



## Dallas County Human Resources/Civil Service Department Report of On-the-Job Injury or Illness

### Employer Instruction Sheet

Employers with employees who have sustained an on-the-job injury or illness should follow the steps listed below in reporting that injury or illness.

As a supervisor, it is important that you read and become familiar with established policies. **Chapters 82 and 86 of the Dallas County Code** provide the policies that will help you to better understand Family Medical Leave, Workers' Compensation and Leave of Absence.

You may contact the Workers' Compensation Specialist in **Risk Management at 214-653-6585** to address any concerns that you may have.

#### **Initial Injury or Illness Reports**

Along with the employee, immediately report the injury or illness to **Company Nurse®** at **1-888-770-0931** and they will refer the employee to a physician (at the employee's request) who is easily accessible. **In addition the Managing Supervisor will be required to have the injured employee sign the 504 Dallas County's Workers Compensation Acknowledgement form, and fax immediately to the Human Resources Workers Compensation Department.**

Be prepared to answer the following:

- ✓ *Who* was injured
- ✓ *How* did the injury or illness occur
- ✓ *When* did the injury or illness occur
- ✓ *Where* did the employee seek medical care (if this was an emergency or you called 911)
- ✓ *What* was the cause of the injury or illness

Transport the employee for medical treatment or contact emergency transportation if the employee is unable to drive.

#### **Utilization of Other Leave Types**

In instances where an employee is not eligible for, or has exhausted, all salary continuation prior to being able to return to work, the employee will receive all appropriate workers' compensation benefits to which they are entitled. You must provide the employee with a **Workers' Compensation Leave Authorization** form that the employee will use to indicate whether or not they want to receive pay in addition to other income benefits. You can review **Sec. 82-563 (e) (1-3) of the Dallas County Code** for additional information. A copy of the form is attached for you to distribute to your employee(s).

### Supplemental Reports

A Supplemental Report of Injury, TWCC/DWC-6, is due if any of the following situations occur:

- ✓ Employee returns to work after losing time due to a workers' compensation injury
- ✓ Employee has intermittent lost time from work
- ✓ Employee terminates, resigns, or dies

Provide completed reports to Risk Management within **24** hours of receipt. Reports may also be faxed to **214-653-7608**. A copy of the form is attached for your convenience.

### Kronos

The following information pertains only to Sheriff's Department employees.

- ✓ Sheriff's Department employees who are absent under Workers' Compensation, will have their time entered into the Kronos system by the Human Resources/Civil Service Department. The contact number is **214-653-7931**.

### Employee's Release to Work

- ✓ When a provider releases an employee for either modified or full duty, it is the employee's responsibility to provide notification to their direct supervisor and to the Workers' Compensation Specialist in Risk Management immediately upon receipt. Note: Currently, modified / light duty **is available** in the Sheriff's Department.
- ✓ If an employee has been absent from work for **more than 45 days** due to an illness or injury, the employee must receive medical clearance from the County's Employee Health doctor in order to return to work. **Exception:** Law enforcement employees (to include DSOs) assigned to the Sheriff's Department must receive medical clearance from Employee Health if they have been absent from work for **more than 30 days**.
- ✓ For Sheriff's Department employees: When a provider releases the employee for either modified or full duty, the employee must contact the Workers' Compensation Specialist in Risk Management at **214-653-6585**, to be scheduled for a medical clearance appointment by Employee Health. All other employees: should be scheduled to see Employee Health by their respective departments, if applicable.
- ✓ Once Employee Health releases an employee to return to work, with or without restrictions, the employee shall provide a copy of the release to their immediate supervisor and Risk Management. **Exception:** Sheriff's Department employees will contact Human Resources, at 509 Main Street, in person and immediately following their appointment at Employee Health, regarding return to work procedures.

Remember we're here to help. Please call us at 214-653-6585.