



GODLEY INDEPENDENT SCHOOL DISTRICT

Workers' Compensation

Godley ISD is focused on preventing accidents and ensuring safety to all employees. The information of this site will assist administrators, nurses and injured employees with the workers' compensation process.

PROCEDURES FOR REPORTING A WORK RELATED INJURY

1. Report all work related injuries to your principal/supervisor immediately even if you don't think you will need medical treatment
2. See the school nurse for initial medical treatment.
3. Complete and sign the following forms and send them to the Human Resources Department.
 - **First Report of Injury Form** If the injured employee is not capable of completing the report the nurse or supervisor may complete and sign the form. Please fax the form to the attention of Katia Montemayor at 817-592-4296 or attach in an email to katiamontemayor@godleyisd.net within 24 hours of injury. * **HIPAA Notice** Authorization for Disclosure of Protected health Information.
4. As soon as you are able, ready the **Notice of Injured Employee Rights and Responsibilities**. This information is provided by the State of Texas – Office of Injured Employee Counsel and provides information regarding your rights and responsibilities as an employee and gives a high level overview of the employee's responsibilities.
5. If you seek medical attention, you will be asked to seek a doctor of your choice who accepts Workers' Compensation. After your appointment, you must submit a doctor's statement on **DWC73 Division of Workers' Compensation Work Status Report to the Administration** that indicates whether or not you are capable of returning to work.
 - **It is the responsibility of the injured employee to communicate with and provide all documentation from the physician to their principal/supervisor and to Jenny Sarmiento in the Administration Building.**
6. Workers' Compensation rules instruct insurance companies to pay the first week of temporary income benefits after the second week of absence. The Division of Workers' Compensation of TDI (Texas Department of Insurance) allows the use of accumulated employer benefits for the first week of absence due to a work-related injury. The **Paid Leave Election Form** must be completed and sent to the Human Resources Department.
 - In the event you are medically unable to work due to a compensable on the job injury, there is a mandatory waiting period of 7 calendar days or 5 work days.
 - You are not eligible for Temporary Income Benefits for the first week unless you are out 8 calendar days.
 - You must elect whether you wish to use your available leave in order to be paid for the first 5 days you are out due to a work related injury. * If you elect not to use leave you will not receive payment for the first 5 work days.
7. Workers' Compensation generally pays 70% of an employee's average weekly wage up to a maximum set by the State of Texas. The maximum is changed annually by the Division of Worker's Compensation of TDI. Employees who earn less than \$8.50 per hour receive 75% of their average weekly wage. For information on maximum and minimum temporary income benefits (applicable by date of injury) please visit the **Division of Workers' Compensation website**.
8. If you have payroll deducted benefits and you are not receiving a GISD paycheck, you must make arrangements to pay for your insurance premiums. Please call Julie Price at 817-592-4212.
9. The Administration must be notified immediately when returning from a work related injury. The injured employee must present a written medical release Division of Workers' Compensation Work Status Report DWC73 form signed by the attending physician identifying whether you are released to full duty and /or if any work restrictions would apply. A determination will be made as to whether or not you are able to perform productive work. Your principal or supervisor will discuss return to work options, if any. Once your work status has been determined you must communicate your status to Jenny Sarmiento at the Administration.
10. **Review the TRS 22W Verification of Workers' Compensation Payments Form.** Workers' Compensation payments may be considered to determine creditable service and /or creditable compensation with the Teacher Retirement System.
 - **Please be-aware that while absent from work, a district paycheck is not issued (unless you are using your accumulated leave, vacation days and/or compensatory time) and no funds and or contribution are sent to the Texas Teacher Retirement System (TRS), nor are days of absence being counted towards years of service with TRS.**

Contact Information:

Jenny Sarmiento: Workers' Compensation Coordinator 817-592-4214 (jsarmiento@godleyisd.net)

Katia Montemayor: First Report of Injury Contact 817-592-4300 (katiamontemayor@godleyisd.net)

Julie Price: Payroll/Benefits Specialist 817-592-4212 (jprice@godleyisd.net)

Edward Claims Administration Division of Workers' Compensation 817-389-3204