

## LAMPASAS COUNTY PERSONNEL POLICIES

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### SECTION 9. HEALTH AND SAFETY 9.2 INJURY ON THE JOB

COUNTY EMPLOYEES AND ELECTED OFFICIALS ARE COVERED BY THE WORKERS COMPENSATION ADMINISTRATOR (TAC RISK MANAGEMENT POOL) WHILE ON DUTY FOR THE COUNTY.

AN EMPLOYEE INJURED ON THE JOB OR WHO SUFFERS A JOB-RELATED ILLNESS IS ELIGIBLE TO HAVE MEDICAL EXPENSES PAID AND IF UNABLE TO WORK FOR MORE THAN SEVEN CALENDAR DAYS IS ELIGIBLE TO RECEIVE PARTIAL BENEFITS (INDEMNITY BENEFITS/ TIB), IN ACCORDANCE WITH WORKER'S COMPENSATION LAW. THE COUNTY DOES NOT PAY THE DIFFERENCE BETWEEN THE WORKERS COMPENSATION TIB AND THE EMPLOYEE'S REGULAR PAY. AFTER 14 CALENDAR DAYS OF LOST TIME, THE SEVEN DAY WAITING PERIOD WILL BE ELIGIBLE TO BE PAID RETROACTIVELY UNDER WORKER'S COMPENSATION BY TAC RMP. BY LAW, THE COUNTY PAYS FULL SALARY CONTINUATION TO CERTIFIED PEACE OFFICERS INJURED IN THE LINE OF DUTY. THE COUNTY WILL REQUEST REIMBURSEMENT OF USUAL PAYMENT UNDER THE TAC RMP FOR LAW ENFORCEMENT OFFICERS' SALARY CONTINUATION.

AN EMPLOYEE MAY USE ACCRUED BENEFIT HOURS DURING THE FIRST 7 DAYS OF LEAVE BY NOTIFYING HUMAN RESOURCES IN WRITING OF THIS REQUEST, THE HOURS USED WILL BE REFLECTED ON THE EMPLOYEE'S TIMESHEET. HUMAN RESOURCES WILL REPORT THESE HOURS USED TO THE ADMINISTRATOR OF WORKERS COMPENSATION AS A POST INJURY EARNING WHICH WILL REDUCE THE TIB RATE.

AN EMPLOYEE WHO IS INJURED OR SUFFERS ON-THE JOB ILLNESS WILL NOTIFY THE SUPERVISOR IMMEDIATELY. THE SUPERVISOR WILL NOTIFY HUMAN RESOURCES IMMEDIATELY FOR COMPLETION OF THE FIRST REPORT OF INJURY AND FILING WITH THE INSURANCE CARRIER. FAILURE TO REPORT JOB-RELATED INJURY OR ILLNESS IN A TIMELY MANNER MAY AFFECT AN EMPLOYEE'S ELIGIBILITY TO RECEIVE WORKERS' COMPENSATION BENEFITS OR MAY DELAY BENEFIT PAYMENTS.

A LIFE THREATENING EMERGENCY MAY BE TREATED BY ANY EMERGENCY ROOM. NON-LIFE THREATENING OR ONGOING MEDICAL CARE IS SUBJECT TO APPROVED MEDICAL PROVIDER SERVICES.

THE SUPERVISOR WILL NOTIFY HUMAN RESOURCES WHEN THE INJURED EMPLOYEE ANTICIPATES THE RETURN TO WORK IN ORDER TO COORDINATE WITH WORKERS COMPENSATION. RETURN TO WORK MEDICAL VERIFICATION WILL BE OBTAINED BY THE EMPLOYEE PRIOR TO RETURN TO WORK, AND FORWARDED TO WORK COMP ADJUSTER WITH COPY TO HUMAN RESOURCES AND DISCUSSED WITH THE DEPARTMENT HEAD/ ELECTED OFFICIAL (COMPLETION OF STATUS REPORT DWCC-73).

TIME OFF DUE TO A JOB-RELATED ILLNESS OR INJURY WILL RUN CONCURRENT WITH TIME TO WHICH THE EMPLOYEE IS OTHERWISE ENTITLED UNDER THE FAMILY AND MEDICAL LEAVE ACT. A POSITION IS HELD OPEN DURING THE FMLA LEAVE (UP TO 12 WEEKS/480 INTERMITTENT WORK HOURS). TERMS OF THE FMLA LEAVE APPLY TO WORK COMP TIME OFF. ANY REQUIREMENTS BASED ON ADA/AA COMPLIANCE WILL BE COMPLIED WITH.

EMPLOYEES DO NOT ACCRUE VACATION OR PERSONAL TIME NOR ARE HOLIDAYS PAID DURING THIS PERIOD OF ABSENCE.

AN EMPLOYEE MAY NOT PERFORM ANY OUTSIDE WORK OR ENGAGE IN ANY EXTRA DUTY EMPLOYMENT ON THE SAME CALENDAR DAYS DUE TO THIS ABSENCE.

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