

Workers' Compensation Guideline for Tax-Levy Employees

PURPOSE

Workers' Compensation (WC) provides benefits and assistance to any employee who is injured or serious illness or the job. The New York City Law Department/Workers' Compensation Division (WCD), serves as the insurance carrier for CUNY.

ELIGIBILITY

Workers' Compensation coverage begins the minute an employee becomes ill or injured on the job. The only requirement is that the individual is officially working as an employee for the college at the time of the illness or injury.

WHO do you report your injury to?	<ul style="list-style-type: none"> • Your Supervisor • Public Safety • Workers' Compensation Administrator (HRS)
WHAT forms are required?	<p>Employee</p> <ul style="list-style-type: none"> - Employee's Notice of Injury --- (WCD-23 (R84) - Election of Options (DP- 2022) <p>Supervisor</p> <ul style="list-style-type: none"> - Supervisor's Report of Injury --- (WCD 201) - Witness Report of Injury --- (WCD-26) <p>Public Safety</p> <ul style="list-style-type: none"> - Incident Report <p>Go to http://www.brooklyn.cuny.edu/web/about/offices/hr.php for all forms</p>
WHERE are the forms Submitted?	<ul style="list-style-type: none"> • All completed forms must be submitted by Supervisors or employee to the HRS (1219 Boylan Hall)
WHEN are the forms submitted?	<ul style="list-style-type: none"> • All forms must be submitted to HRS no later than 5 business days following the incident.
HOW are the forms processed?	<ul style="list-style-type: none"> • Employee, Supervisor, Witness, and Public Safety forms are submitted to HRS. • HRS prepares C-2 and sends to Workers' Compensation Division (WCD). • Workers' Compensation generates a claim letter which includes the case number and status. • Both HRS and employee will receive a claim letter once WCD processes the case.
WHY is it important to file a claim if ill or injured?	<p>A. Cover employees medical cost for work related injury or illness</p> <p>B. Reimburse employee for wages loss due to injury or illness.</p>

Contact Information

Office of Public Safety

Location: 0202 Ingersoll Hall

Telephone: 718.951.5511

Emergency Line: 718.951.5444

Office of Human Resource Services- 1219 Boylan Hall

Workers' Compensation Administrator's

Patrick Croff, HR Specialist (Primary)

Telephone: 718.951.5291

Selyna Quinones, HR Coordinator

Telephone: 718.951.5377

Time & Leave Personnel

Selyna Quinones, HR Coordinator Time & Leave

Telephone: 718.951.5137

Brenda Campfield, Office Assistant Time & Leave (Classified)

Telephone: 718.851.5377

New York City Law Department/Workers' Compensation Division (WCD)

Contact Person: Dan Li

Location: 350 Jay Street, 9th Floor

Brooklyn, New York 11201-2908

Telephone: 718.724.5493

Note: Related medical bills can also be forwarded to the attention of **Patrick Croff**, Human Resource Services, 1219 Boylan Hall. The New York City Law Department is the university's compensation carrier. Please allow three to four weeks for your claim to be processed. If you have any questions or concerns, please contact Patrick Croff at 718.951.5291.

To find a participating doctor or other form for Workers' Compensation, please **visit:**

<http://www.wcb.ny.gov/>

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Call 1 -800-877-1373