

Workers' Compensation Guideline for Tax-Levy Employees

PURPOSE

Workers' Compensation (WC) provides benefits and assistance to all employees who are injured or develop a job-related illness. The New York City Law Department/Workers' Compensation Division (WCD), serves as the insurance carrier for CUNY.

ELIGIBILITY

All employees are eligible. Workers' Compensation coverage begins the minute an employee is 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 injury.

WHO do you report your injury to?	<ul style="list-style-type: none"> • Campus Security and Public Safety • Your Supervisor • 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>Campus Security</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 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 Campus Security forms are submitted to HRS. • HRS prepares C-2 & Sh 900.2 form(s) 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 this process done?	<p>A. To cover employees medical cost for work related injury</p> <p>B. Reimburse employee for wages loss due to injury</p>

Contact Information

Office of Campus Security and 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

Alisha McDowell, HR Generalist
Telephone: 718.951.5377

Jean Garthaffner, HR Manager- Benefits
Telephone: 718.951.5377

Time & Leave Personnel

Bettina Smith, HR Coordinator
Telephone: 718.951.5377

Brenda Campfield, College Office Assistant
Telephone: 718.951.5377

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

Contact Person: Vincent, Fred
Location: 350 Jay Street, 9th Floor
Brooklyn, New York 11201-2908
Telephone: 718.724.5493
Email: FrVincen@law.nyc.gov

Note: Related medical bills can also be forwarded to the attention of **Alisha McDowell**, 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 Alisha McDowell at 718.951.5377.

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