

**NOTICE TO EMPLOYEES CONCERNING
WORKERS' COMPENSATION IN TEXAS**

COVERAGE: CAPSTONE PERSONNEL & STAFFING has workers' compensation insurance coverage from **TEXAS MUTUAL INSURANCE COMPANY** to protect you in the event of work-related injury or illness. This coverage is effective from **OCTOBER 6, 2002**. Any injuries or illnesses which occur on or after that date will be handled by **TEXAS MUTUAL INSURANCE COMPANY**.

An employee or a person acting on the employee's behalf, must notify the employer of an injury or illness not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an illness, unless the Commission 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, covered by workers' compensation insurance.

EMPLOYEE ASSISTANCE: The Commission provides free information about how to file a workers' compensation claim. Commission staff will explain your rights and responsibilities under the Workers' Compensation Act and assist in resolving disputes about a claim. You can obtain this assistance by contacting your local Commission field office or by calling 1-800-252-7031.

SAFETY HOTLINE: The Commission has established 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 reports an alleged occupational health or safety violation. Contact the Division of Workers' Health & Safety at 1-800-452-9595.

NOTICE

You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured.

Employee Election:

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I ELECT TO BE COVERED UNDER WORKERS' COMPENSATION INSURANCE.

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I DECLINE COVERAGE UNDER WORKER'S COMPENSATION INSURANCE. I UNDERSTAND THAT I CANNOT OBTAIN WORKERS' COMPENSATION INCOME OR MEDICAL BENEFITS IF I AM INJURED.

Employee/Contractor Signature

Date

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