

# NOTICE TO EMPLOYEES CONCERNING

Insurance Coverage

COVERATE: Lamar Institute of Technology has provided health and dental insurance coverage from Texas State Office of Risk Management (SORM) in the event of work-related injury or occupational disease. This coverage is effective from your date of employment at Lamar Institute of Technology. Any injuries or occupational diseases which occur on or after that date will be handled by SORM. An employee or a person acting on the employee's behalf must notify the employer of an injury or occupational disease not later than the 30<sup>th</sup> day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers' Compensation determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, a self-insured employer.

EMPLOYEE ASSISTANCE: Employees who are unable to work due to a personal injury or illness may be eligible for Employee Assistance Program (EAP) services.

requests for dispute resolution of a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031. The office of injured Employee Counsel (OIEC) also provides free assistance to injured employees and workers' compensation claimants.

For more information, contact your local Division field office or by calling 1-866-EZE-OIEC (1-866-393-6432).

SAFETY VIOLATIONS HOTLINE: The Division has a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith