



United Federation of Teachers

A Union of Professionals

## Safety & Health Department

# *Workers' Compensation*



### Secretaries Guidelines

6/2017







United Federation of Teachers

52 Broadway  
New York, NY 10004

(212) 510-6460

### Workers' Compensation Project

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## Fact Sheet Regarding Workers' Compensation

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**\*\* 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. 9<sup>th</sup> 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



**Francine Perkins Colón**  
Chief Administrator  
Payroll Administration

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**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

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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.

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# Workers' Compensation

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**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 at schools, as well as those working in administrative positions are entitled to workers' compensation; licensed pedagogues, conversely, are entitled to line of duty injury (LODI) benefits (not workers' compensation benefits). 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 files workers' compensation claims as required and that employees receive the benefits they are entitled to.

**The New York City Law Department Workers' Compensation Division** determines the validity of claims based on documentation submitted by the DOE. Should you wish to dispute the employee's claim, print and complete the [C-2 Addendum](#). Therefore, it is essential that the following procedures are followed:



The Following Article  
Published by the  
DIVISION OF FINANCIAL OPERATIONS  
Appeared in the **SEPTEMBER 18, 2007**  
Edition of the Principal's Weekly Newsletter

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**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**

DOE Forms	When Filed	Who Gets It	Time Frame	Problems/Solutions
<b>Comprehensive Injury Report - CIR</b>	DOE policy states that you have 24 hours to report an injury to your supervisor. However, NYS law gives you 30 days.	School payroll secretary - Principal forwards to superintendent, who approves or disapproves.	Must be sent from school to superintendent within 24 hours of receipt by principal. Superintendent must approve and return within 5 working days	Problems if Timeline is not followed.  Contact Chapter Leader/ District Representative.
<b>DOE Occurrence Report</b>	Filed by school secretary or designee.	DOE and a copy to you	Signed by principal and superintendent within 7 days.	Contact DR or WC Project 212-510-6460
<b>UFT Incident Report</b>	If the victim of an assault, report this to UFT Victim Support within 24 hours or ASAP.	UFT Safety and Health/Victim Support Program	Information of an assault should be faxed/phoned to the UFT Victim Support immediately or ASAP following an injury.	Contact DR or Victim Support 212-598-6853
<b>WCD- 23 Employee's Notice of Injury</b>	File within 10 days of injury	Payroll Secretary	Within 10 days - school should send out along with C-2 form.	Contact DR or WC Project 212-510-6460
<b>OP 198 Application for Excuse of Absence for Personal Illness</b>	File right after injury. Must be accompanied by doctor's note stating dates.	Payroll Secretary	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.	Contact DR or WC Project 212-510-6460
<b>Leave of Absence Form*</b>	Filed for extended days out or, after CAR days are exhausted.	Via the Self-Service Online Leaves Application System - <b>SOLAS</b>	Upon doctor's evaluation for time off.	This form should be submitted along with an <b>EB-1054 to retain you major medical insurance.</b>

- for periods beyond 5 days (**OP 198**) , use time from CAR, once CAR days are expired – and if you will be out for longer, file Leave of Absence via SOLAS.
- **Leave of Absence Form/EB1054** – 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.

## **Required Workers' Compensation Forms to File**

Workers' Comp Forms	When Filed	Who Gets It	Time Frame	Problems/ Solutions
<b>C-2 Employer's Report</b>	Filed by school - when medical treatment is required.	New York City Law Department (insurance carrier)/Workers' Comp Board	Sent with WCD-23 by school within 10 days after an accident occurs.	If school does not file Contact DR
<b>C-3 Employee's Claim</b>	Filed with the help of an attorney if needed (after medical documentation)	Workers' Comp Board	File ASAP <b>You have the option to file up to 2 years after date of injury.</b>	Contact Attorney (if you have one) or WC Project 212-510-6460
<b>C-4 Physician's Report</b>	Filed by WC doctor.	Workers' Comp Board	48 Hr. Initial 15 Day Initial 45 Day Progress	Contact Attorney (if you have one) or WC Project 212-510-6460
<b>C-257 Expense Reimbursement Form</b>	Filed with doctor's help describing out of pocket expenses.	NYC Law Dept.	Sent with receipt	Contact NYC Law Dept. (718) 222-5100.

### **C-2:**

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, and Written Statement)

Notes:

**1800-877-1373** For WCB# and questions regarding Workers' Comp Board.  
**1800-781-2362** For listing of WC doctors.

**1718-222-5100** NYC Law Department (they are the Insurance Carrier for DOE) school should submit C-2 via the DOE Payroll Portal to the DOE Workers' Compensation Unit - Attn: **Carmen Galarza**.




General SOLAS Information

Who can use SOLAS to apply for a Leave?	<b>Q bank (Q742 and Q744) employees:</b> <i>Non-supervisory Pedagogues, Teachers, School Psychologists, Guidance Counselors, School Social Workers, School Librarians, Attendance Teachers, School Secretarial Staff, and Laboratory Specialists.</i> <b>E bank (E745) employees:</b> <i>Family Paraprofessionals, Health Service Aides, School Aides, Supervisor School Aides</i>	SOLAS website	<ul style="list-style-type: none"><li>Back Office log-in page for Secretaries: <a href="https://dhrnycaps.nycenet.edu/LeaveBackOffice/">https://dhrnycaps.nycenet.edu/LeaveBackOffice/</a></li><li>Log-in page for employees to submit their Leave applications: <a href="https://dhrnycaps.nycenet.edu/SOLAS/">https://dhrnycaps.nycenet.edu/SOLAS/</a></li></ul>
What types of Leaves can be requested in SOLAS?	<b>Non-medical Leaves include:</b> <ul style="list-style-type: none"><li>Maternity / Child care</li><li>Adjustment of personal affairs</li><li>Care of sick family member</li><li>Study Leave (non-sabbatical)</li><li>Study - Training in metro area / Fulbright Scholarship</li><li>Work for Peace Corps / VISTA (AmeriCorps) / Union</li><li>Teacher Exchange Program (Paid / Unpaid)</li><li>Teaching CUNY / SUNY / Charter School / Government sponsored foreign country</li><li>Study Sabbaticals</li><li>Military</li></ul> <b>Medical Leaves include:</b> <ul style="list-style-type: none"><li>Maternity disability</li><li>Restoration of Health / Personal Illness</li><li>Health Sabbaticals</li><li>Line of Duty (LODI)</li><li>Workers' Compensation</li></ul>	SOLAS fax number	(718) 935-5175
		Questions about SOLAS?	<ul style="list-style-type: none"><li>Superintendents, Principals and Secretaries can call: (718) 935-4003</li><li>HR Directors and BFSCs can call: (718) 935-4002</li><li>Employees can call: (718) 935-4000</li></ul>

Navigating SOLAS – Logging into the Leave Back Office Application

How to log into SOLAS Back Office:

- Go to the SOLAS Leave Back Office Application page:  
<https://dhrnycaps.nycenet.edu/LeaveBackOffice/>
- 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).
- Then enter your Network / Email ID password. This is the same password you use to log into your DOE computer.
- Click “Login to Leave Back Office Application” button.

 **Leave Back Office Application**

Welcome to the DOE Leave Backoffice Application system.

From this online system, you may

- Process leave applications.

Please log in with your DOE Active Directory User ID and Password  
(This is the same User ID and Password you use to receive your DOE e-mail)

UserID:   
(If your DOE e-mail is jdoe@schools.nyc.gov, your user ID is jdoe)

Password:   
(This is the same password you use to access your DOE e-mail.)

Login to Leave Back Office Application

If you've forgotten your password or need assistance logging in,  
Please contact HR Connect at (718)935-4000

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](#).

Responsibilities for SOLAS

Leave Type	Responsibilities for SOLAS Applications	Timeframes
Restoration of Health, Maternity Disability, Maternity / Childcare, Health Sabbatical	Secretaries must: <ul style="list-style-type: none"><li>Verify timekeeping in SOLAS</li></ul> Superintendents must: <ul style="list-style-type: none"><li>Acknowledge - Health Sabbatical Leave applications <i>only</i></li></ul> Principals may: <ul style="list-style-type: none"><li>Acknowledge</li></ul>	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: <ul style="list-style-type: none"><li>Request resubmission of supporting documentation. Superintendents can request resubmission of supporting documentation by selecting “<i>reasons for resubmission</i>” or by providing comments for specific reasons.</li><li>Approve the request OR</li><li>Disapprove: a reason for the disapproval will be required</li></ul> Principals may: <ul style="list-style-type: none"><li>Acknowledge</li></ul>	<b>Spring Study Sabbaticals:</b> A Superintendent has from October 6 <sup>th</sup> until December 5 <sup>th</sup> 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: <ol style="list-style-type: none"><li>Log the incident into OORS</li><li>Review the CIR fact sheet, OP200, and Written Statement for signatures and determinations</li><li>Upload necessary CIR and written statement, and then file the original documents</li><li>Verify timekeeping in SOLAS</li></ol> Superintendents must: <ul style="list-style-type: none"><li>Sign and indicate a determination on the CIR</li></ul> Principals may: <ul style="list-style-type: none"><li>Acknowledge without medical review, OR</li><li>Acknowledge pending medical review, OR</li><li>Disapprove</li></ul>	
Non-medical Leaves	Principals must: <ul style="list-style-type: none"><li>Acknowledge, approve or deny Leave</li></ul>	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.
Military	Secretaries must: <ol style="list-style-type: none"><li>Review original signed and notarized EMBP and keep the originals with the employee’s records</li><li>Verify timekeeping in SOLAS</li></ol> Principals may: <ul style="list-style-type: none"><li>Acknowledge</li></ul>	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: <ol style="list-style-type: none"><li>Log the incident into OORS</li><li>Review the CIR fact sheet, C2, DP2002 and Written Statement for signatures and determination</li><li>Document C2 in Payroll Portal</li><li>Verify timekeeping in SOLAS</li><li>Upload documents to SOLAS (C2, CIR, DP2002, Written Statement)</li></ol> Principals may: <ul style="list-style-type: none"><li>Acknowledge the Leave application</li><li>Approve – the first 5 days, OR</li><li>Deny – the first 5 days</li></ul>	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.

# Workers' Compensation & the DOE Medical Bureau - 2568

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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.

