

Procedure III.3008.F.a, Workers' Compensation Insurance and Return-to-Work Procedures

Associated Policy

Policy III.3008.F, Incident Reporting

Purpose

San Jacinto College is committed to maintaining a safe working environment that is free of hazardous conditions for all employees. However, when accidents occur, it is critical that employees suffering from a work-related injury or illness receive proper medical attention and benefits. The purpose of this procedure is to outline the process for receiving medical care, benefits and returning to work.

Procedures

I. Reporting Work-Related Accidents, Injuries, and Illnesses

All work-related injuries, regardless of the severity, must be reported to the Safety, Health, Environment, and Risk Management (SHERM) office within 24 hours after occurrence.

1. The injured employee has the responsibility to notify their immediate supervisor or someone in a leadership position if injured at work while performing duties within the course and scope of their job.
2. Any supervisor or leader receiving notification of an on-the-job injury must report the incident to the SHERM office immediately.
3. When reporting a work-related injury, the employee must provide the following information:
 - a. Name, current address, and current telephone number;
 - b. Date, time, and place where the injury occurred;
 - c. A description of the circumstances and nature of the injury;
 - d. A description of injured body parts;
 - e. Name of any witnesses and contact number.
4. An incident involving an injury to an employee must be reported within twenty-four (24) hours of the incident. The injured employee must complete the [San Jacinto College Injury/Incident Report](#) and submit to the SHERM office as soon as possible.
5. The supervisor of an injured employee must complete the [Department Investigation of Incident Report](#) within twenty-four (24) hours from the time the injury was reported to the supervisor. This form must be submitted to the SHERM office as soon as possible.

II. Seeking Medical Attention

In the event of a work-related injury, follow these steps to seek medical attention:

1. For serious injuries - if an injured employee needs immediate emergency medical attention, call SJC Police at 281-476-9128 or by campus phone 5555 to request an ambulance. Initial care may be sought at any emergency room or urgent care facility. All subsequent care and treatment must be at the direction of a treating physician.

2. For a minor injuries – in the event of non-emergency medical attention, the employee has the initial choice of whether or not to seek medical attention for the work-related injury. If the employee chooses medical attention, they must choose a treating physician that accepts workers' compensation claims as San Jacinto College is not in a network with any healthcare providers.
 - a. If the injury is minor and no medical treatment is required, it will be categorized as an incident-only report.

III. Evaluation by Treating Physician

As stated previously, initial and subsequent medical care and treatment must be under the direction of a treating physician that accepts workers' compensation claims.

1. The employee is expected to go to all scheduled medical appointments and comply with medical treatment until they receive a release from care from their treating physician.
2. On the day of injury, the employee will not be charged any accrued leave for time missed from work due to the injury, whether or not the employee seeks medical attention.
 - a. For all doctor and physical therapy appointments, excluding the day of injury, employees will be required to utilize accrued leave time. If leave time is not available, the employee will be placed on leave without pay, or they may collaborate with their leader to determine whether a flexible schedule adjustment is feasible to offset the time away from work.
3. The treating physician will medically evaluate the injured employee at each follow-up appointment to determine medical improvement and whether the employee may return to work with restrictions or full duty.
 - a. In the event that the treating physician determines that the injured employee cannot return to work due to the injury, then the employee will be placed on leave from work.

IV. Return to Work

San Jacinto College supports a return-to-work program which ensures employees' safe transition back to work as soon as medically possible following an injury or illness.

1. Full-duty release – If an injured employee is cleared to return to work full duty following a medical evaluation by the treating physician, then the employee can return to their current role.
2. Release with restrictions or limited duty – To the extent feasible, San Jacinto College will attempt to accommodate work restrictions or limited duty instructions following a medical evaluation by the treating physician. If the employee's current role is unable to accommodate the restrictions, then a temporary assignment may be available while the employee is under the care of the treating physician.
3. Placed on Leave from Work (Lost Time) – If the treating physician determines that the employee is unable to return to work due to the extent of injuries or if the College is unable to accommodate the restrictions, then the injured employee will be placed on leave from work.
 - a. When an injured employee is placed on leave from work, the employee is eligible to receive Temporary Income Benefits (TIBs). The SHERM office will provide guidance through this process.

After every medical evaluation, the treating physician will provide a DWC-73 Work Status Report, documenting the determination whether the employee can return to work full duty, with restrictions, or no return. Employees shall not return to full duty work without a work release from the treating physician removing all modified-duty restrictions.

V. Recordkeeping

1. [San Jacinto College Injury/Incident Report](#) – The incident report is used to document information and details pertaining to the circumstances surrounding the injury. It should be filled out by the injured employee as soon as possible following incident.
2. [Department Investigation of Incident Report](#) – This form is filled out by the injured employee's supervisor and submitted to the SHERM office.
3. [Employer's First Report of Injury or Illness \(DWC-1\)](#) – This form that must be completed electronically by the SHERM office for any occupational injury/illness in which an employee incurs medical expenses or loses time from work due to a work-related accident or incident. It is submitted to the Texas Department of Insurance by our workers' compensation claims adjuster.
4. [Employer's Wage Statement \(DWC-3\)](#) – This form documents the injured employee's weekly wages for the 13 weeks prior to the incident. It is completed by the SJC Payroll office and submitted to the Texas Department of Insurance by our workers' compensation claims adjuster.
5. [Supplemental Report of Injury Form \(DWC-6\)](#) – This form is submitted electronically by the SHERM office each time any of the following events occur:
 - a. The employee is unable to return to work due to a work-related injury;
 - b. The injured employee returns to work in any capacity;
 - c. The injured employee earns less than the pre-injury wages because of the injury; or,
 - d. The injured employee is terminated, resigns, or dies.
6. [Texas Workers' Compensation Work Status Report/Physician's Release to Work \(DWC-73\)](#) – This form is completed by the employee's treating physician explaining an injured employee's medical restrictions or ability to work. It should be provided every time the injured employee is medically evaluated during follow-up appointments.

Definitions

Accident: A sudden, unplanned, unintentional event or occurrence that interrupts normal activity.

Employee: A full-time or part-time employee of the College as defined by Human Resources policy and procedure.

Injury: Physical damage to the body caused by external forces like falls, impacts, or accidents, resulting in harm ranging from minor wounds to life-threatening conditions. Common types include sprains, strains, lacerations, burns, and contusions.

Medical care: Health care reasonably required by the nature of a compensable injury or illness and intended to cure or relieve the effects naturally resulting from the compensable injury/illness

Temporary Income Benefits (TIBs): Benefits an employee receives if the work-related injury causes them to lose all or some wages for more than seven (7) calendar days when determined to be unable to work by their treating physician.

Treating Physician: Doctor primarily in charge of coordinating health care services for the injured employee who also determines the employee's ability to return to work and determines work restrictions that may be placed on the employee.

Workers' Compensation Insurance (WCI): Workers' Compensation Insurance is a type of insurance specifically designed to provide medical benefits and, in some cases, income benefits payments to San Jacinto College employees who sustain injuries or occupational illnesses in the course and scope of employment.

Work-related Injury: An injury or occupational illness that arises out of and in the course and scope of employment, regardless of incident location, if the employee was furthering the affairs of the College at the time of the incident. The term also includes mental health conditions like Post-Traumatic Stress Disorder (PTSD), anxiety, or depression, if they arise from a sudden, identifiable traumatic event or a physical injury on the job.

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Associated Policy	Policy III.3008.F, Incident Reporting
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Director, Safety, Health, Environment, and Risk Management