

## WCB “Tip Sheet”

### Employee:

#### When filing a WCB claim –

- 1) Report any incidents in the workplace to your immediate supervisor
  - 2) Complete the “Notice of Injury to Employer” (ie. ‘green card’ – this is optional, but recommended)
  - 3) Seek medical treatment (as appropriate )
  - 4) Contact WCB
- When a [Time Loss](#) or [Health Care](#) claim has been submitted, there is a five day **UNPAID** waiting period while WCB is making the decision
  - If the time loss goes beyond 5 days, the 6<sup>th</sup> day and on will be paid 66 2/3 with any available sick time. If there are no sick credits available, your wait time will be unpaid

#### Claim Accepted:

- 5) Time loss is paid from the first full day following the incident, or as described at the discretion of the WCB case manager.
- 6) The rate WCB provides is 90% of the employee’s average net. This amount indicated by WCB is not taxable. If it ends up on a cheque with regular pay, only the regular pay would be taxed.
- 7) The WCB will inform the Finance and Support clerk of its decision regarding the claim, who will then process the payment for the current pay period they are working in. If a decision is not received in time before our payroll cut-off date, pay can be delayed up to an additional 3 – 4 weeks.
- 8) Any sick credits paid at 66 2/3 will be refunded back
- 9) It is the employees responsibility to:
  1. Communicate with your WCB Case Manager and Transit regarding your medical condition, including medical appointments, provide functional updates and the expected RTW date
  2. Participate in the RTW program / alternate duties when medically able

#### Claim Declined:

- 10) Time loss will not be paid unless there are available sick credits
- 11) If there are no sick credits available, you will be placed on unpaid Sick Leave. If you have experienced 6 or more days of unpaid time loss, an ROE will be generated and sent electronically to Service Canada for EI purposes. This can take a couple weeks to be processed.
- 12) Contact should be maintained with the Department and the Union regarding your absence
- 13) Medical notes should be provided as per the collective agreement

**14) Contact your supervisor if clearing to RTW, or contact the Return to Work Coordinator to discuss participating in the Return to Work program**

**Important reminder:**

**15) It is the Employee's responsibility to inform WCB of your medical condition and keep in communication with the department regarding any time loss associated with a WCB claim, including medical appointments.**

**16) Any ongoing absences and updates regarding RTW abilities are required to be provided to your Supervisor and the Return to Work Coordinator.**

# WCB Tip Sheet – Supervisor

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- Employees are required to inform their supervisors if they have had an incident in the work place. There may or may not be time loss associated with this absence.
- If an incident has not been reported to the Employee's supervisor directly, it is the responsibility of the report person to provide this information to the direct supervisor and complete necessary paperwork.
- However if an employee has had an incident that you are aware of and the employee has not contacted you, it is the supervisor's responsibility to follow up with the Employee about this incident and explain the process

There are 3 types of reports

- 1) **Reported Only:** No time loss, no medical care
  - Not reported to WCB
- 2) **Health Care:** the employee has sought (or intends to seek) medical attention
  - Subject to 5 day WCB deadline & 500\$ penalty for late submission
  - Starts from the 1<sup>st</sup> day the Employer was **notified** of the injury. Not the actual date of incident.
- 3) **Time Loss:** the employee has missed time from the workplace related to the injury
  - Subject to 5 day WCB deadline & 500\$ penalty for late submission
  - Starts from the 1<sup>st</sup> day the Employer was **notified** of the injury. Not the actual date of incident
  - There is a 5 day **unpaid** waiting period for pending time loss WCB claims
  - For the 6<sup>th</sup> day and on while their claim is pending, they will be compensated with 66.66% of their wage loss if they have any available sick credits. If there are no sick credits available, this time will be unpaid

Time loss and Health Care reports are submitted to the WCB regardless of the employee's intent to claim. If the Employee wishes to not claim and use sick time, they must let their supervisor know.

- **Green card/Notice of Injury**
  - This form is optional for the employee and though not a requirement, it is recommended. It should be completed by the Employee after an incident has occurred and submitted to their Supervisor.

- Complete the ***Workplace Safety Incident Investigation Form*** and submit an electronic copy to the Finance and Payroll Support Clerk & Health and Safety Officer
  - Provide hard copy with any sick notes or additional information to the Finance and Payroll Support Clerk
  
- Send an email with specific details to the WCB Coordinator regarding the incident
  
- **Bus/Operations** – Instruct Timekeepers to update the employee's absence in IntraOp for time loss claims. CC the Finance & Payroll Support Clerk.
  
- **Plant and Equipment**- Pay sheets need to be coded as WCPN(S) or (H) for time loss claims
  - Any changes or updates to the status of a incident must be reported to Finance and Payroll Support Clerk immediately -- ie. When a RO becomes a HCO or TL, or when a HCO become TL.