

Workers Compensation

A Step-by-Step Guide

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job.

Work Injury Reporting

Employees who are injured or sustain an occupational illness while on duty shall report the injury or illness at the time of the occurrence to the district or to an employee of the District who holds a supervisory/management position, regardless of whether medical care is necessary or not.

The designated person (i.e. office manager, supervisor, etc.) is required to report the injury or illness upon notice by the employee within 24 business hours. The designated person is provided with clearance which allows them to complete and submit a "First Report of Injury".

Please follow the instructions below to ensure a successful Worker's compensation report.

Important Notes

- Workers' Compensation is **NOT** a form of leave.
- The Worker's Compensation law does not require the continuation of the District's contribution to employee health insurance. Employees without available paid leave or not eligible for Family Medical Leave (FMLA) could be responsible for all portions of their health insurance. (*DECA- Legal*)
- Absences due to work-related injury or illness shall run concurrently along with FMLA leave, and/or temporary leave as applicable.
- If the injury was related to a student-teacher assault, please reach out to Human Resources to conduct the proper investigation.

In the Event of a Work-Related Injury

Report Only

If work related injury does not require medical attention, please complete the following form [Click Here](#). Please ensure that your supervisor completes the second page of the form. Return the completed form to Payroll as soon as possible. Be sure to check the "Report Only" box; forms submitted without this selection will be returned for corrections.

Seeking Medical Attention

*****IF YOU HAVE A MEDICAL EMERGENCY, GO TO THE NEAREST HOSPITAL*****

Step One: PRINT WORKERS COMP PACKET [Click Here](#)

Choose a Worker's Comp provider from the list.

Take the Health Care Provider Injury Notification Form with you.

Step Two: COMPLETE EMPLOYEE ACCIDENT AND INJURY REPORT

Step Three: STAY IN CONTACT

An INSURICA provider will contact you once the forms have been completed and submitted. Please ensure that the forms are sent to our office via email to Janet Garcia: janet.garcia@saisd.org and Wesley Smith: wesley.smith@saisd.org as promptly as possible to facilitate the processing of your claim.

Step Four: LEAVE DUE TO INJURY

To ensure that all documentation related to the employee's recent injury is properly filed, please provide the necessary information regarding any absences from work. If injury requires an employee to be away from the workplace for medical appointments or other recovery-related purposes, ensure to submit relevant documentation via email.

___ 1. Notify your supervisor of the situation.

___ 2. If absent, submit leave into **Smart Find Express**, with administration notes of workers comp, Currently until further notice fill out proper Leave Report Forms [Exempt](#) or [Nonexempt](#)

(PLEASE WRITE **WORKMAN'S COMP** if due to injury) submit to the Administration Payroll department. payroll@saisd.org)

___3. Report of Voluntary Use of Leave Entitlement to Temporary Income Benefits (ECA-1) will be sent via email once your workers comp adjuster has been assigned, please complete and return form to Janet Garcia at janet.garcia@saisd.org.

___4. Report any Loss of time as soon as possible if injury requires the employee to be away from the workplace for medical appointments or other recovery-related purposes. (Ensure to submit relevant documentation)

Step Five: RETURN TO WORK

Please be advised that if you have received any restrictions from your Workers' Compensation medical provider, you are required to provide a copy of the Texas Workers Comp work status report. Human Resources will make the final determination regarding whether accommodations can be provided to meet the employee's restrictions. Human Resources will assess and determine the most appropriate accommodation based on the specific needs of the employee. Documentation may be sent via email to the Risk Management Office at janet.garcia@saisd.org.

Additionally, please remember that you must be cleared by a Workers' Comp medical provider before you can return to full work status. Additional paperwork may be required to perform the required functional job description.

Supervisor MUST report the Employee's return to work status. If the employee returns the following day with or without restriction. (Submitting with relevant documentation)