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Kristen Dainty • Assistant Superintendent of Finance & Business Development  
25 Corporate Park Drive • P.O. Box 396 • Hopewell Junction, NY 12533 • (845) 298-5000

**DATE:** August 16, 2023  
**TO:** Senior Staff Administration, Principals, Directors & Support Supervisors  
**FROM:** Kristen Dainty, Assistant Superintendent of Finance & Business Development  
**RE:** Workers' Compensation

If an employee is injured while in the workplace, it is their responsibility to report the injury to their Supervisor. The Supervisor will need to complete the [Supervisor's Investigation & Report of Incident](#) form for all injuries. Upon completion, promptly forward this form to the Business Office to the attention of John Corcoran ([john.corcoran@wcsdny.org](mailto:john.corcoran@wcsdny.org)). Please retain a copy for your records.

The Business Office will use this form to determine whether the injury is a Workers' Compensation case or a minor medical incident; forms will be filed accordingly. If the incident has involved Emergency Services or if you have reason to believe that the information provided by the employee is not valid, please contact the Business Office immediately.

When the employee's incident has resulted in an absence from work, the Supervisor must complete form [C-11 Employer's Report of Injured Employee's Change in Employment Status Resulting from Injury](#). The Supervisor must complete this form on the first day in which the employee missed work due to the incident AND also on the first day in which the employee returns to work. Please sign and return this form to the Business Office, immediately, within five (5) business days.

All time lost resulting from a Workers' Compensation claim must be reported on the employee's corresponding time sheet and sent to the Payroll Department. This time should be notated in the "other hours" line of the time sheet as "S-WC" (Sick-Workers' Compensation).

Please return all forms to John Corcoran in the Business Office or [john.corcoran@wcsdny.org](mailto:john.corcoran@wcsdny.org). The Business Office will provide the necessary forms to the employee, as required. In addition, all forms can be found on our [website](#). If you need assistance please reach out to the Business Office x40149 with any questions.

Sincerely,

*Kristen Dainty*  
Assistant Superintendent  
Finance & Business Development