

Worker's Compensation Claim Reporting Policy

Purpose

The Agency underwrites all Worker Compensation insurance costs as mandated by New York State Law. This program covers any work related injury that occurs while on the job that requires medical, surgical, or hospital treatment and is covered by New York State Compensation Law.

Policy

Employees are required to notify their Supervisor and/or the Human Resources Department immediately after suffering any work related injuries. Employees are also required to complete an accident report as soon as physically able.

During non-business office hours, please follow the instructions below:

- Call (315) 797-4642.
- Follow prompt to RCIL Answering Service to report work related injury.
- The Answering Service representative will call the Director of Human Resources or designated HR Staff Member.
- The HR Staff Member will call the employee for details of work related injury to ensure compliant reporting occurs.

Human Resources Contact Information:

Resource Center for Independent Living
409 Columbia Street P.O. Box 210
Utica, New York 13503
Telephone: (315) 797-4642
Fax to: (315) 272-2954

