



## *Worker's Compensation Claim Reporting Policy*

All work-related injuries should be reported to your supervisor immediately but in no case later than 30 days after the injury as required by the NYS Workers' Compensation Regulations.

### **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