

Reporting an Accident, Injury or Occupational Illness

Work Related (On-Duty)	Non-Work Related (Off-Duty)
Employee tells the Supervisor of the accident, injury, or occupational sickness.	Employee tells the Supervisor if condition is treated, or work is missed as stated below.
Employee completes First Report of Injury Form by end of shift and turns in to the Supervisor. Before end of day: Supervisor sends form to Pina in HR at piuffredo@seguintexas.gov . Department can keep a copy for their files if needed.	
For injuries needing medical attention contact Pina from HR (after hours call 562-833-7459). Send or take employee to Clear Springs Urgent Care; Clinic is available 7am to 7pm (7days per week). 1761 S. State Hwy 46 #104, New Braunfels, TX 78160; phone (830) 433-7816. After 7pm (if cannot wait till 7am) or Emergencies can go to ER at GRMC. – If not going to a regular hospital ER, please call Pina to verify clinic is in the WC network. Not all box ERs are in the WC network.	
<p>If medical treatment is sought:</p> <p>Employee must have the Texas Workers’ Compensation Work Status Report (DWC-73) form completed by the physician within 24 hours of seeing the doctor and submit the form to the Supervisor before returning to work.</p> <p>The Work Status Report indicates if employee is released to full duty; modified/transitional duty with restrictions or will be off work.</p> <p>The Supervisor receiving the form sends the form to Pina in HR at piuffredo@seguintexas.gov .</p>	<p>If medical treatment is sought by an employee at an emergency room for an incapacitating accident, injury, or sickness; or they are absent for three (3) or more days with, an incapacitating accident, injury, or sickness, the Work Capabilities Evaluation – Physician Statement form must be completed by their doctor. Employee is required to turn the form in to Pina in HR and their supervisor before they can return to work. This form indicates any restrictions they may have. The Supervisor receiving the form emails the form to Pina in HR at piuffredo@seguintexas.gov .</p> <p>Depending on situation this could trigger FMLA. Case by Case basis.</p>
<p>If the employee can return to work but has restrictions, Pina from HR will contact the department to arrange for modified/transitional duty assignment. If assignment is not available in own department, assignment may be sought out in another department that can accommodate the restrictions on a case-by-case basis.</p> <p>If temporary modified/transitional duty is available, Pina from HR will send employee a written modified duty offer to sign before they can return to work.</p> <p>PD/Fire - On weekends and holidays, a Shift Supervisor may temporarily assign an employee to a modified duty assignment within the scope of the employee’s restrictions and further arrangements can be made by HR and Chiefs.</p> <p>Modified/transitional duty = no OT and no on-call.</p>	<p>If an employee can return to work but is on modified/transitional duty, contact Pina in HR to see if arrangements can be made to accommodate the employee. If assignment is not available in own department, assignment may be sought out in another department that can accommodate the restrictions on a case-by-case basis.</p> <p>If temporary modified/transitional duty is available, Pina from HR will send employee a written modified duty offer to sign before they can return to work.</p> <p>Modified/transitional duty offers are not assigned on weekends and holidays.</p> <p>Modified/transitional duty = no OT and no on-call.</p>
Employee will be offered a modified/transitional duty assignment if a position is found to meet the medical restrictions. If the employee rejects this offer the employee can use their own sick leave.	Employee may be offered a temporary assignment if a position is found to meet the medical restrictions. If the employee rejects this offer, the employee will be placed on sick leave.
<p>While on modified/transitional duty, an employee is required to return a copy of an updated/current Texas Workers’ Compensation Work Status Report (DWC-73) after each doctor visit, and/or as the employee’s condition changes, to Pina in HR at piuffredo@seguintexas.gov.</p> <p>The Supervisor of the position where the employee is temporarily assigned monitors and ensures work is within medical restrictions provided by the treating physician.</p>	<p>While on modified/transitional duty, an employee is required to return a copy of an updated/current Work Capabilities Evaluation – Physician Statement after each doctor visit, and/or as the employee’s condition changes, to Pina in HR at piuffredo@seguintexas.gov .</p> <p>The Supervisor of the position where the employee is temporarily assigned monitors and ensures work is within medical restrictions provided by the treating physician.</p>
When an employee is released to work for full duty, employee notifies their Supervisor and Pina in HR immediately.	When an employee is released to work for full duty, employee notifies their Supervisor and Pina in HR immediately.
If an employee is less than full duty 180 days per Transitional Duty Policy – determination will be made on “Available for Placement” status. Contact with workers’ comp primary care doctor will be made by Pina in HR prior to 180-day time frame to inquire on determination on full duty release.	If an employee is less than full duty, medical records/summary from all the employee’s doctors treating current injury/illness are provided to GRMC and an evaluation is scheduled for determination of a full duty release (FFD). If an employee is less than full duty 180 days per Transitional Duty Policy – determination will be made on “Available for Placement” status.