

SOUTHERN TIER LIBRARY SYSTEM  
WORKERS' COMPENSATION POLICY

Applies to: STLS Board of Trustees  
STLS Staff

References: STLS Staff Association Contract  
New York State Workers' Compensation Law

New York State requires most employers to maintain Worker's Compensation Insurance, which is designed to protect the financial stability and to cover the medical bills of employees who suffer an accidental injury or illness arising out of and in the course of employment, as determined by the Workers' Compensation Board. The Southern Tier Library System provides such insurance coverage as required by law.

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately.

In accordance with the law, any employee who is not able to work due to a covered injury or illness will become eligible for benefits and will claim them immediately after the required waiting period. Partial use of sick time is allowed to bring compensation up to full normal pay. Employees do not usually accrue credit in the NYS Retirement System unless sick time is used. In that case, credit in the NYS Retirement System would be pro-rated. In any event, such credits are subject to the rules of the Retirement System.

The Business Office Manager will administer all claims, unless involved in a claim him/herself. In that case, the Executive Director will administer that claim.

*Adopted by STLS Board of Trustees on December 17, 2013*