

## **Workers Compensation Coverage**

**Original Implementation:** September 1, 1975

**Last Revision:** February 2, 2021

### **Purpose**

This policy affirms that all employees of the university are covered by the State Employees Worker's Compensation Act and gives information about reporting and responsibilities when an injury or accident occurs involving a university employee in the course and scope of their assigned duties.

### **General**

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, Environmental Health, Safety, and Risk Management Department, 430 E. Austin Street, extension 4514. The safety officer will file all required reports electronically with the State Office of Risk Management, Worker's Compensation Division.

Responsibility for the timely reporting of on-the-job injuries rests jointly with the employee and his/her supervisor. The injured employee must notify supervisory or management personnel about an on-the-job injury not later than the 30th day after the injury occurs, or if the injury is an occupational disease, not later than the 30th day after the employee knew or should have known that the disease might be related to the employment. Once an injury is reported, the injured employee must file a claim with the Environmental Health Safety and Risk Management Department for compensation not later than one year after the date of injury, or if the injury is an occupational disease, not later than one year after the employee knew or should have known that the disease was related to the employment. No claim is valid if reported more than 30 days after the incident.

In accordance with Tex. Gov't Code § 661.909, employees unable to work due to a worker's compensation injury, have the option to use their accrued sick and/or annual leave. If the employee chooses not to use any accrued sick or annual leave or has previously exhausted all leave, 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 Administrative Leave (Faculty and Staff), policy 12.11. FMLA leave runs concurrently with leave taken for a worker's compensation injury. Human Resources shall be notified by the employee's department director, supervisor, manager or departmental designee of the employee's paid or unpaid leave for further instructions to submit the required FMLA support documentation. Employees shall not return to full duty work without a work release from the Worker's Compensation doctor lifting all light duty restrictions.

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); Administrative Leave (Faculty and Staff) (12.11); Tex. Lab. Code Chapters 409, 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 Committee

**Revision History:**     January 30, 2018  
                              January 26, 2016  
                              January 29, 2013  
                              January 25, 2010