

# **Hurricane Clean-Up Guidelines**

## **Before You Leave**

Check with your local HR personnel to see if there is any paperwork you need to complete. In particular, it is important that you discuss the following topics. For additional information, see the pertinent section below.

- ◆ Any orders or letters received from TxDOT or any outside entity requesting your assistance will determine your leave status.
- ◆ Deployment date
- ◆ Proposed length of absence to aid in the clean-up
- ◆ Completion of time sheets
- ◆ If you need to request direct deposit
- ◆ If you want to have someone pick up your pay warrant, you must authorize in writing
- ◆ If you have sufficient resources for travel and per diem
- ◆ Health insurance coverage outside of your local network service area
- ◆ Your preferred method of communication with TxDOT
- ◆ Ensure your emergency contact information is up to date
- ◆ If you want TxDOT to provide information to your family, you must authorize in writing
- ◆ Responsibilities as a commercial driver or safety sensitive employee
- ◆ Any required or recommended immunizations

## Types of Leave

The type of leave to be used may vary depending on how you have been called to help. Types of leave include the following:

### **Called to active duty by the Governor or U.S. President**

Miscellaneous Leave: Employees who are called to emergency active duty with the National Guard by the Governor of Texas or the U.S. President are entitled to a leave of absence with full pay and without loss of annual leave or applicable military leave benefits. This is separate and distinct from the 15-day maximum military training per federal fiscal year.

### **American Red Cross Volunteers**

Emergency Leave may be granted for emergency situations and for other good reasons by Administration or the DE/DD due to some catastrophic event, including natural disasters.

### **Volunteer Firefighters**

May be granted unlimited miscellaneous leave to respond to emergency fire calls as needed during normal work hours. Written documentation from the fire department may be required.

### **Emergency Medical Services Volunteers**

Maybe granted unlimited miscellaneous leave to respond to emergency medical situations as needed. Written documentation from the emergency medical department may be required.

## Compensation & Benefits

- ◆ If you are deployed by the Governor, U.S. President, or one of the legislatively authorized entities, you will continue to receive your salary.
- ◆ You will also be paid or provided time for any FLSA or regular comp time you work while on this assignment.
- ◆ If you have HealthSelect, your insurance can remain in full coverage during your temporary assignment. If you have an HMO, you are encouraged to contact them before you leave to ascertain what coverage you can obtain while out of their network service area.
- ◆ All current deductions from your paycheck will remain the same, unless you contact your local HR personnel.
- ◆ You have the option to make some insurance-related changes yourself using the Employees Retirement System of Texas' (ERS) website <https://www.ers.texas.gov/> to access ERS OnLine. You can also contact your local HR personnel for assistance.
- ◆ The Employee Assistance Program (EAP) will be available to you and your family while you are on assignment. Trained specialists and professional counselors are available 24-7 by calling (866) 34TxDOT or (866) 348-9368.
- ◆ All calls are confidential.

## Time Sheets

The type of leave to be used may vary depending on how you have been called to help. Types of leave include the following:

- ◆ **Called to active duty by the Governor or U.S. President** (Time Reporting Code GOVCT)
- ◆ **American Red Cross Volunteers** (RDCRS)
- ◆ **Volunteer Firefighters** (VFFTR)
- ◆ **Emergency Medical Services Volunteers** (EMGNY)

Accounts are set up to handle TxDOT's assistance within the state and if necessary outside the state.

## Travel Expenses for Employees Deployed by TxDOT

You are eligible to receive a travel advance in the form of an Emergency DART Card. Please contact your travel coordinator and supervisor for assistance.

If you have a TxDOT travel charge card or DART Card, you may use it for meals and lodging.

- ◆ If you do not have a TxDOT travel charge card or DART Card, a contract hotel may be able to bill TxDOT directly for your lodging.
- ◆ A TxDOT vehicle or rental vehicle billed directly to TxDOT may be used for travel.
- ◆ If available, use contract hotels that provide a special rate for TxDOT during this clean-up.
- ◆ The maximum allowable meal reimbursement of \$41.00 per day is applicable while you are on this assignment.
- ◆ Questions about travel expenses may be answered by the Financial Management Division. Please call (512) 486-5660 or (512) 486-5620.

### Rental Cars

The State of Texas has contracts with the following (remember to request the state rate):

- ◆ Avis: (800) 331-1212  
<http://www.avis.com>
- ◆ Enterprise Rent—Car/National Car Rental: (866) 398-5080  
[http://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=028&refId=TXDOT](http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=TXDOT)

## Health & Safety

- ◆ The Occupational Safety Division (OCC) recommends that you have the required immunizations per Centers for Disease Control (CDC). If you have any questions related to the recommended immunizations, please contact Safety Section Director (512) 416-3363 or (512) 416-3386, or Safety Specialist (512) 550-3371 at OCC.
- ◆ The immunizations recommended by the Centers for Disease Control for Adults may be found at the following link:  
<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule-easy-read.pdf>
  - Spanish version: <http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule-easy-read-sp.pdf>
- ◆ Any injury that you sustain while you are working within the course and scope of your employment during the Hurricane Clean-Up will be covered as a workers' compensation injury. You will be required to report any injury that you sustain to your supervisor who will then complete:
  - Form DWC-1T/TxDOT Form 487, Employer's First Report of Injury or Illness, and submit the report to OCC as soon as possible and no later than the next working day after the incident.
  - Form 2257, TxDOT Incident/Injury Analysis, may also be required; this form is available in eForms.
- ◆ If you are losing time away from work as a result of your injury, you or your supervisor should call OCC (512) 416-3400 as soon as possible after the injury. If you cannot have the form processed or mailed within the required 24 hours, please contact the Director of Workers Compensation at (512) 416-3401 in the Occupational Safety Division.
- ◆ Per federal regulations, commercial drivers and ferry vessel crewmembers will continue to be subject to random drug/alcohol testing. They will also, along with safety-impact employees, be subject to post-accident testing that meets the post-accident testing criteria. If you need assistance in locating a proper testing facility, please contact Substance Abuse Specialists at (512) 416-3317 or (512) 416-3414 in the Occupational Safety Division.
- ◆ If there is an incident or accident involving TxDOT equipment:
  - Form 20.106, TxDOT Vehicular Incident Summary, will need to be completed and submitted to OCC as soon as practicable and no later than 24 hours after the incident.
  - Form 2257, TxDOT Incident/Injury Analysis, may also be required; this form is available in eForms.

NOTE: If you cannot get the form mailed by that time, please contact a Claims Specialist at (512) 416-3320 or (512) 416-3388, or the Section Director at (512) 416-3401 in the Occupational Safety Division.

Additional information concerning safety may be found at the following link:

[Safety Portal - Emergency Preparedness](#)

## **Additional Information on the Internet @ [www.txdot.gov](http://www.txdot.gov)**

Please contact any of the resources listed in this document for additional information. Information is also available on the TxDOT Internet site at <https://www.txdot.gov/>.

### **Employee Safety, Injuries or Accidents**

Instructions and forms for reporting injuries or accidents with TxDOT equipment. If you have any questions, please contact a Claims Specialist at (512) 416-3320 or (512) 416-3388, or the Section Director at (512) 416-3401 in the Occupational Safety Division.

### **Health Insurance**

Additional information regarding your health insurance coverage is located at <https://www.ers.texas.gov/>.

### **IMPORTANT TxDOT CONTACT NUMBERS**

- ◆ Employee Assistance Program (866) 34TxDOT or (866) 348-9368
- ◆ Occupational Safety Division (512) 416-3385
- ◆ Human Resources Division (512) 486-5300
- ◆ Financial Management Division (512) 486-5600

## **Other Helpful Numbers**

- ◆ HealthSelect Customer Service (866) 336-9371
- ◆ Community First Health Plan (877) 698-7032
- ◆ Scott & White Health Plan (800) 321-7947
- ◆ Kelsey Care (844) 515-4877
- ◆ OptumRX Health Pharmacy issues (855) 828-9834

## **Personal/Family Preparation**

Consider making up a disaster supplies kit of basic items that you may need in the event of a disaster, and maintaining your supplies so they are safe to use when needed. For an expanded list of basic disaster supplies, visit [Ready.gov](http://Ready.gov). Here are some basics to keep on hand:

- ◆ Water for at least three days
- ◆ Food for people and pets for at least three days
- ◆ First Aid supplies
- ◆ Clothing, bedding and sanitation supplies
- ◆ Tools, and
- ◆ Special items, including cash and medicines.

## HEALTH INSURANCE

Before you leave, this is what you should consider regarding to your health insurance coverage:

### HealthSelect & OptumRX Pharmacy Information

If you currently have HealthSelect, and you are out-of-network, you will have the option to utilize non-network or out-of-state benefits.

- ◆ HealthSelect Customer Service: (800) 252-8039 (TTY:711) Group Number: 238000
- ◆ Nurseline: (800) 581-0368
- ◆ Pharmacy-related issues: OptumRX's Customer Service: (855) 828-9834  
Available 24/7

### HMO Information

Please note: If you currently have HMO coverage, then you will need to check with the individual health carrier for benefits. If the care is related to what the carrier deems as a true emergency, then benefits should be payable. Please remember that each carrier have different criteria that defines an emergency. Therefore, you are strongly encouraged to contact your carrier prior to leaving for additional information:

#### Community First Health Plan

Group Number: 0010180000

- ◆ Customer Service: (877) 698-7032
- ◆ Offices Open: Monday – Friday, 8:30 a.m. to 5:00 p.m.(CT)
- ◆ Available 24/7-Nurse Line (210) 358-6080

#### Scott & White Health Plan

Group Number: 012700

- ◆ Customer Service: Available 24/7 - (800) 321-7947
- ◆ Offices Open: Monday – Friday 8:00 a.m. to 5:00 p.m.(CT)
- ◆ Available 24/7- Nurse Line: (877) 505-7947
- ◆ Temple: (800) 321-7947, (254) 298-3000
- ◆ Georgetown: (800) 758-3012, (512) 930-6040
- ◆ Waco: (800) 684-7947, (254) 756-8000

**KelseyCare**

Group Number: 15000

- ◆ Customer Service Number (844) 515-4877 (TTY:711)
- ◆ Offices Open: Monday – Friday 8:00 a.m. to 7:00 p.m.(CT)
- ◆ Nurse Hotline and appointment scheduling (713) 442-0000

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## OCCUPATIONAL SAFETY DIVISION INFORMATION – EMPLOYEE SAFETY, INJURIES, OR ACCIDENTS

### Safety

The American Red Cross and Texas Department of State Health Services (DSHS) uses local health departments to administer Hepatitis B and Tetanus/Diphtheria vaccinations to hurricane emergency personnel. According to DSHS, the cost of the Tetanus/Diphtheria vaccine, and possibly the Hepatitis B vaccine, may be waived due to the emergency.

*NOTE:* Routine and Emergency Vaccinations are covered by your medical insurance when provided by your primary care physician, using your medical insurance card. Most vaccines are available without a co-pay required; consult your primary care provider for cost details. Find more information by clicking [here](#). (See also [Spanish version](#).)

### Tort and/or Liability Claims

Accidents and/or claims involving TxDOT equipment and personnel will be investigated and handled by the Occupational Safety Division (OCC). Any incident involving department equipment shall be reported on Form 20.106, TxDOT Vehicular Incident Summary, and forwarded as directed in the *Occupational Safety Manual*.

### Workers' Compensation

In the event an employee, working in the course and scope of their employment with TxDOT should sustain an injury, a workers' compensation claim will need to be reported in accordance with the *Occupational Safety Manual*. The following forms must be filled out and timely submitted to (OCC):

- ◆ DWC-1T/TxDOT Form 487 (Rev. 04/13) – Employer's First Report of Injury or Illness.
- ◆ Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System (attached to DWC-1T when printed and must be given to the injured employee with the date marked on the DWC-1T).
- ◆ TxDOT Form 20.86 (Rev. 07/12) – Employee Election Regarding Use of Sick and Annual Leave
- ◆ DWC-6/TxDOT Form 490 (Rev. 06/09) – Supplemental Report of Injury

Any employee injury that causes the employee to lose more than one day from work must be reported to OCC by phone immediately. Completed Form DWC-1T should be submitted to OCC as soon as practicable, no later than next working day after the incident. Forms 20.86 and Form 490 must be filed in accordance with the statute as explained in the *Occupational Safety Manual*. If you cannot get the forms processed and/or mailed timely, please contact Section Director at (512) 416-3401 in the Occupational Safety Division.

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