TOWN OF SUSSEX POLICY

Subject		Number
WORKS COMPENSATION FORM PROCEDURE		P-5
Date AUGUST 26, 2008	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* MARCH 15, 1993
Signature	*Date of Revision* AUGUST 25, 2008	PAGE 1/2

PURPOSE

The purpose of this policy is to ensure that the Department Heads and the employees complete the Workers' Compensation form correctly in order that claims can be processed by the Workers' Compensation Board.

GENERAL

An employee shall only receive his regular wages in accordance with the fringe benefit package of the Town. The fringe benefits pertaining to Workers' Compensation can be found in the labour contracts and the non-union benefit package.

All correspondence between the employee and the Town shall be through the Department Head.

RESPONSIBILITIES

A. Department Head

The Department Head shall ensure:

- that the Workers' Compensation Form and the Reimbursement of Wages Form are completed in their entirety on the day of the accident. (The Reimbursement of Wages form is not requested if the employee is not booked off work due to the accident)

- that the original Workers' Compensation Form and Reimbursement of Wages Form are forwarded to the Town Clerk/Treasurer by 1200 hours on the succeeding day of the accident;

TOWN OF SUSSEX POLICY

Subject		Number
WORKS COMPENSATION FORM PROCEDURE		P-5
Date AUGUST 26, 2008	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* MARCH 15, 1993
Signature	*Date of Revision* AUGUST 25, 2008	PAGE 2/2

A. Department Head (cont'd)

- that the memo includes the Town's obligation to the union employee with respect to contents of a collective agreement and in the case of a non-union employee, the obligation with respect to the non-union fringe benefits package;
- that the Town Clerk/Treasurer is notified, by memo, the last day that an employee is entitled to receive his regular pay while on compensation, and;
- that the Town Clerk/Treasurer is notified by memo on the day an employee, who is receiving compensation benefits, returns to work.

B. Employee

The employee shall ensure:

- that he/she fills out and signs the Employees Worker's Compensation Form on the day of the accident; and
- that he/she signs the Reimbursement of Wages Form on the day of the accident, if the Reimbursement of Wages Form is required.

The employee shall not receive any monies from the Town until the Workers' Compensation forms and reimbursement wages forms are completed.

C. Workers' Compensation Act

This policy shall not supersede any requirements of the Workers' Compensation Act.