

CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES

Section D: **RISK MANAGEMENT**
No. 02 **Worker's Compensation & Salary Supplement Program**
Revised and Approved: **04/08/22**

1.0 Purpose:

- 1.1 To establish workers' compensation and salary supplement procedures for all covered employees due to an on-the-job (occupational) injury, exposure, or illness.

2.0 Scope:

- 2.1 City of Grand Prairie full time, part time and seasonal employees, as well as volunteer police reserves, injured or exposed to an infectious disease or contaminant within the course and scope of their employment, and approved through the city's carrier, will receive treatment as allowed under state mandated workers' compensation benefits.
- 2.2 As applicable under this policy and/or by law, those eligible for salary supplements shall receive them to assist them in the recovery and return to work process.

3.0 Employee/Department Responsibilities:

- 3.1 An employee must report an injury, exposure, or occupational illness to his/her immediate supervisor as soon as possible, but no later than 24 hours, or next business day, after the incident.
- a. **The "Report of Injury" form** is located on the City's Raving Fans Intranet > Human Resources > Risk > (Non-Exposure) Job Injury.
- b. **Blood/body fluid exposures** require:
- i. a Report of Injury form noted in "a" above;
 - ii. the "Dallas County Health and Human Services (DCHHS) Affidavit;" and
 - iii. an "Infectious Disease Notice."
 - iv. These forms are located on the City's Raving Fans Intranet site > Human Resources > Risk > "Blood/Body Fluid Exposure."
- c. **Chemical exposures** require:
- i. a "Report of Injury" form as noted in "a" above; and
 - ii. an "Infections Disease Notice."
 - iii. These forms are located on the City's Raving Fans Intranet site > Human Resources > Risk > "Job Chemical Exposure."
- d. All required and completed forms **MUST BE** emailed to Human Resources immediately at injury@gptx.org, but no later than 24 hours, or the next business day from the incident date/time.
- e. If the employee is unable to complete the form(s), the supervisor shall complete it/them, and later obtain the employee's signature on the form(s) to ensure the accuracy of report upon employee's return to work.
- 3.2 Employees are not allowed to engage in any kind of work or outside employment while off work from the City of Grand Prairie due to a work related injury or exposure so as to allow the best opportunity to recuperate and return to full duty.
- 3.3 Employees are sent a Memorandum and filed State Reports which outlines expectations and processes critical under this policy.

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4.0 City of Grand Prairie Salary Supplement Program (Job Injury Leave):

- 4.1 Non-civil service full-time employees are entitled to 12 weeks of salary supplements (job injury leave) not to exceed 480 hours.
- 4.2 Injured civil service employees are entitled to 52 weeks of salary supplements (job injury leave) in accordance with state law.
- 4.3 Proper time sheet coding for workers' compensation, FMLA qualifying and/or non-FMLA qualifying, is shown below:

Injury Leave which also qualifies under FMLA	100F
Injury Leave 100% Pay (when FMLA does NOT apply)	100I
Civil Service-Employees may receive up to Fifty-Two (52) weeks.	
Non-Civil Service Employees may receive up to 480 Hours.	
- 4.4 While on job-injury leave, eligible employees will continue to accrue vacation, sick leave, and city holidays at the employee's normal accrual rate per city policies covering accrual of leave.
- 4.5 Upon exhaustion of the maximum amount of job-injury leave/salary supplement allowed by this policy, and if no extension(s) of job-injury leave/salary supplement are granted, injured non-civil service employees who are still unable to return to work are subject to termination of their employment due to business necessity.
- 4.6 After an employee has exhausted the maximum job-injury/salary supplements, the employee may be allowed to use their accumulated personal leave balances to supplement their salary. The employee's leave will be used in the following order: sick, vacation, compensatory time. Leave donations from co-workers is prohibited. The employee's personal leave will be used at a rate equivalent to the difference between the total hours in a pay period and the hour equivalent of the workers compensation indemnity benefit check received by the employee. Employees will accrue vacation and sick leave when the employee's paid hours are equal to or greater than fifty percent of the available work hours in each pay period.
- 4.7 If a sworn Civil Service employee's accumulated leave balances are exhausted and they remain unable to return to work, the employee will be placed on Temporary Leave without pay status in accordance with provisions of Civil Service Chapter 143.

5.0 Benefits While in Temporary Leave Without Pay Status:

- 5.1 While on Temporary Leave, or at the time the employee begins a "no pay status" while out on injury, an employee can remain on the city's health, dental, vision, employee and dependent life, FSA, HSA or other applicable elections if they continue to pay their portion of premiums. If they become delinquent by 60 days or more, coverage will cancel and may not be reinstated until they return to work.
- 5.2 When an employee moves into a no-pay status, TMRS credits for time will cease in accordance with TMRS guidelines since no contribution is received.
- 5.3 Employees on Temporary Leave without pay status should contact the Human Resources Benefits Advisor to explore other options which may be available; Long Term Disability, Disability Retirement, or COBRA.
- 5.4 Employees on Temporary Leave without pay will not be eligible for stability pay, longevity pay or any other form of compensation.
- 5.5 Employees on Temporary Leave without pay will not accrue vacation, sick leave, or city holidays.

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6.0 Indemnity Payment Recapture

- 6.1 After seven consecutive days of lost time for an injury accepted by the city's workers' compensation insurance carrier, injured employees will be eligible to receive weekly workers compensation indemnity payments mailed by the carrier.
- 6.2 Once reported to the City by the insurance carrier, the City will take a credit for indemnity payments through payroll deductions. Each employee paycheck will be reduced to reflect two weeks of the Carrier's weekly Indemnity Payments. These adjustments will continue until full repayment is completed after the employee returns to work. If the employee does not return to work, adjustments will continue until the employee is in a no-pay status or no longer is employed by the city due to business necessity.
- 6.3 Once an injured employee returns to work, they may contact Human Resources to work out a repayment plan for the outstanding indemnity balance due.
- 6.4 If an injured employee terminates their employment, the repayment of the outstanding indemnity balance will be determined by Human Resources.

7.0 Suspension or Forfeiture of Salary Supplement Payments

- 7.1 Salary Supplement payments may be suspended or forfeited at any time for:
 - a. Failure to comply with City policies, procedures, or directions.
 - b. Failure to submit to an independent medical examination or treatment within State Statute.
 - c. Failure to comply with the instructions or advice of a treating physician.
 - d. Engaging in work, whether part-time for pay or as a volunteer, while off work from the City and receiving or requesting salary supplement or workers' compensation benefits.
 - e. Failing to act in a manner consistent with being off work due to an injury or illness.

8.0 Appendices: None