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) 955-2215
Director: Deborah John
Supervisor: Camren Galara
Shameka Robinson-Moore A – E
Chantrea Wright F – K
Natalie Hughes L – Q
Annie Hinton R – Z

Office of School Food & Nutrition
Supervisor: Michael Hunter
Hanna Gwiazdzinski A – M
Azimra Humbert N – Z

INDEX UNIT (carrier case number only)
Hassan Malik, Unit Supervisor
718) 734-5453
Alithe Satenay
718) 734-5477
Index Unit Fax #
718) 734-5489

EXAMINER’S UNIT (Case Managers)
Nevene Mikhaili, Unit Supervisor
718) 734-5427
Gennady Shigold, Assistant Supervisor
718) 734-5470
Elena Paliakow A – I
718) 734-5480
Costa Filimon J – P
718) 734-5483
Alena Tavstvka Q – Z
718) 734-5487
Gennady Shigold (school lunch titles only)
718) 734-5470
Examiner’s Unit Fax #
718) 734-5498/5499
State Workers’ Compensation Board
860) 877-1373

Workers’ Compensation FAQ’S (continued)

Q. Does the employer still submit a C3 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 C3 Form?
A. Yes, if an incident is classified as an assault, the employer still has to submit a C3 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 C3 Form, they will notify the employee by mail of their carrier case number, as well as the name of the benefits examiner as signed 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 payment for services. What does the employee do?
A. Contact the 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. Employers 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. Once (1) year. Once the year has been exhausted, the HR Connect Leave Unit will advise the employee which options are available.

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) 955-2215 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. NY’s Workers’ Compensation Board Fraud Inspector General hotline at: (888) 359-6601.

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 C3 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-rechargeable. 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 C3 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
   - DPI20 Employee’s Selection of Option – only if absences go beyond the first five days from the date of the accident.
   - Workers’ Compensation Contact Information

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, WCD 23 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

Panel 3

Panel 4

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-chargeable codes are not automatically given and are subject to approval. School based employees must complete the DPI98 Form.
   - Administrative employees must complete the DPI9 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:
     - 56B00 for Para’s
     - 66B00 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 employees 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:
   - 56/66B00: Non charge period ( first five working days immediately after the accident).
   - 51/61BWC: Option #1 (employee using their accrued time)
   - 2WC and 3WE: Option #2 (employee does not have, or does not want to use their accrued time).

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: