

# **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

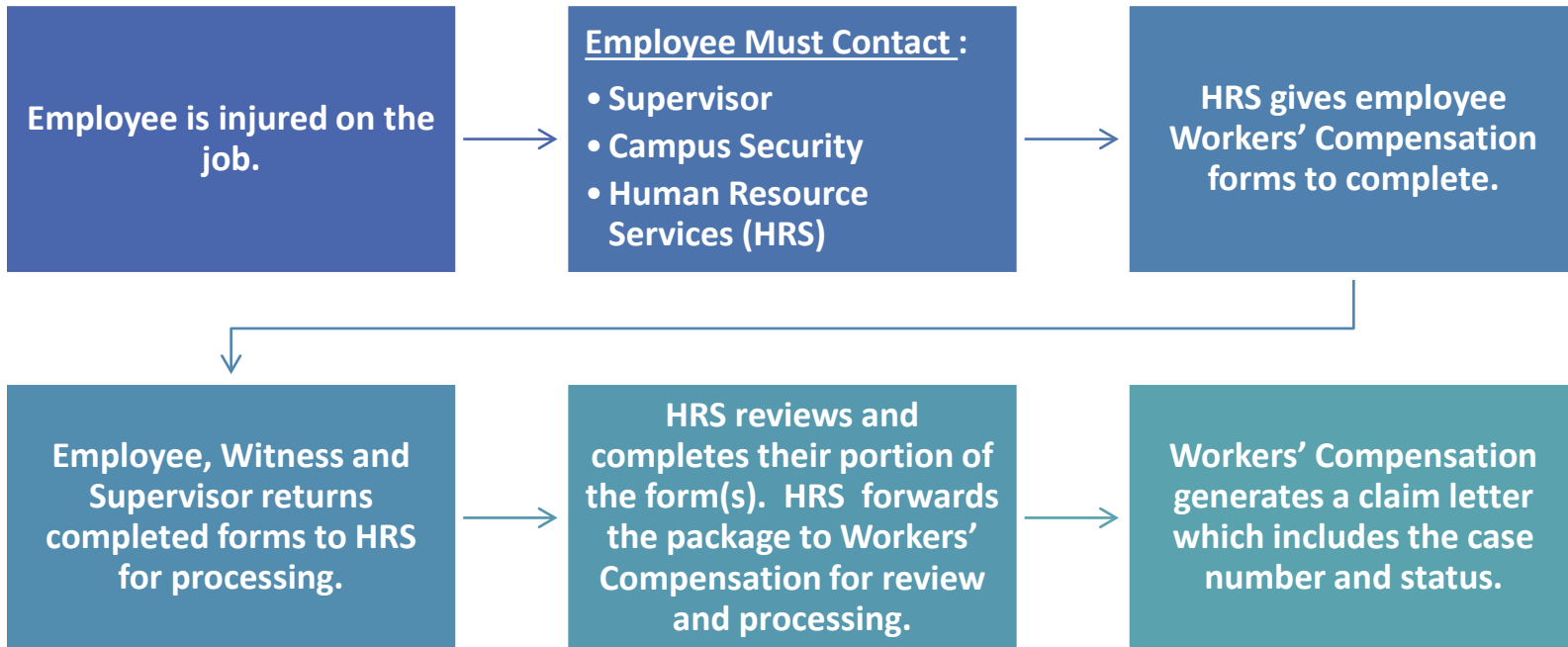
- Provides benefits and assistance to all Tax Levy employees who are injured on the job or develop a job-related illness.

# 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



# 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>

# 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/>

--- 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