

SOUTHERN WESTCHESTER BOCES WORKERS COMPENSATION

Southern Westchester BOCES is committed to providing and promoting a safe working environment. To achieve that goal and comply with the law, BOCES provides Workers' Compensation coverage for all employees. Workers' Compensation is a insurance program that provides wage replacement and medical treatment to employees injured or becoming ill arising out of and in the course of employment as determined by the New York State Worker's Compensation Board.

PROCEDURES

All employees must report any on the job injury or illness immediately to their Supervisor. Failure to report an employee's injury in a timely manner may jeopardize his/her right to receive Workers' Compensation benefits.

1. Complete a C-2 (Employer's Report of Work-Related Accident/Occupational Disease) within ten (10) days of the employee's accident. Special attention should be made to complete ALL parts of the form. Failure to not complete the report properly may result in a denial of benefits for the employee. **It is BOCES practice that a C-2 report is filed for every accident no matter how minor.**
2. Appropriate department head must approve the C-2 form (Preparation Section of form #A).
3. Completed and approved C-2 form must be forwarded to the Benefits department at Berkley Drive.
4. Benefits department will forward C-2 form to Wright Risk Management for processing with the State Worker's Compensation Board.
5. If an employee requires immediate medical attention, the employee must inform the doctor or hospital that they were injured on the job and to forward all medical reports and bills to:

Wright Risk Management
333 Earle Ovington Blvd, Suite 505
Uniondale, NY 11553-3624

An employee should never make a payment to a provider or hospital for treatment to work-related injuries. BOCES has no means of reimbursing the employee for those expenses.

6. Any employee, who will be absent due to a work related injury must seek medical attention and will need to provide a physician's note stating diagnosis, prognosis and approximate duration of absence to the Benefits department. Worker's Compensation absences will be reported in the following manner:
 - Initial absence will be reported as "Pending Worker's Compensation" and will be charged to an employee's available "Sick" time.
 - Upon receipt of approval of the claim by Wright Risk Management Company and the New York State Worker's Compensation Board the employee's days absent will be charged to "Worker's Compensation".
 - Employee will be reimbursed the appropriate number of "Sick" days recorded for that specific claim.
7. Before returning to work, the employee must provide a physician's statement indicating he/she may resume full duty on a specific date to their immediate supervisor and the Benefits department **ONE-DAY** prior to the employee returning to work.

Should you have any questions regarding this process please contact the Benefits department.