

WAPPINGERS

Central School District



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KRISTEN CRANDALL, EXECUTIVE DIRECTOR FOR FINANCE & BUSINESS DEVELOPMENT

TO: Central Office, Principals, Coordinators and Support Supervisors

FROM: Kristen Crandall
School Business Manager

DATE: July 9, 2014

RE: **Workers' Compensation Forms**

Effective with the 2014-2015 school year, we will be implementing a new procedure for reporting work related injuries. Please begin using this new procedure immediately.

If an employee is injured while in the workplace, it is the employee's responsibility to be sure that the injury is reported to their supervisor. The supervisor will complete the "**Supervisor's Investigation and Report of Incident**" form for all injuries and forward to the Business Office within five business days. A copy should be retained in your files for future reference. The Business Office will use this form to determine whether the injury is a Workers Compensation case or a minor medical incident and will file the appropriate forms accordingly. **If the incident involves 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.**

As in the past, if the employee's incident results in any work days missed, the Supervisor's office must then complete an "Employer's Report of Injured Employee's Change in Employment Status Resulting from Injury" (C-11 form). This form should be completed by your office on the first day in which the employee misses work due to the incident AND also on the first day in which the employee returns to work, signed by you and faxed to the Business Office in a timely fashion.

Also, all time lost resulting from a Workers Compensation claim must be reported as such on their corresponding Time Sheet when reporting to the Payroll Department. This time should be notated as "S-WC"(for Sick – Workers' Compensation) along the "Other Hours" line.

All forms mentioned are attached for your use. Please discard any other forms that you have. The Business Office will provide the necessary forms to the employees as required. Please feel free to contact me with any questions that you may have as this new process begins.

Cc: Sharon Oliva - Senior Accountant
Ellen Hogan - Senior Account Clerk Typist- Health Insurance Dept.

attachments