

## Employee Benefits

7.24  
(07-01-89)

### Teacher Retirement System

7.24-1

Upon acceptance of employment with Windham School District, each eligible person will become a member of the Teacher Retirement System.

In the event an employee terminates service before he is eligible for a retirement annuity, he may apply for a return of his deposits with interest. Application must be made through the Windham School Personnel Office.

### Group Hospitalization and Life Insurance

7.24-2

Windham School District employees may participate in the group hospitalization plan provided all Texas state employees. Employees interested in this plan of coverage may examine the description of benefits available under this plan at the Central Office or the Human Resource Officer on the unit. A portion of the monthly premium is paid with state funds.

In order to be eligible for the group insurance, an employee must make application for insurance within the first 30 days of employment or apply through Evidence of Insurability after that time.

### U. S. Savings Bonds

7.24-3

If you desire to purchase U. S. Savings Bonds, you should contact the Windham Personnel Office and complete the necessary forms. The cost of the bond will be deducted from your monthly check.

### Tax Sheltered Annuity Program

7.24-4

The Tax Sheltered Annuity Program became effective September 1, 1974. The program allows an employee to set aside a designated amount of his monthly salary in a tax shelter which means he will not pay federal income tax on the amount set aside until such time as it is withdrawn from the tax shelter.

Windham School District employees can participate in any deferred compensation program that qualifies under IRS Sec. 403 (b). Employees are responsible for selecting qualified programs. The Windham School District does not evaluate whether deferred compensation programs qualify under IRS Sec. 403 (b).

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## Worker's Compensation Benefits

7.24-5  
Board Adopted  
(04-05-01)

Each employee of Windham School District is eligible to file for Workers' Compensation when a physical injury or occupational disease occurs as a result of or in the course of employment. If such occurs, the employee must notify his supervisor as soon as possible, but not later than 30 days after the injury.

Workers' Compensation is not a form of health insurance, nor does it provide compensation for damage to or loss of personal property. Employees not wishing to be covered by the state's workers' compensation must submit the request in writing within five working days of their first active duty date.

An employee who has missed work, or has incurred medical expenses due to a work related injury or illness must present a doctor's release before returning to duty. If restrictions are listed on the doctor's release, they must not interfere with the essential functions of the employee's job description. The supervisor will clarify the "essential functions" in writing. If an accommodation for a temporary restriction is feasible as determined by the supervisor, the supervisor will submit his/her recommendation to the Windham Personnel Department with the physician's release. The employee may not return to duty without clearance from the Director of Windham Personnel.

An employee who has missed work, or has incurred medical expenses due to a work related injury or illness must present a physician's statement verifying their ability to perform the essential functions of their job before returning to duty.

Employees who are injured as a result of an assault during the performance of their duties will be eligible for assault leave as provided in Windham Policy 7.11-3, Assault Leave. Assault leave benefits shall be offset against benefits paid under workers' compensation. Article 8309h, Section 5, V.A.T.S.

Employees on a leave without pay for a job-related injury or illness will be entitled to the same maximum leave of absence (180 calendar days) as may be granted under Windham Policy 7.11-5, Leave of Absence for a Temporary Disability. Employees on leave without pay for a job-related injury or illness must submit a doctor's excuse each month. Failure to comply with this requirement may result in termination of employment.

Further information may be received from the Windham School Personnel Office.