



The College at Brockport
State University of New York

Category:

Office of Human Resources

Responsible Office:

Office of Human Resources

Policy Title:

Workers' Compensation/Accident
Reporting

Policy:

Employees must report on-the-job accidents to both your supervisor and the ARS system at 1-888-800-0029 within 24 hours of the accident.

Procedure:

EMPLOYEE

Reports work related accident or illness to supervisor **immediately**. Seeks medical attention as needed.

SUPERVISOR

Gives the employee the **Injury Report Form**, available at: <http://www.brockport.edu/hr/forms/documents/accidentformrevised10-09.pdf> to complete. After the injured employee signs the form, the supervisor also signs and forwards to The Office of Human Resources **within 24 hours**. *Supervisor must notify the Office of Human Resources immediately by phone*

EMPLOYEE

Calls 1-888-800-0029 to report the injury to NYS Accident Reporting System within 24 hours of the accident.

**HUMAN
RESOURCES**

Receives the injury report from the supervisor and processes the C-2 in the NYS Accident Reporting System. The report is electronically sent to the Workers' Compensation Board. Workers' Compensation will forward to **State Insurance Fund**, the carrier for SUNY Brockport. This will initiate the claim process.

**STATE
INSURANCE
FUND**

Sets up claim and notifies the Office of Human Resources once a claim has been established. Contacts employee to verify information on the accident report.

EMPLOYEE

In order for bills to be paid, medical reports must be received by the State Insurance Fund. Employee must ensure that their doctor transmits medical reports to the State Insurance Fund. In addition, employee must submit a medical statement to The Office of Human Resources verifying diagnosis and estimated date of return to work.

STATE

Upon receipt of acceptable medical reports, processes claim for

**INSURANCE
FUND**

payment to Doctor.

EMPLOYEE

Classified employees must charge accruals for lost time up to 5 full time days. If the employee has no accruals, they will be placed on leave without pay. Professional/Faculty employees charge accruals until accruals run out. University Police employees do not charge accruals.

EMPLOYEE

Responsible for keeping the **Office of Human Resources** and **Supervisor** informed of status during absence and supply medical documentation before they return to work.

DEPT./HR

Determines whether alternative duty assignment is appropriate. Employee must be no more than 50% disabled and able to return to full duty within **60 calendar days**.

EMPLOYEE

Prior to returning to work, employees **must sign in** and present to Human Resources a statement from the treating doctor allowing employee to return to work and identifying restrictions. Human Resources will provide the supervisor with a copy of the medical release.

**HUMAN
RESOURCES**

Will notify Payroll and State Insurance Fund when the employee returns to work.

- ❖ If you have any questions regarding Workers' Compensation, please feel free to contact the Office of Human Resources at **x2126**.

Forms:

On The Job Accident and Injury Report
