



Worker's Compensation

Step by Step Guide for Employee

1. Employee is hurt on district property.
2. Employee reports to the safety officer, supervisor, or campus nurse.
3. Employee completes the Staff Member's First Report of Injury (located on the Human Resources website).
 - a. The Staff Member's First Report of Injury document must be completed by the employee immediately, even if they are not seeking medical treatment or reporting loss of time.
4. Employee provides the completed form to their supervisor for signature and the form is emailed to benefitsandleaves@springisd.org
5. Once the First Report of Injury and Supervisor's Accident Investigation Report (completed by Safety Officer or Administrative Staff) has been received and processed, the employee will receive an email from the Worker's Comp Specialist. The entire email should be read thoroughly and will detail the following information:
 - a. Claim #



- b. WC Adjuster and/or Associate's name and contact information
 - c. Preferred Providers
 - d. Release requirements
6. If medical attention is needed, employee should only seek it with an in-network clinic. When arriving at a clinic, notify staff that you are a Spring ISD employee.
 7. Once seen by an in-network physician, ensure that you are provided a copy of your Work Status Report at the conclusion of your appointment and immediately forward a copy to the Worker's Comp Specialist at benefitsandleaves@springisd.org
 8. A full duty release requires that you return to work on the following work day and provide a copy of the full-duty release to your campus/department.
 9. A release with any restrictions listed, will require a review by HR prior to returning to work. Contact HR right away to have your restrictions reviewed.
 10. If there is lost time from work due to your injury, you may be entitled to Temporary Income Benefits after a 7-day waiting period. If HR has placed you off work due to your on the job injury, you are not required to use your leave days. If you elect not to use your leave days, and you are off work for 7 days or less, you will be off work without pay.



11. Temporary Income Benefits are generally paid at 70% of your regular pay and is mailed to your home address weekly in the form of a check. Ensure that your updated mailing address is correct with the district.
12. Benefits premiums are not deducted from Workers' Comp checks. Please contact Payroll about how to maintain premium payments.
13. Send updated Work Status Reports after each follow up to benefitsandleaves@springisd.org.