



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

Employee Information Sheet

Provided below in the form of **Frequently Asked Questions** is information to assist you regarding the Worker's Compensation process. If you require additional information, you may contact the Workers' Compensation Division in **Risk Management** at **214-653-7667** or your adjuster at **York Risk Services** at **972- 715-4256**.

Worker's Compensation Benefits

For comprehensive information regarding Worker's Compensation, it is very important that you familiarize yourself with Chapters 82 and 86 of the Dallas County Code. Your benefits under Workers' Compensation are outlined in **Sections 82-552** and **82-553**.

You may access the complete code at <http://www.municode.com/resources/gateway.asp?pid=13347&sid=43>.

We have listed the most **Frequently Asked Questions (FAQs)** and our responses for your convenience. For more specific and detailed information, please refer to the Dallas County Code mentioned above.

Filing a Claim

1. I've been injured on the job, what should I do?

- You must report your injury or illness to your supervisor immediately. If you do not notify your supervisor, your right to obtain benefits could be lost.

2. Once I have reported my on the job injury or illness to my supervisor, what should I do?

- **Complete a 504 Dallas County's Workers Compensation Acknowledgment form and give to Supervisor.**
- If you are at work, you and your supervisor must contact Company Nurse at 1-888-770-0931. Company Nurse will advise you and your supervisor of what you should do.
- If you are not at work, you should contact Company Nurse at 1-888-770-0931. Company nurse will advise you of what you should do. **(You must complete a 504 Dallas County's Workers Compensation Acknowledgment form and give to Supervisor)**

3. What should I do if my on the job injury or illness worsens?

- If you are at work you must notify your supervisor and both need to contact Company Nurse at 1-888-770-0931. Company Nurse will provide you if necessary an authorization # and advise you and your supervisor with necessary steps.
- If you are not at work, contact Company Nurse at 1-888-770-0931. Company Nurse will provide you if necessary an authorization number and advise you of necessary steps.

4. What do I do if Company Nurse advises me to go to the doctor?

- Go to the facility the Company Nurse has referred you to, explain your on the job injury or illness to your treating physician and provide them with the authorization # so that your claim can be handled properly and medical attention can be provided.

5. What do I do after I see my treating physician?

- Once you see your treating physician, it is your responsibility to notify your supervisor of your status and provide them with proper documentation. If you are unable to contact your supervisor, you may also contact Dallas County Safety Officer at 214-653-6585 and provide them with your status and documentation.

6. What do I do if my treating physician releases me to return to work without restrictions due to my on the job injury or illness?

- If the treating physician releases you to return to work, please report to your supervisor. It is your responsibility to provide your supervisor with the release form provided by the treating physician so that you can return to work.

7. What do I do if my treating physician releases me to return to work with restrictions due to my on the job injury or illness?

- If the treating physician releases you to return to work with restrictions, please report to your supervisor and provide him/her with the documentation the treating physician has given you stating your restrictions.

8. Once I provide my supervisor with my release to return to work due to my on the job injury will he/she be able to accommodate my restrictions?

- Depending on the restrictions your treating physician has given you, your supervisor will work with Dallas County Safety Officer to find a light duty job suitable with the accommodations your treating physician has given you. Once a light duty job has been located and assigned, you will be given a Bona Fide Offer of Employment by your supervisor. It is important for you to sign and date this letter and return it to your supervisor or the Dallas County Safety Officer so that you can be paid properly. **REMINDER: If you do not receive this letter, please remind your supervisor.**

9. While I am on light duty, will I still get paid my same salary?

- Yes, you will continue to get paid your same salary. **REMINDER: In order to get paid properly, it is important for you to provide your supervisor with the treating physicians note for every doctor's visit. This will ensure that you are paid correctly without any interruptions.**

10. How many days does Dallas County provide for light duty due to my on the job injury?

- Dallas County provides 45 days maximum for light duty due to on the job injuries. **Please refer to: Dallas County Code: Section 82-471.**

11. What will happen once my 45 days light duty have been exhausted due to my on the job injury?

- 15 days before your light duty has been exhausted, Dallas County Safety Officer will send you a letter informing you that you are near to exhausting all your light duty and you may be able to qualify for additional leaves according to Dallas County Policies.

12. What if my treating physician does not release me from light duty after 45 days?

- If your treating physician does not release you to full duty after 45 days, you may be eligible for other leaves based on Dallas County Leave Policies. Please review the following Dallas County Policies for Clarification and Procedures:
 - Family Medical Leave ACT (FMLA): Dallas County Code _____.
 - Additional Leave of Absence
 - TLMA

13. What if my treating physician takes me off work due to my injury? Will I be compensated for my time off? How will I get paid?

- If your treating physician takes you off work due to your work injury you must provide your supervisor or Dallas County Safety Officer with the proper documentation stating you have been taken off work. Once documentation has been received Dallas County Officer will send you a letter informing you that you have been placed on a qualifying leave of absence according to Dallas County Policies. **REMINDER: It is your responsibility to keep in contact with your Supervisor on a bi-weekly basis and provide him/her with your status so that you can be paid properly.**

14. What if I am released to full duty after being off work for more than 45 days due to my job related injury or illness?

- If an employee has been absent from work for more than 45 days due to an illness or injury, the employee must receive a medical clearance from the County's Employee Health Center in order to return to work. Exception: Law enforcement employees (to include DSOs) assigned to the Sheriff's Department must receive medical clearance from the Employee Health Center if they have been absent from work for more than 10 days.
- For Sheriff's Department employees: When a provider releases you for either modified or full duty, you must contact the Workers' Compensation Specialist in Risk Management at 214-653-7667, to be scheduled for a medical clearance by the Employee Health Center. All other employees will be scheduled by their respective departments, if applicable.
- Once the Employee Health Center 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 1201 Elm Street, Floor 23, Suite 2300-B, Dallas, Texas 75270.

Family and Medical Leave (FMLA) and Workers' Compensation

Workers' Compensation and FMLA run concurrently. Qualifying employees, who are off work for more than three working days, are placed on FMLA. If an employee does not qualify for FMLA, the employee must request a Leave of Absence. Medical coverage and other benefit options continue during FMLA unless the employee chooses not to retain these benefits. Employees who qualify for FMLA must make a decision to maintain medical coverage and other benefit options within 30 days prior to the onset of leave, when the leave is foreseeable, or within 30 days of the onset of the actual FMLA leave. If an employee chooses to make monthly premium payments and the employee's premium payment is more than 30 days late, coverage will cease for non-payment. For more information on FMLA, please refer to Dallas County Code **Sections 82-601-607**, included in your Worker's Compensation Packet.

Leave of Absence

A leave of absence is an officially approved temporary suspension of employment. It is designed to assist employees who encounter special circumstances and require an extended period of time away from the job. Such leave must be requested by the employee in compliance with the procedures outlined in the Dallas County Code, **Section 82-476**, and must be approved by the elected official or department head and Commissioners Court (via a court order).

If an employee does not return to work as scheduled or before the end of the 90 day leave of absence period and does not request and receive approval from the elected official / department head and Commissioners Court to extend the leave, the employee shall be terminated. In the Sheriff's Department, you must receive approval from the elected official and Sheriff's Department Civil Service to extend the leave. Otherwise the employee shall be terminated.

Utilization of Other Leave Types

In instances where an employee is not eligible for salary continuation (i.e., salary continuation is exhausted), and the employee has not yet returned to work, Dallas County will ensure the employee will receive all qualifying workers' compensation benefits. A qualifying employee may elect to submit Workers' Compensation Leave Authorization form to utilize other leave. For a detailed explanation, refer to **Sec. 82-563 (e) (1-3)** of the Dallas County Code.

Long Term Disability benefits may also be available to qualifying employees who are unable to return to work. For information, please contact Benefits at 214-653-6161 or visit our website at <http://www.dallascounty.org/departments/HR/medical-benefits.php> .

Reminder:

If you need clarification on any of this information, please feel free to contact:

Dallas County Safety Officer
1201 Elm Street
Floor 23
Suite 2300-B
Dallas, Texas 75270

Phone: 214-653-6585