**NOTICE TO EMPLOYEES CONCERNING**

**WORKERS’ COMPENSATION**

**COVERAGE:** Texas Tech University’s Workers’ Compensation Insurance (WCI) is regulated by the state of Texas and provides medical benefits and income indemnity for injuries and occupational illnesses that arise out of the course and scope of employment. This program covers all employees whose names appear on the payroll. The State Office of Risk Management (SORM) is the agency directly responsible for administering the program for state employees. The Texas Department of Insurance/Division of Workers’ Compensation promulgates rules and regulations governing WCI.

**EMPLOYEE ASSISTANCE:** OP 70.13, Workers’ Compensation Insurance Policy, outlines Texas Tech University’s established policy and procedures for administration of the Workers’ Compensation Insurance.

Per OP 70.13, an employee or person acting on the employee’s behalf is required to report immediately to a departmental administrator/supervisor all on-the-job accidents, injuries, or occupational illnesses, regardless of whether medical expenses were incurred or time away from work was involved.

**CONTACT INFORMATION: A**ll Workers’ Compensation related questions should be referred to the Office of Risk Management, 806-742-0212.