

710 - WORKERS COMPENSATION

**Section 710.01
County Policy on
Work-Related
Injuries**

An employee who sustains an injury in the course and scope of employment must immediately notify their supervisor and the Risk Management Department. The employee must also file a workers compensation claim form, which is available from the Risk Management Department. Consistent with Section 301.19 of this manual, employees will be required to submit to a timely drug and alcohol test following a work related injury or accident.

**Section 710.02
Reporting
Requirements**

Employees on workers compensation leave are required to contact their supervisor every Monday during established business hours. A supervisor is also entitled to contact an employee at home when an employee is out on workers compensation leave. Failure to comply with Fort Bend County's reporting procedure is grounds for discipline, up to and including termination of employment.

**Section 710.03
Benefits**

Employees who are unable to work due to a work related injury or accident may receive temporary income benefits (TIBS) through workers compensation insurance. Employees may not substitute accrued paid leave for periods of paid workers compensation leave while receiving TIBS. Employees who are not receiving a County paycheck will not receive paid benefits such as vacation and sick leave accruals, holiday pay, or longevity pay. Employees will not receive credit toward vesting or service for retirement eligibility during any month in which no contribution is made to the employee's retirement account. However, a period of workers compensation leave will not be treated as a break in service if the employee returns to County employment.

Employees on workers compensation leave will be required to pay medical and dental premiums at the same rate as active full time employees in order to maintain coverage. Payment arrangements must be made with Risk Management.

If an employee reaches Maximum Medical Improvement (meaning the injury related condition cannot be improved any further) but is unable to perform the essential functions of the job with or without a reasonable accommodation, their employment may be terminated. For information on continuation of medical insurance benefits after termination, see Section 501 of this manual.

**Section 710.04
Family Medical
Leave Act**

If an employee sustains an injury in the course of employment for which the employee is receiving workers compensation benefits, the injury may also qualify for Family Medical Leave Act (FMLA) leave. In such cases, it will be the policy of Fort Bend County to designate the leave as FMLA concurrent with Workers Compensation.

Policy Approved and Adopted By:
Fort Bend County Commissioners Court
July 20, 1993
Revised: September 30, 2003
Revised: November 7, 2006
Revised: November 20, 2012
Revised: May 14, 2013