Workers’ Compensation

Secretaries Guidelines

6/2017
Fact Sheet Regarding Workers’ Compensation

** As of Sept. 10, 2007, C-2 form must be filed through the FAMIS portal or through the DOE Intranet. The DOE Workers’ Comp Unit will not longer accept the C2 through the mail. If you have any questions regarding this process or how to access FAMIS contact the DOE Workers’ Comp Unit for more information 718-935-2213.

To get forms and instructions from the DOE website go to: http://schools.nyc.gov/offices/dfo/businessoperations/workerscompensation/default.htm.

1) Copies of: DOE Occurrence Report, WCD-23, and C2 (print out from FAMIS or Intranet) to:
   NYC Law Department
   Workers’ Compensation Division
   350 Jay St. 9th Floor
   Brooklyn, NY 11201
   Phone: 718-222-2103
   Fax: 718-222-2391

*Note: original of C-3 filed by Injured Person (not by secretary) and original of C-4 filed by doctor (not by secretary) should also be sent to Downstate Centralized Mailing.

If a Leave of Absence form is filed, it needs to be sent to the ISC. An EB-1054 must also be filed (and sent to DOE HR Connect – Tel. 718-935-4000 in order to continue health insurance for the injured person. If the member is out for more than 4 months, then a copy of the Leave of Absence should be faxed to the UFT Welfare Fund at 212-995-8046.

If you have any questions, please call the UFT Workers’ Comp Project at 212-510-6460 from 10am till 6pm.
PAYROLL ADMINISTRATION MEMORANDUM

2015-2016

NO. 02

DATE: August 31, 2015

TO: 
   BFSC Directors (Via Email)
   Principals (Via Principal’s Weekly)
   Payroll Secretaries (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: Timely Filing of the Workers’ Compensation C2 Form

All non-pedagogical titles are covered by workers’ compensation. All injuries must be documented; regardless of the extent of the injury or whether there is any loss of time.

It is the employer’s responsibility to file a C2 form through the DOE Payroll Portal at: https://payrollportal.nycboe.net/payrollportalweb/Main.aspx.

Fines will be imposed by the New York State Workers’ Compensation Board if the employer fails to submit the C2 form in a timely manner. To avoid penalties, the C2 form must be submitted six (6) days from the date of injury.

Each head of office, or school, should ensure that he/she or a designee submits the C2.

To receive access to, or for assistance with submitting, the C2 form, please call the DOE Workers’ Compensation Unit at 718-935-2213.

FPC/mw

C: M Tragale
   K Monrose
   D John
   A Arundell, UFT
   S Francois, DC37
   D Waters, CWA 1180
Workers' Compensation laws are enacted to protect employees against loss of earning power through injury sustained in their employment. Workers' compensation is insurance that provides cash benefits and/or medical care to workers who are injured or become ill as a direct result of their job. Non-pedagogical employees working in schools, as well as those working in administrative positions and/or medical care to workers who are injured or become ill as a direct result of their job. Therefore, it is essential that the following procedures of claims are followed:

1. **Claim:** File a claim with the DOE as soon as possible after the injury. The claim should include the following:
   - An **Accident Report** (DOE Form C-2). This form must be completed within 24 hours of the injury. It contains information about the injury, including the date, time, location, nature of the injury, and name of employees involved.
   - **Evidence of Injury:** Any medical records, photographs, or other documentation that support the claim.

2. **Determination:** The New York City Law Department Workers' Compensation Division determines the validity of the claim based on evidence submitted by the employer.

3. **Benefits:** If the claim is approved, benefits will be paid according to the extent of the injury. Benefits may include medical expenses, temporary total disability, temporary partial disability, permanent total disability, and permanent partial disability.

If you are not sure if a title is covered by workers' compensation, please call our office: (718) 935-2213.

The New York City Department of Education Workers' Compensation Unit serves as the liaison between the Doe, as an employer, and its employees. The unit ensures that the employer is compliant with all laws and regulations related to workers' compensation.

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Should you wish to dispute the employee's claim, print and complete the **C-2 Addendum**. Therefore, it is essential that the following procedures of claims are followed:

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If you are not sure if a title is covered by workers' compensation, please call our office: (718) 935-2213.
Revised:
NEW PROCEDURES FOR FILING A WORKERS’ COMPENSATION CLAIM FOR NON-PEDAGOGICAL TITLES

As of September 10, 2007 the Workers’ Compensation Unit will no longer be accepting the "Employer's Report of Work Related Accident/Occupational Disease" form (C2) thru the mail. You may enter the C2 thru the FAMIS Portal. For additional access to the C2 page on the portal, contact the DOE Workers’ Compensation Unit at 718-935-2213. If you do not have access to the FAMIS portal, go thru the DFO Business Operations Worker's Compensation page.

All pertinent correspondence received at the Workers’ Compensation Unit from the City of New York Law Department or the State Workers’ Compensation Board will be forwarded to their corresponding site for review.

If you require further assistance, please contact the DOE Workers’ Compensation Unit at 718-935-2213.
| Required DOE Forms to file for Workers’ Compensation | Leave of Absence Form/EB1054 | OP 198
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<thead>
<tr>
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<tbody>
<tr>
<td><strong>Employee’s Notice of Injury</strong></td>
<td><strong>Leave Application System</strong></td>
<td><strong>Application for Leave of Absence for Personal Illness</strong></td>
</tr>
<tr>
<td>File within 10 days of injury</td>
<td>Via the Self-Service Online</td>
<td>Appl. by doctor’s note. Must be accompanied by doctor’s note stating dates.</td>
</tr>
<tr>
<td>Payroll Secretary</td>
<td>Payroll Secretary</td>
<td>Principal has 10 days to Acknowledge the Leave application and approve/deny the application.</td>
</tr>
<tr>
<td><strong>OP 198 Application for Excuse of Absence</strong></td>
<td><strong>EB-1054</strong> Application Form/Leave of Absence Form</td>
<td><strong>Leave of Absence Form</strong></td>
</tr>
<tr>
<td>File right after injury.</td>
<td>Must be accompanied by doctor’s note stating dates.</td>
<td>Paid for extended days if CAR days are exhausted.</td>
</tr>
<tr>
<td><strong>EB-1054</strong> Application Form/Leave of Absence Form</td>
<td><strong>Leave Application System</strong></td>
<td><strong>Leave of Absence Form</strong></td>
</tr>
<tr>
<td>When filed</td>
<td>Upon doctor’s evaluation</td>
<td>Once submitted and approved, you will be removed from payroll unless you opted for payments from CAR via a DP2002 form. WC will compensate for wage replacement.</td>
</tr>
<tr>
<td><strong>Leave of Absence Form</strong></td>
<td><strong>Leave Application System</strong></td>
<td><strong>Leave of Absence Form</strong></td>
</tr>
<tr>
<td><strong>CIR Comprehensive Injury Report</strong></td>
<td><strong>Leave Application System</strong></td>
<td><strong>Leave of Absence Form</strong></td>
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<tr>
<td><strong>Time Frame</strong></td>
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<td><strong>Problems/Solutions</strong></td>
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Required: Workers’ Compensation Forms to File

C-2

Employer’s Report
Filed by school when medical treatment is required.
New York City Law (Insurance Department) is required within 10 days after an accident occurs. School should submit C-2 via the DOE Payroll Portal.

C-3

Employee’s Claim
Filed with the help of a doctor or attorney. When medical treatment is not needed, an attorney is not needed.

C-4

Physician’s Report
Filed by WC Doctor. 48 HR. Initial, 15 Day Initial, 45 Day Progress, 48 HR. Reforms.

C-257

Expense Reimbursement
Filed with doctor’s receipt, help preparing claim statements.

C-2

Workers’ Compensation Forms
When filed, who gets it, time frame, problems/solutions.

Notes:
- Contact DR (212-222-5100) for WCD-23 New York City Law.
- Contact WC Project (212-510-6460) if you have one.

To the DOE Workers’ Compensation Unit - Attention: Carmen Calaza.
1718-222-5100 NYC Law Department (or the Insurance Department for DOE)
1800-871-3692 for filing of WC doctor.
1800-781-1373 for WC# and questions regarding Workers’ Compensation Board.

1800-781-2362 for listing of WC doctors.
1800-877-1373 for WC doctors and questions regarding Workers’ Compensation Board.

1718-222-5100 NYC Law Department (Insurance Department for DOE)
School should submit C-2 via the DOE Payroll Portal.

Workers’ Compensation Forms to File

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C-257

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C-2

Workers’ Compensation Forms
When filed, who gets it, time frame, problems/solutions.
### SOLAS Fact Sheet for Secretaries

**General SOLAS Information**

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<th>Who can use SOLAS to apply for a Leave?</th>
<th>Back Office log-in page for Secretaries: <a href="https://dhrnycaps.nycenet.edu/LeaveBackOffice/">https://dhrnycaps.nycenet.edu/LeaveBackOffice/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Q bank (Q742 and Q744) employees: Non-supervisory Pedagogues, Teachers, School Psychologists, Guidance Counselors, School Social Workers, School Librarians, Attendance Teachers, School Secretarial Staff, and Laboratory Specialists.</td>
<td>Log-in page for employees to submit their Leave applications: <a href="https://dhrnycaps.nycenet.edu/SOLAS/">https://dhrnycaps.nycenet.edu/SOLAS/</a></td>
</tr>
<tr>
<td>E bank (E745) employees: Family Paraprofessionals, Health Service Aides, School Aides, Supervisor School Aides</td>
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</table>

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<tr>
<th>What types of Leaves can be requested in SOLAS?</th>
<th>SOLAS website</th>
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<tr>
<td>Non-medical Leaves include:</td>
<td>SOLAS website</td>
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<tr>
<td>• Maternity / Child care</td>
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<td>• Adjustment of personal affairs</td>
<td>E bank (E745) employees: Family Paraprofessionals, Health Service Aides, School Aides, Supervisor School Aides</td>
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<tr>
<td>• Care of sick family member</td>
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<tr>
<td>• Study Leave (non-sabbatical)</td>
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<tr>
<td>• Study - Training in metro area / Fulbright Scholarship</td>
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<tr>
<td>• Work for Peace Corps / VISTA (AmeriCorps) / Union</td>
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<tr>
<td>• Teacher Exchange Program (Paid / Unpaid)</td>
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</tr>
<tr>
<td>• Teaching CUNY / SUNY / Charter School / Government sponsored foreign country</td>
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<tr>
<td>• Study Sabbaticals</td>
<td></td>
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<tr>
<td>• Military</td>
<td></td>
</tr>
<tr>
<td>Medical Leaves include:</td>
<td>SOLAS fax number</td>
</tr>
<tr>
<td>• Maternity disability</td>
<td>(718) 935-5175</td>
</tr>
<tr>
<td>• Restoration of Health / Personal Illness</td>
<td>Questions about SOLAS?</td>
</tr>
<tr>
<td>• Health Sabbaticals</td>
<td>• Superintendents, Principals and Secretaries can call: (718) 935-4001</td>
</tr>
<tr>
<td>• Line of Duty (LODI)</td>
<td>• HR Directors and BFSCs can call: (718) 935-4002</td>
</tr>
<tr>
<td>• Teachers’ Compensation</td>
<td>• Employees can call: (718) 935-4000</td>
</tr>
</tbody>
</table>

**Navigating SOLAS – Logging into the Leave Back Office Application**

**How to log into SOLAS Back Office:**

1. Go to the SOLAS Leave Back Office Application page: https://dhrnycaps.nycenet.edu/LeaveBackOffice/
2. Enter your DOE Network / Email ID user name. This is the same user name you use to log into your DOE computer. (Example: Jsmith would be the user name if the email address is Jsmith@schools.nyc.gov).
3. Then enter your Network / Email ID password. This is the same password you use to log into your DOE computer.
4. Click “Login to Leave Back Office Application” button.

**Training Material and Reference Guide**

- SOLAS Phase VII - Training for Payroll Secretaries: This PowerPoint presentation is specifically designed for Payroll Secretaries to provide an overview of the SOLAS Phase VII release. PowerPoint link: Click Here.
- Payroll Secretaries & Timekeepers Online Payroll Handbook: This handbook includes overview of all payroll topics including timekeeping information related to leaves of absences. Handbook link: Click Here.
<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Responsibilities for SOLAS Applications</th>
<th>Timeframes</th>
</tr>
</thead>
</table>
| Restoration of Health, Maternity Disability, Maternity / Childcare, Health Sabbatical | Secretaries must: • Verify timekeeping in SOLAS  
Superintendents must: • Acknowledge - Health Sabbatical Leave applications only  
Principals may: • Acknowledge                                                                 | Superintendents and Principals have 10 days to Acknowledge a Leave request in SOLAS. HR Connect will contact any Superintendent who does not provide their Acknowledgment within the 10 day timeframe. If there is no Principal Acknowledgement within the 10 day timeframe, SOLAS will auto-Acknowledge the request. |
| Study Sabbaticals                      | Superintendents must: • Request resubmission of supporting documentation. Superintendents can request resubmission of supporting documentation by selecting "reasons for resubmission" or by providing comments for specific reasons. • Approve the request OR • Disapprove: a reason for the disapproval will be required  
Principals may: • Acknowledge                                                                 | Spring Study Sabbaticals: A Superintendent has from October 6th until December 5th to review a Study Sabbatical Leave application and request resubmission of supporting documentation or to approve/disapprove.  
The Principal has 10 days to Acknowledge in SOLAS. If there is no Superintendent determination after the 10 day timeframe, they will be contacted by HR Connect. If there is no Principal Acknowledgement after the 10 day timeframe, SOLAS will auto-Acknowledge. |
| Line of Duty Injury (LODI)             | Secretaries must: 1. Log the incident into OORS  
2. Review the CIR fact sheet, OP200, and Written Statement for signatures and determinations  
3. Upload necessary CIR and written statement, and then file the original documents  
4. Verify timekeeping in SOLAS  
Superintendents must: • Sign and indicate a determination on the CIR  
Principals may: • Acknowledge without medical review, OR • Acknowledge pending medical review, OR • Disapprove | The Principal has 10 days to acknowledge the Leave application, If there is no Principal Acknowledgement within the 10 day timeframe, SOLAS will auto-Acknowledge the request.  
For a Study/Teaching/Personal Affairs Leave request, the application will require a Principal's determination in order to proceed. |
| Non-medical Leaves                    | Principals must: • Acknowledge, approve or deny Leave                                                   | The Principal has 10 days to acknowledge the Leave application, If there is no Principal Acknowledgement within the 10 day timeframe, SOLAS will auto-Acknowledge the request. |
| Military                              | Secretaries must: 1. Review original signed and notarized EMBP and keep the original with the employee’s records  
2. Verify timekeeping in SOLAS  
Principals may: • Acknowledge                                                                 | The Principal has 10 days to acknowledge the Leave application, If there is no Principal Acknowledgement within the 10 day timeframe, SOLAS will auto-Acknowledge the request. |
| Workers’ Compensation                 | Secretaries must: 1. Log the incident into OORS  
2. Review the CIR fact sheet, C2, DP2002 and Written Statement for signatures and determination  
3. Document C2 in Payroll Portal  
4. Verify timekeeping in SOLAS  
5. Upload documents to SOLAS (C2, CIR, DP2002, Written Statement)  
Principals may: • Acknowledge the Leave application • Approve – the first 5 days, OR • Deny – the first 5 days | A Principal has 10 days to Acknowledge the Leave application and approve/deny the first 5 days, if there is no Acknowledgement/determination after the 10 day timeframe, SOLAS will auto-Acknowledge and approve. |
As per Hubert Guscott, Manager of the Medical Bureau, about members who are out of work on worker's compensation and who are simultaneously sent for a '2568' exam by their Principals to determine their fitness to work.

Q: What are the ramifications of the fitness decisions rendered by the Medical Bureau doctors under these circumstances?

A: The decisions by the DOE Medical Bureau doctors are a non-binding opinion. The Worker's Compensation doctor's decision prevails.

Medical Bureau tries to make that known to Principals who request these '2568' exams.