

C.01.06.02 Workers' Compensation Procedure

Responsible Department: Talent, Organization and Policy

Based on Board Policy: [C.01.06](#) – Enterprise Risk Management

Approved: 8-18-09

Last Amended: 2-26-15

Reviewed: 12-01-25

The College District has chosen to administer the workers' compensation program by becoming a self-insurer. The College District shall establish a designated fund for workers' compensation and shall normally budget annually for this fund amounts equal to the College District's standard premium based on its loss experience. The actual claims as well as any loss control program expense shall be paid out of this designated fund. Any remaining balance shall be accumulated in the fund until such time as the balance of the fund amounts to \$1.5 million in excess of the estimated annual premium for any given year.

Employee Options

An employee absent from the job because of a job-related illness or injury may choose to:

1. Receive workers' compensation benefits only; or
2. Use available paid leave in proportional amounts to supplement workers' compensation wage benefits, up to the regular pre-injury weekly wage. If the employee chooses this option, the College District shall pay the difference between the weekly income benefit received under workers' compensation and the employee's regular pre-injury weekly wage.

An employee shall indicate if he/she chooses to use available paid leave in this circumstance and, if so, may choose to discontinue use at any time. An employee who chooses to use paid leave during a workers' compensation absence may be required to endorse workers' compensation payments to the College District in order to facilitate processing of payroll.

If an employee chooses not to use accumulated paid leave while receiving workers' compensation benefits, the employee shall not receive any compensation from the College District during that time.

Modified Duty

The College District is committed to maintaining a Modified Duty program for employees who have been injured during the course and scope of employment. The College District shall establish procedures for administration of the program. Modified duty shall be granted according to said procedures, which shall require the employee to submit written documentation from a licensed physician that expressly describes the employee's abilities and limitations.

Legal Reference - TACC Policy Reference Manual

CKE(LEGAL) - Insurance and Annuities Management: Workers' Compensation