

The City of League City Workers' Compensation Information

Workers' compensation provides covered employees with income and medical benefits if they have a work-related injury or illness. Workers' compensation is regulated by the Texas Department of Insurance (TDI), Division of Workers' Compensation. Civil Service employees are covered by these provisions to the extent they do not conflict with Civil Service regulations stipulated by the Texas Local Government Code, Chapter 143.

Employee responsibilities:

- Report accidents immediately to direct Supervisor.
- Follow the steps for post-accident injury/illness and return to work as outlined in the procedures.
- The City of League City (COLC) is a member of a workers' compensation alliance (network). All doctor appointments should be coordinated through Human Resources unless it is an emergency. In life threatening situations, employees may seek treatment at a local hospital. Visiting a doctor outside of the network may cause the employee to be responsible for payment of services.
- Must attend all doctor appointments as scheduled and have a work release before returning to duty.
- While out on Workers' Compensation leave, employee must contact their supervisor once per week. The employee may have someone do the contacting only if the employee is medically unable to do so.
- Employee should keep the City informed of his/her status so that work duties/responsibility can be reassigned as needed.

PROCEDURES:

The employee will complete a Accident Supervisor will complete the Accident/Incident Report. Completed form must be submitted to risk@leaguecitytx.gov no later than the end of the next business day following the accident/incident.

In the event the injury involves lost time from work, Human Resources will complete the Supplemental Report of Injury (DWC-6) and submit that document to the insurance carrier. Employees should be aware that the insurance carrier will be in contact with them.

Employees who miss more than three (3) consecutive working days due to the job-related injury or illness will be notified that their time off will be counted as Family Medical Leave (FML) in accordance with the FML policy.

An employee, who is injured on the job and elects NOT to seek medical attention, must use accrued sick or vacation leave if they elect to stay home because of the injury.

Post-Accident (Medical Appointments):

Employees are expected to notify their immediate supervisor of medical appointments for treatment related to an on-the-job injury. After each appointment, the employee **must** return the DWC Form-73 (Work Status Form) completed by the physician to risk@leaguecitytx.gov. This form provides documentation from the physician as to the care given, progress made, prognosis, and expected return to work.

If the physician states the employee cannot work and should remain at home, the employee is expected to contact their supervisor and the Sr. Risk Analyst in Human Resources each week during his/her time away from work.

If an employee continues to work while being treated, he/she will be allowed a reasonable time for travel to and from doctor appointments. Employees are expected to return to work following medical appointments unless the physician documents they are unable to do so. If additional time is taken that is not required by the physician, the employee will be required to use accrued time for the additional absence. Accruals will be used in the following order: sick, vacation, personal business, comp. time.

Post-Accident (Compensation):

If a physician documents that an employee is unable to work, the injured employee may supplement the first seven (7) days with accrued sick or vacation time. (Civil Service employees are not required to use accrued time during the “waiting period” per Texas Local Government Code, Chapter 143.)

Benefit accruals such as vacation and sick leave will be suspended during leave. (Civil Service employee accrual is based on Texas Local Government Code, Chapter 143.)

Temporary Income Benefits:

Employees may be eligible for Temporary Income Benefits (TIB) during their absence from work due to a work-related injury/illness. The TIB amount is equal to approximately 70% of the employee’s post injury earnings and payments are mailed directly to the employee’s home address on a weekly basis. Employees must use sick leave to make up the 30% of their salary. If there is no sick leave accrual balance the employee must use vacation and or personal business leave. TIB begins to accrue on the eighth (8th) calendar day away from work with the first check due on the fifteenth (15th) day. (Civil Service employee compensation is based on Texas Local Government Code, Chapter 143.) Civil Service personnel will continue to earn 100% of pay, per Texas Local Government Code, Chapter 143. The employee must endorse and submit the check received from TML to Human Resources.

Group Health Insurance:

The employee’s insurance benefits will remain in effect and the City will continue to pay the employee’s coverage. It is the employee’s responsibility to pay any dependent coverage or additional employee paid benefits. Premium payments are due on the first day of each month. If an employee fails to make payment, it will be assumed the employee opted to drop the coverage. If coverage is dropped, the employee will not be able to re-instate the coverage until the next open enrollment period.

Other 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. If the City learns of other income or employment, this information will be provided to the appropriate insurance carrier and the (TDI) Texas Department of Insurance. The employee may then be subject to disciplinary action up to and including termination.

Return to Work:

Prior to any employee’s return to work, the employee shall be required to provide Human Resources with a DWC-73 (status report) from their doctor indicating they may return to duty and any restrictions that may apply. The form will be reviewed by Human Resource prior to the employee assuming any job duties. If there are questions as to limitations, validity of the release, etc., the employee will be expected to cooperate with Human Resources to resolve any questions prior to working. Human Resources may contact the treating physician for clarification.

- If the employee is released to light duty and the City provides a bona fide light duty job offer the employee must return to work. If the employee does not return to work, he/she shall not be allowed to use accrued leave and the temporary income benefits will end.

- Worker's Compensation runs concurrent with Family Medical Leave (FMLA). If the employee is offered a bona fide light duty job offer and the employee chooses to decline the offer, if eligible the employee may use their sick leave. If no sick time is available, the employee may use vacation and/or personal business (in the listed order). Employees must adhere to the City's Family Medical Leave Act policy.