

**Workers' Compensation
Contact Information – Case Management**

Contact case workers according to the letter of the last name of the claimant.

DOE's Workers' Compensation Unit – (718) 935-2213

Director: Deborah John

Supervisor: Carmen Galarza

Shameka Robins on-Moore	A – E
Chantrea Wright	F – K
Natalie Hughes	L – Q
Annie Hinton	R – Z

Office of School Food & Nutrition

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INDEX UNIT (carrier case number only)

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EXAMINER'S UNIT (Case Managers)

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Examiner's Unit Fax #:	718) 724-5498/5499
State Workers' Compensation Board	800) 877-1373

Workers' Compensation FAQ'S

- Q. Should I still file a C2 Form if the employee was not absent or did not go to doctor?**
A. Yes. An injured employee who fails to inform his/her employer may lose the right to Workers' Compensation benefits.
- Q. Where can the employee obtain a list of participating Workers' Compensation doctors?**
A. Visit the New York State Workers' Compensation Board at: <http://www.wcb.ny.gov/health-care-provider-search/> to obtain a listing of participating physicians, or call: (800) 781-2362.
- Q. When should the employer submit the C2 Form?**
A. Immediately after an accident occurs. Failure to file is a misdemeanor and punishable by a fine.
- Q. What if the employer does not want to file a C2 Form or wants to controvert a claim?**
A. You must still submit the C2 Form, however, the employer may also submit the C2 Addendum explaining why.
- Q. How do I obtain a copy of the C2 Form I submitted in the Payroll Portal?**
A. Once the C2 Form has been accepted by the DOE's WC Unit, you may go back into the Payroll Portal, under the tab C2 Form application and use the drop down menu to print the C2 Form after you have entered the employee's Social Security, EIS or Employee ID number.
- Q. Where does the employee mail the C3 Form?**
A. WCB District Office
 PO Box 5205
 Binghamton, NY 13902-5205.
 Retain a copy for your records
- Q. Does the employer have to mail any forms to the DOE's WC Unit?**
A. Mail a copy of the C3 Form; WCD23, and the OORS/Accident Report along with any other forms relevant to the Workers' Compensation claim must be mailed to:
 DOE WC Unit
 65 Court Street – Room 1400
 Brooklyn, NY 11201

Workers' Compensation FAQ'S (continued)

- Q.** Does the employer still submit a C2 Form if the injury was approved as an assault?
A. Yes. The employee is still entitled to Workers' Compensation benefits.
- Q.** What if the employee was assaulted, does the employer still submit a C2 Form?
A. Yes, if an incident is classified and approved as an assault, the employer still has to submit a C2 Form since the employee is still eligible for Workers' Compensation benefits.
- Q.** How does the employee obtain a carrier case number?
A. Once the New York City Law Department receives the C2 Form, they will notify the examiner by mail of their carrier case number, as well as the name of the benefits examiner assigned to their case. The attending physician will need the carrier case number in order to continue treating the employee.
- Q.** The employee's treating physician has asked for a carrier case number, authorization/payer for services. What does the employee do?
A. Contact their benefits examiner at the New York City Law Department.
- Q.** Who pays for the medical expenses (e.g., surgery, x-rays, prescriptions, etc.) related to employee's accident?
A. The New York City Law Department is the insurance carrier for Workers' Compensation recipients. Employees must not use their personal insurance for any expenses related to the accident.
- Q.** What paperwork must the employee submit if selecting Option #2?
A. The employee must submit one of the following Leave of Absence applications in SOLAS: Family Paraprofessional & Hourly Non-Competitive Employee Leave Application; Educational Paraprofessionals Leave Application, or, an Application for Leave of Absence for Health Reasons (PD 6 form) (Administrative employees only).
- Q.** How long can an employee be on a Leave of Absence Without Pay for Workers' Compensation?
A. One (1) year. Once the year has been exhausted, the HR Connect Leaves Unit will advise the employee what their options are.
- Q.** The employee has been on Option #2, and has not received a check from the NYC Law Department. Who do they call?
A. Contact the DOE's Workers' Compensation Unit at: (718) 935-2213 to make sure their records reflect that the employee is on a leave without pay. Once confirmed, the employee should contact their benefits examiner at the New York City Law Department to inquire about their payment.
- Q.** Who do I call to report Workers' Compensation fraud?
A. NYS Workers' Compensation Board Fraud Inspector General hotline at: (888) 363-6001.
- Q.** Where can I obtain additional information about Workers' Compensation?
A. New York State Workers' Compensation Board website: www.wcb.ny.gov

Reminder:

- * Teachers **are not** entitled to Workers' Compensation benefits
- * Employers must report **every** accident/injury on a C2 Form immediately
- * The employer cannot determine if a claim is valid or not; only the Law Department can make the determination based on the documentation submitted.
- * The employee is entitled to apply only for the next **five** consecutive days immediately after the date of the injury as non-chargeable. The rule is "you use it or lose it".
- * Cancel direct deposit when the employee is no longer on payroll or on a Leave Without Pay.
- * The insurance carrier for Workers' Compensation recipients is "The City of New York Law Department".

If you do not have access to the C2 Form application on the Payroll Portal, contact the DOE's Workers' Compensation Unit for assistance.



New York City Public Schools

**WORKERS' COMPENSATION
 QUICK REFERENCE CARD**

July ~ 2019

What is Workers' Compensation?

Workers' Compensation (WC) is a form of insurance providing wage replacement and medical benefits to employees injured in the course of, or because of their employment.

What is the role of the DOE's WC Unit?

To serve as a liaison between the employer (DOE) and the insurance carrier (NYC Law Dept.), ensuring that the correct forms are submitted and timekeeping is accurate.

Who is eligible for Workers' Compensation?

Only Non-Pedagogical and Administrative employees are eligible for Workers' Compensation benefits. All other employees **must** apply for Line of Duty Injury (LODI).

As mandated by New York State Law, all employers must file a C2 form immediately, even if there were no absences or doctor's visit(s). Failure to do so will result in fines of up to \$2,500.

EMPLOYER'S RESPONSIBILITY

1. Immediately after you are notified that an employee has had an accident/injury on the job, provide the following forms to the employee:

- * Claimant Information Packet – The C3 Form is included in this packet.
- * **Retain a copy**
- * Comprehensive Injury Report (Administrative employees only)
- * WCD 23 Employee's Statement
- * DP2002 Employee's Selection of Option - (only if absences go beyond the first five days from the date of the accident).
- * Workers' Compensation Contact Information

*The above mentioned forms are available on the DOE's website by following the steps below:

- * Employee/Partner InfoHub
- * Employee Sign-In
- * DOE Topics tab
- * Finance
- * Payroll tab
- * Workers' Compensation (on the right side)
- * Employer's Procedures

2. Once the employee has returned the above forms, login to the Payroll Portal (<https://payrollportal.nycboe.net>), under DOE Applications click C2 Form (Screen #1 below), and create a C2 Form.

3. Once you have successfully submitted the C2 Form in the Payroll Portal, a copy goes to the DOE Workers Compensation Unit and the NYC Law Dept.

4. Inform the DOE Workers Compensation Unit the date employee returned to work and if the employee used Option 1 or Option 2.

5. Mail the following forms; C3, WCD23 and the OORS/Comprehensive Injury Report to DOE Workers Compensation Unit, 65 Court Street, Rm 1400, Brooklyn, NY 11201.

Screen #1

Screen #2

Panel 2

ABSENCES RELATING TO WORKERS' COMPENSATION

Date of Accident -

- * The date of the injury is a regular paid day

Non Chargeable Days -

- * An employee may only apply for up to **five** non-chargeable working days immediately following the date of the accident.
- * Non-charge codes are not automatically given and are subject to approval. School based employees must complete the OP198 Form.
- * Administrative employees must complete the PD19 Form and return it to their Payroll Secretary/Timekeeper for approval. Payroll Secretaries/Timekeepers for Cybershift employees must email the Cybershift Unit so they may apply the non-charge code.
- * Doctor's notes are required and must indicate the date of the injury, and state that the absence is due to a work related injury.
- * EIS **non-chargeable codes** are coded as
 - **56Boo** for Paras
 - **66Boo** for School Based Hourly Employees

NOTE: Employees are not allowed to borrow days while absent due to Workers' Compensation.

Employee Options -

OPTION #1:

If the employee opts **to use** their sick/annual time (CAR) while absent due to Workers' Compensation, they will remain on payroll. The **timekeeping codes** are: **51BWC (UFT Paras)** and **61BWC (E-Bank hourly titles)**.

The State Workers' Compensation Board determines the rate used for restoring an employee's time, therefore, they may not get 100% of their time back. When the restoration award is final, it is then mailed to the DOE's WC Unit for processing; an email will be sent to the Payroll Secretary/Timekeeper notifying them of how much time was restored.

OPTION #2:

If the employee opts **not to use** their accrued time, or does not have any sick/annual time (CAR) to cover their absences due to Workers' Compensation, they will not be paid.

The employee **must** apply for a **Leave of Absence Without Pay (LWOP)** for Workers' Compensation in SOLAS.

For employees that are on positive pay, it is important that they do not continue to be paid. Direct deposit must be cancelled.

While on Option #2; the NYC Law Department will determine the rate of pay, and reimburse the employee their lost wages.

Timekeeping entries for Workers' Compensation are:

56/66Boo: No non charge period (first five working days immediately after the accident).

51/61BWC: Option #1 (employee using their accrued time)

2WC and 2WE: Option #2 (employee does not have, or does not want to use their accrued time).

Panel 3

INSURANCE CARRIER INFORMATION

- * NYC Law Department is the insurance carrier for Workers' Compensation recipients.
- * The carrier case number and name of the examiner will be mailed to the employee when the C2 has been submitted in the Payroll Portal.
- * The examiner at the Law Department approves medical treatment and benefits.
- * Doctors' notes are to be mailed to:
**NYC Law Department
Workers' Compensation
350 Jay Street, 9th Floor
Brooklyn, NY 11201**
- * Reimbursement of wages and restoration of time is to be determined by the Law Department.
- * Medical requests and expenses relating to a WC injury must be forwarded to the Law Department for approval.

NOTES:

Panel 4