

To: Baruch College Community

From: Elizabeth Robinson
Director of Human Resources

Date: September 01, 2009

Re: Reporting Injuries and Accidents

CUNY Colleges are required by law to report all claims of injury or accident to its insurance carrier. The New York City Law Department, Workers Compensation Division, serves as the insurance carrier to The City University of New York (CUNY) and processes all claims of injury or accident. Campuses are required to file notifications of injury or accident within ten days of an occurrence.

In the event of an injury or accident employees should contact The Office of Public Safety and their department supervisors and medical personnel (where necessary). In addition, employees must notify the Office of Human Resources. The Office of Human Resources can provide you with the following reporting forms: the "Employee's Notice of Injury", the "Supervisor's Report of Injury", the "Witness Statement" and the "DP 2002". Please note on the DP2002 you must select either Option 1 or Option 2 to receive reimbursement. The selection of Option 1 charges your sick/annual leave and allows you to remain in a pay status until you exhaust your leave balances. The Worker's Compensation Division will advise the College of the determination to credit the appropriate time and leave balances. The selection of Option 2 provides Worker's Compensation reimbursement at their established rate and you would not use your accrued leave time. The selection of Option 2 would automatically put you in an unpaid status. These forms, required by the New York State Worker's Compensation Board, should be completed and promptly returned to our Office. Once received, we will forward the forms to the New York City Law Department- Worker's Compensation Division where a decision will be rendered as to the compensability of the claim.

If you have any questions, please contact Ms. Donna Katz at 646-660-6590 or e-mail at Donna_Katz@baruch.cuny.edu.