

**CITY OF COMMERCE
ADMINISTRATIVE POLICIES
WORKERS' COMPENSATION**

1.0 PURPOSE

To establish procedures for administration and eligibility for workers' compensation.

2.0 POLICY

- 2.1 All employees are covered by workers' compensation, a program of insurance to protect workers, their families and dependents from loss due to an on-the-job accident or illness.
- 2.2 The program provides for payment of medical bills, physical and vocational rehabilitation, financial compensation while the worker is disabled, either temporarily or permanently and is unable to work.
- 2.3 It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc. and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal.
- 2.4 Financing for this program is paid 100% by the City.
- 2.5 Any employee involved in an on-the-job injury or an occupational illness as defined by the Texas State Law, must report the incident to his/her immediate supervisor or Department Head within 24 hours or as soon thereafter as possible.
- 2.6 The affected employee will also meet with the Payroll Clerk to fill out a form regarding the incident of injury or illness.
- 2.7 No employee will receive sick leave as a result of a job injury, illness or disease incurred while employed by another employer.
- 2.8 The employee may use up to (5) days accrued sick leave benefits for on-the-job injury, to determine if able to return to work.
- 2.9 The employee will not use sick leave benefits while receiving Workers' Compensation temporary disability benefits.
- 2.10 Sick leave or vacation leave will not accrue during leave of absence.
- 2.11 Workers' Compensation will not pay for the first seven (7) days off unless total number of days off exceed (14); at which time Workers' Compensation will retroact.
- 2.12 Workers' Compensation only pays a percentage of a daily wage based on marital status and number of dependents at time of injury.

EFFECTIVE: 1-29-13

LAST REVISED: 6-01-97

CITY MANAGER APPROVAL: _____

