic surgeon. The surgeon sees John on November 6 and releases him to light duty on November 7.

John should enter regular time worked for November 1 and WC for November 2, 3, 4, 5 and 6. John is not entitled to TIB's.

EXAMPLE 2

Jane Doe is injured on November 1. She is taken off work by Rockcare until seen by an orthopedic surgeon. The surgeon sees Jane on November 6 and takes her off duty until November 13th.

Jane should enter regular time worked for November 1. She should enter WC for days 2-8 and leave without pay for days 9-12. Jane would keep her TIB check and may submit a Supplemental Pay Form.

EXAMPLE 3

Mary Doe is injured on November 1. She is taken off work by Rockcare until seen by a orthopedic surgeon. The surgeon sees Mary on November 6 and takes her off work until December 1.

Mary should enter regular time worked for November 1. She will enter WC hours for November 2-8. She will enter leave without pay for all days from November 9 to November 30 EXCEPT for Thanksgiving and the day after Thanksgiving which should be entered as holidays. Mary must return her first TIB check to the Risk Management Division. Mary may elect to supplement her pay. Mary is responsible for paying her share of her benefits. Mary should keep all other TIB's checks