

## Workers Compensation Coverage

**Original Implementation:** September 1, 1975

**Last Revision:** January 26, 2016

All employees of the university are covered by the State Employees Worker's Compensation Act. All claims for benefits under this coverage are processed by the safety officer in the Environmental Health, Safety, and Risk Management Department. All injuries or accidents involving university employees in the course and scope of their assigned duties shall be reported on the Accident/Injury 24 Hour Report Quick Link located on the safety website to document the incident. If a claim is necessary, then the injured employee, accompanied by their supervisor, will file the required SORM paperwork with the safety officer, EHS&RM Department, 430 E. Austin Street, extension 4514. The safety officer will file all required reports with the State Office of Risk Management, Workers' Compensation Division electronically.

Responsibility for the timely reporting of on-the-job injuries rests jointly with the employee and his/her supervisor. All incidents must be reported within 24 hours or as soon as possible. If work is missed or immediate medical attention is required, the claim must be processed within 24 hours. Once an injury is reported, the employee has 30 days to obtain medical treatment. No claim is valid if reported more than 30 days after the incident.

Employees unable to work due to a worker's compensation injury, are required to use their accrued sick leave. If all accrued sick leave is exhausted before the employee is approved to return to work by a certified Worker's Compensation Physician, the employee has the option of using all or a portion of their accrued vacation. If the employee has exhausted all sick leave and the elected amount of vacation, the employee's status will be leave without pay (LWOP). Once an employee's status is leave without pay (LWOP), the employee must submit a written request to the university president for a leave of absence (LOA). See Leave of Absence (Faculty and Staff), policy 12.11. FMLA leave runs concurrently with leave taken for a worker's compensation injury.

Additional information is available from the safety officer in the Environmental Health, Safety and Risk Management Department.

**Cross Reference:** Family and Medical Leave (12.9); Leave of Absence (Faculty and Staff) (12.11); Tex. Lab. Code Ch. 501; Tex. Gov't Code § 661.909

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Environmental Health, Safety, and Risk Management Department

**Forms:** Accident/Injury 24 Hour Quick Link

**Board Committee Assignment:** Academic and Student Affairs