



BEXAR COUNTY DEPARTMENT OF HUMAN RESOURCES

Benefits

Worker's Compensation

Policy Number: 7.3.04

Effective Date: January 1, 2007

Bexar County provides self-insured Workers' Compensation benefit coverage for accidents; illnesses or injuries employees sustain in the course and scope of employment in accordance with Texas Worker's Compensation laws.

Reporting Procedures

Employees should report any on-the-job injury to their office or department within 24 hours of the incident but no later than thirty (30) days after the date of injury. Employees should submit an Incident Report (Form 75) along with a signed Authorization for Medical Records to their office or department. Failure to do so may result in the lack of coverage.

Offices and departments should have an Incident Report (Form 75) readily available and should report all on-the-job injuries to Human Resources within 24 hours of the incident. The completed Form 75 should be signed by the employee and forwarded to Human Resources with the Authorization for Medical Records within three days of the incident.

Medical Treatment

If required, employees can seek medical treatment from a County authorized medical facility or a doctor of their choice.

The office or department should have available the list of medical facilities that are available through Bexar County and provide the injured employee with the list of available medical facilities. The list can be requested from Human Resources.

Texas Workers Compensation Commission Form (TWCC 73)

In order to be released to full duty with no restrictions, the employee must obtain Texas Workers' Compensation Commission Form (TWCC 73) and have it signed by their treating doctor and submit it to their office or department.

- Texas Workers' Compensation Commission Form (TWCC 73) is available from Human Resources.

A copy of the completed Texas Workers' Compensation Commission Form (TWCC 73), signed by the doctor, shall be forwarded by the office or department to Human Resources when the employee is released to full duty with no restrictions.

- All offices and departments should have current Workers' Compensation laws available in their department. A copy can be requested from Human Resources.

Status Forms

The office or department is responsible for submitting any required status forms to ensure that no employee is underpaid or overpaid following an on-the-job injury.

Payment under Worker's Compensation

Employees covered under Workers' Compensation will begin receiving payment after the employee has been out of work for seven (7) days due to illness or injury sustained in the course and scope of employment. Payment begins on the eighth day.

The office or department can apply the employee's sick leave, vacation leave, FLSA, compensatory, or discretionary time for pay during the first seven (7) days of lost time from a compensable injury at the request of the employee.

After leave time is exhausted, the office or department should place the employee on leave without pay status, and the injured employee should receive weekly compensation benefits in accordance with Workers' Compensation Law. In no event may an employee receive more than 100% of their base pay.