WORKERS’ COMPENSATION

“TAX LEVY for Employee”

Presented by Patrick Croff III

OFFICE OF HUMAN RESOURCE SERVICES
BOYLAN HALL ROOM 1219
Agenda

- Purpose of Workers’ Compensation
- Who is eligible?
- Workers’ Compensation Process
- Required Forms
- How is time recouped???
- Scenarios
- Contact Information
- Questions and Answers
Workers’ Compensation

Purpose

- Provides benefits and assistance to all Tax Levy employees who are injured on the job or develop a job-related illness.
Who is Eligible?

All Tax Levy employees are eligible for this benefit. Workers' Compensation coverage begins the minute an employee is injured on the job.
Workers’ Compensation Process

Employee is injured on the job.

Employee Must Contact:
- Supervisor
- Campus Security
- Human Resource Services (HRS)

HRS gives employee Workers’ Compensation forms to complete.

Employee, Witness and Supervisor returns completed forms to HRS for processing.

HRS reviews and completes their portion of the form(s). HRS forwards the package to Workers’ Compensation for review and processing.

Workers’ Compensation generates a claim letter which includes the case number and status.
Required Forms

1. Employee
   - Employee’s Notice of Injury --- (WCD- 23 (R84)
   - Election of Options --- (DP- 2002)
   - Employees Incident Report--- (SH 900.2)

2. Campus Security and Public Safety
   - Incident Report

3. Supervisor
   - Supervisor’s Report of Injury --- (WCD 201)

4. Witness (If Applicable)
   - Witness Report of Injury --- (WCD-26)

All completed forms **MUST** be submitted to the Office of Human Resource Services, no later than 5 days from incident.

For forms, go to [http://www.brooklyn.cuny.edu/web/about/offices/hr.php](http://www.brooklyn.cuny.edu/web/about/offices/hr.php)
How is time Recouped...???

- If the claim is approved, an award letter is received from the Workers’ Compensation Division.

- The restored time is calculated by a formula provided by Workers’ Compensation.

- Workers’ Compensation Coordinator generates a restoration of Time Memo and submits it to the Time and Leave Personnel

- The Time and Leave Personnel restores the time to employee for use.
Scenarios

- Bob is walking to his office and does not see the wet floor sign.
- He slips and falls to the floor injuring his right shoulder.

Is he eligible for Workers’ Compensation?

Yes

- Beth constantly gets scrapes and cuts on her finger in her line of work.
- She does not want to report her injuries because she thinks it’s minor.

Should she report her injuries?

Yes

- Greg fell 3 months ago on the steps as he was heading back to the office.
- He never reported the injury. Three months later he started feeling pain in his lower back.

Should he still file for Workers’ Compensation?

Yes
Contact Information

If you have any questions, please contact your Workers’ Compensation Administrator’s in Human Resource Services

Patrick Croff, HR Specialist (Primary)
**Telephone:** 718.951.5291

Selyna Quinones, HR Coordinator (Secondary)
**Telephone:** 718.951.5377

To find available Workers’ Compensation Doctors and additional forms, please visit [http://www.wcb.ny.gov/](http://www.wcb.ny.gov/)

--- Or ---
Call 1-800-877-1373
Scenarios for Supervisors

- Bob is walking to his office and does not see the wet floor sign. He slips and falls to the floor injuring his right shoulder. How should the supervisor proceed?

- Beth constantly gets scrapes and cuts on her finger in her line of work. She does not want to report her injuries because she thinks it’s minor. What should the supervisor do?

- Greg fell three months ago on the steps as he was heading back to the office. He never reported the injury. Three months later he started feeling pain in his lower back. Should he still file for Workers’ Compensation?
Question and Answers

Thank You