



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **CKE-1 Workers' Compensation Reporting**

**APPROVED:** February 22, 1979    **REVISED:** September 1, 1995  
Year of last review: 2021  
**AUTHORIZING BOARD POLICY:** CKE

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

**OBJECTIVE:** To delineate the procedures for reporting and acting on on-the-job injuries covered under the workers' compensation program.

#### **PROCEDURE:**

##### **Procedure Statement:**

- I. Workers' Compensation Reporting Procedure
  - A. The District provides workers' compensation coverage for all employees (including work-study employees) for injuries and occupational illnesses resulting from employment with El Paso County Community College District. The benefits are in accordance with the Texas Workers' Compensation Law.
  - B. The employee is responsible for reporting the injury to the Police Department, to their supervisor, and to the Human Resources Department - Workers Compensation Unit. The Workers Compensation Specialist completes the "The Employer's First Report of Injury or Illness" form in all cases.
    1. The form must be completed by the Workers Compensation Specialist.
    2. The Human Resources Department - Workers Compensation Unit retains a copy of the report and sends a copy of the report to the injured employee.
  - C. The required Workers Compensation form in its original state must be filed with the Division of Workers' Compensation.
- II. The Police Department and the Safety Specialist must be notified in the event of accidents or to report unsafe conditions.
- III. Special Assistance to Injured Employee
  - A. The Workers Compensation Specialist assists the employee with the guidance in obtaining medical treatment, as required.
  - B. The Police Department can provide first aid and assistance.
  - C. The employee's supervisor contacts the employee's family, if necessary.
  - D. Injuries requiring medical treatment must be immediately reported to the Human Resources Department - Workers Compensation Unit, 915-831-6469. If there is no answer, leave a message.
  - E. Inquiries from medical providers regarding payment and verification of injury are to be directed to the Human Resources Department - Workers Compensation Unit, 915-831-6469.
- IV. Absence from Work
  - A. The supervisor and the Human Resources Department - Workers Compensation Unit must be informed if an employee is unable to report to work and when the employee returns to work. All absences claimed to be as a result of a covered illness/injury must be certified by a physician's statement. The employee must have a medical release to return to work once an absence occurs.
  - B. After the first week of absence, employees who have accumulated leave time are to be charged a prorated amount of leave time (2.4 hours per day). The amount of the employee's temporary income benefits (TIBS) will be deducted for the normal salary during this period. No other "docking of pay" is required until the leave balances are exhausted.