



**TOWN OF ROCKY HILL
DEPARTMENT OF HUMAN RESOURCES
A GUIDE TO WORKERS' COMPENSATION**

(Rev. 11/14/2023)

Summary of Steps You Should Take

When a Work-Related Injury Occurs

1. **Employee:** Notify your Supervisor of your injury and go to American Family Care (AFC Urgent Care). Once you arrive at AFC Urgent Care, tell the representatives that you are a Town of Rocky Hill employee or volunteer and be prepared to show your Employee I.D./Badge. Refer immediate questions to Kristin Olzacki, Administrator, Finance and Operations at (860) 258-2712, email kolzacki@rockyhillct.gov

AFC Urgent Care

396 Cromwell Avenue, Rocky Hill, CT (Tel. 860-372-4990)

Hours: Mon – Fri (8:00am-8:00pm), Sat – Sun (8:00am – 5:00pm)

For services outside of AFC business hours, please go to the nearest hospital emergency room.

2. **Supervisor:** In the interim, your Supervisor must **immediately complete and sign a First Report of Injury (FRI)** form, which is available on the Human Resources webpage under “Workers Compensation,” and submit this form to Ms. Kristin Olzacki *as soon as possible* to ensure that AFC Urgent Care is provided with authorization to provide services to the employee (kolzacki@rockyhillct.gov).
3. **Supervisor and Employee:** AFC Urgent Care representatives will require an *Authorization for Examination or Treatment* form – call the following telephone number to alert Human Resources and/or the Town Manager’s Office for this purpose (860-258-2700).
4. **Supervisor:** You may be asked to complete or compile additional forms, including a Supervisor’s Accident Investigation Form and/or a Witness Statement Form.

Background: The [Workers’ Compensation Act](#) (Chapter 568 of the Connecticut General Statutes), enacted in 1913, provides wage replacement and other benefits, as well as medical treatment, for those employees who have been injured, disabled, or killed while performing their jobs. The [Workers’ Compensation Commission](#) is the agency that administers the provisions of the Act. During the time an employee is receiving benefits under workers’ compensation, Sec. 31-284b says that the injured workers employer must continue paying for their insurance(s). Section 31-290a of the Workers’ Compensation Act prohibits employers from discharging, or in any way

discriminating against, any employee just because the employee has filed a claim for workers' compensation benefits or otherwise exercised his or her rights under the Act.

Worker's Compensation – Guidance Continued

Rocky Hill belongs to the eighth district located at 90 Court Street, Middletown, CT 06457.

Resources: The State of Connecticut Workers' Compensation Commission has a [pocket guide](#) and an [information packet](#) which includes detailed information about the typical flow of a case as well as information on how to file a claim and an overview of the Workers' Compensation Act.

1. When an employee becomes injured or ill, he or she must go to employer-designated physician. A claimant may choose an attending physician after the initial visit with an employer-designated medical practitioner. At any time while claiming or receiving workers' compensation benefits, an employee may be directed by a Workers' Compensation Commissioner, or requested by the employer or its workers' compensation insurance carrier, to submit to an Employer/Respondent's Examination.
2. The employee's Supervisor must complete a [CIRMA Injury Reporting Information form](#) (click on the link for a PDF-fillable form) and forward the same to Kristin Olzacki, Administrator, Finance and Operations (kolzacki@rockyhillct.gov). Ms. Olzacki will create an electronic **First Report of Injury (FRI)** and send the same to CIRMA. The FRI is filed with CIRMA and the State [Workers' Compensation Commission](#) office.
3. The State [Workers' Compensation Commission](#) office will send an information packet to the injured/ill employee, which includes a Form 30C and directions on how to file a claim. These directions must be strictly followed.
4. The injured/ill employee files a claim (Form 30C) with the Town Clerk's office and the State of Connecticut's [Workers' Compensation Commission](#) office. (Note: the law allows the employee one year from the date of injury or three years from the first manifestation of a symptom of an occupational disease in which to do this).
5. The Town Clerk will file the Form 30C (which the employee has completed) with CIRMA.
6. CIRMA has a 28 day response time from Town Clerk's receipt to assess compensability of the claim. The employer has this 28 day period in which to commence payment for lost time (if any) or deny the claim.

For assistance, please contact Kristin Olzacki, Administrator, Finance and Operations (kolzacki@rockyhillct.gov). You may also contact the State Workers' Compensation Commission at 1-800-223-9675.