

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 417
SECTION:	RELATIONS		
PROCEDURE:	WORKERS' COMPENSATION		

BACKGROUND

The Workers' Compensation Board (WCB) considers each work injury on an individual basis, but in most cases compensation applies to injuries that occur while a worker is at work, on division property, or on division business. This includes an occupational disease caused by work. As per The Workers' Compensation Act, 2013, all employers have a duty to report injuries within five days of becoming aware of a workplace injury. Failure to do so contravenes provincial legislation and may result in the school division being levied a fine as well as financial responsibility for compensation and medical aid awarded to the employee.

Scope

Non-teaching staff, substitute teachers, and school board members are covered by WCB. Teachers on contract are covered by the Saskatchewan Teachers' Federation Income Continuance Plan.

Definitions

Work Injury: A work injury is the result of any work-related event that causes a need for medical treatment and/or time away from work.

Employer Representative

The principal, vice-principal and school administrative assistant are considered to be representatives of the employer and are responsible for reporting all workplace injuries where an employee seeks medical attention or misses time at work.

At the Division Office, anyone who has supervisory responsibility for other employees is considered to be a representative of the employer and is responsible for reporting all workplace injuries where an employee seeks medical attention or misses time at work.

PROCEDURES

1. **Employer Responsibilities** - If an employee is injured at work, the employer or representative of the employer will:
 - 1.1. Arrange medical attention for the employee if needed. Ensure that the employee receives appropriate first aid and arrange immediate transportation so the employee can receive appropriate treatment from a qualified health care professional.
 - 1.2. Advise the employee to report the incident to WCB by completing and submitting the *Worker's Initial Report of Injury* (W1) as soon as possible, by WCB Tele file, mail, fax or on-line at www.wcbsask.com.
 - 1.3. Complete the *Employer's Initial Report of Injury* (E1) and forward it to the payroll clerk. Complete all areas of the form except Section D which will be completed by the payroll clerk. Reporting must be done within five (5) days of the employer being made aware of the injury or the employer will be subject to significant fines for failure to report.
 - 1.4. Do not keep a copy of either the W1 or the E1 at the school level as these forms are considered confidential.
 - 1.5. Ensure the absence is correctly recorded as leave without pay in Aesop using the code Workers Compensation.
 - 1.6. Select that all benefits from the Workers Compensation Board be sent directly to the employee. Group benefits premiums and pension contributions will be made as usual on behalf of the employee to the end of the first pay period of absence. If the absence extends into a second pay period, the employee will be given the option to continue paying group benefits premiums and/or making pension plan contributions. These payments will be made to Christ the Teacher Catholic Schools by post-dated cheque.
 - 1.7. Maintain regular contact with the employee during the course of the absence as needed.
 - 1.8. Work with Superintendent of Education and the employee to develop a personalized return to work plan. The plan may include an accommodation based on the employee's medical restrictions. This may involve modified duties and/or hours of work.
 - 1.9. When required, the Superintendent of Education, immediate supervisor/principal and employee, along with a staff representative, will determine a return to work plan based on the Abilities Assessment form completed by the physician.
 - 1.10. The Payroll Clerk will advise the Workers' Compensation Board of any changes to the employee's work status and any other pertinent issues, which may impact the claim within 24 hours of notification.

2. **Employee Responsibilities** - If an employee is injured at work, he/she will:

- 2.1. Seek medical attention if needed.
- 2.2. Immediately report the incident to the principal, vice-principal, school administrative assistant, or immediate supervisor.
- 2.3. Report to the WCB by completing and submitting the *Worker's Initial Report of Injury* (W1) as soon as possible (by WCB Tele file, mail, fax or on-line).
- 2.4. Record all related absences from work in Aesop using the code Workers Compensation, making notes to indicate that the absence is the result of a workplace injury.
- 2.5. The employee should contact their supervisor/principal immediately following their medical treatment to discuss restrictions and limitations and/or accommodations required for the employee's return to work.
- 2.6. Maintain regular contact with the employer during the course of the absence as needed.
- 2.7. Provide post-dated cheques to the employer if electing to maintain group benefits coverage and/or continue making pension plan contributions if the absence extends for more than one pay period.
- 2.8. Participate with the employer, caregiver and the WCB in setting up a personalized return-to-work plan. The plan may include accommodation by both the employer and the employee in order to create a successful return to work program.

Reference: The Education Act, 1995, Sections 85, 87, 108, & 109
The Workers' Compensation Act, 2013
Worker's Initial Report of Injury (WCB Form)
Employer's Initial Report of Injury (WCB Form)

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