

Notes from Campus/Department Workers' Compensation Reporting

Employers must create a record (First Report of Injury or FROI) for every on the job injury or illness reported or of which they have knowledge.

Once someone in management or in a position "reasonable for an employee to report" has knowledge of a possible on the job injury or illness a FROI must be created with or without the employee's consent or assistance.

The FROI must be filed with the Fund no later than the 8th day of

- Employee loses 1 or more days of lost time
- Occupational disease or illness (disease or illness employee reports was caused by or aggravated at work – carpal tunnel syndrome, sick building syndrome, etc)
- Death of an employee from a work related injury or illness

Creation of a FROI is not admission by employer that accident occurred or injury is work related.

Never tell an employee an injury or illness is non-work related.

Complete FROI and advise them that TASB Risk Management Fund will investigate and determine compensability.

Regardless of how late an employee reports an injury, the employer must file the FROI immediately upon learning of incident.

Alert Eleonora Mujica if Employee collapses while at work for any reason.

Group Insurance does not cover WC injuries!

Once it's reported you can't "Keep it a Secret"

What to tell an employee:

- “Is this WC and will it be covered?” - I don’t know, an adjuster will contact you to discuss your benefits.
- “Should I see a Doctor” – You know what’s best for you, but all WC treatment must be with an Alliance Provider.

Failure to report per the statute subjects an employer to fines up to \$25,000 per day per occurrence.

Just because an employee is late in reporting a WC injury does not excuse the employer from filing the FROI upon notice of an incident.

WC is not a Leave. If an employee loses time for an injury on the job they may elect to use available leave in lieu of WC Indemnity benefits.

- Temporary Income Benefits (TIBS) will pay 70% of employee’s average weekly wages if employee makes \$10 or more an hour. It pays 75% of average weekly wage if employee makes less than \$10 an hour. (TIBS are subject to a maximum and minimum amount.)
- There is a mandatory waiting period for WC injuries. The first 7 calendar days are not due unless an employee is off work 14 days. Benefits start to accrue on the 8th day of disability.

In an emergency direct employee to nearest Emergency Room or doctor then contact Eleonora Mujica. Be sure to update Eleonora if employee misses any time from work, returns to work or if you have questions or concerns.

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Questions on Workers’ Compensation?

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