

WPS Human Resources Links

[WPS Human Resources contacts](#)

[WPS Human Resources FAQ including AESOP, Employee Verification, Support, etc.](#)

[Pay Dates](#)

[Employee Assistance Program](#)

[City of Worcester Benefits](#)

WPS Accommodation, Leave, and Sick Bank Forms:

- [Accommodation Request Form](#)
- [Certification of Health Care Provider for **Employee's** Serious Health Condition Under the Family and Medical Leave Act \(WH-380-E\) Form](#)
- [Certification of Health Care Provider for **Family Member's** Serious Health Condition Under the Family and Medical Leave Act \(WH-380-F\) Form](#)
- [Sick Bank Application Google Form](#)
- [Unpaid Personal Leave of Absence Request](#)

WPS Complaint and Concerns Forms:

- To file any reports of discrimination, harassment, or violence between students, coworkers, supervisors/administrators, or staff/teachers because of sex, gender, sexual orientation, gender identity/expression, race, ethnicity, national origin, immigration status, socioeconomic status, religion, disability, or pregnancy use the [WPS Discrimination and Harassment Complaint Form](#)
- To file any reports of general personnel concerns use the [WPS Personnel Concerns Form](#)

WPS Staff Accident Protocol Forms:

1. Complete the [Future Comp Form A: Accident Reporting Form](#).
2. Your principal/supervisor will review the completed form for accuracy and sign it and then they will complete the [Future Comp Form B: Supervisor Accident Investigation Form](#).
3. Your principal/supervisor will provide completed forms via email or fax to HR and FutureComp.
4. If the work-related injury is an assault, then contact EAW. We will make the formal request to HR to utilize the contract language so that your absences due to the assault will not be charged to your annual sick leave.

The EAW defines an assault where it is shown that

1. The perpetrator touched the person of the victim
2. The perpetrator intended to touch the victim
3. The touching was either likely to cause bodily harm to the victim or was offensive.

The District agreed that to establish an assault under the contractual provision, there must be an intended, unconsented touching.

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