

1. Insured Employees

Regional Services senior administration and all support staff are covered under the Workers' Compensation Board (WCB) Plan. Teaching staff is covered only while engaged in administrative duties pertaining to managing the business of the school (i.e. principals, associate principals) or while teaching specified career and technology courses as mandated by the Workers Compensation Board of Alberta.

2. Reporting an Accident

If an accident occurs at work, a WCB Worker's Report of Injury must be completed by the insured employee, and the supervisor must complete the WCB Employer's Report of Injury. (An example of the WCB Reports may be obtained from Payroll.)

The WCB Reports must be **scanned or faxed immediately** to Payroll at 780-674-8536. If an injury results in a WCB claim, certain medical aides or therapy may be eligible for reimbursement from WCB.

3. Absences due to Disability Covered by WCB

3.1 When an employee is absent from work and placed on compensation, as a result of an injury on the job and has accumulated sick day credits:

3.1.1 The amount of compensation awarded by WCB shall be paid to the employer, and the employee will be paid their regular salary for the duration of the leave or ninety (90) calendar days, whichever is less.

3.1.2 Where partial disability occurs and the employee is able to work only part-time, payments and sick leave credits will be pro-rated in accordance with the amounts mentioned in bullet 3.1.1 above.

3.1.3 Once an employee has been disabled for ninety (90) consecutive calendar days, such employee shall apply for extended disability benefits under the Alberta School Employee Benefit Plan (ASEBP) extended disability plan and salary shall cease. After ninety (90) consecutive calendar days, the amount of the compensation awarded by WCB will be directed to the employee and the Division will pay no salary or remuneration to the employee.

3.2 Where an employee has no sick leave credits and is required to be off work as a result of a compensation claim, the amount of compensation awarded by WCB will be directed to the employee and no salary or remuneration will be paid to the employee by the Division.

3.3 Where an employee has been recalled by WCB for further treatment in respect of an injury suffered by that employee before being employed by the Division, WCB will be advised to pay the amount of any compensation awarded directly to the employee, and no salary or remuneration will be paid to the employee by the Division.

Reference

[Workers' Compensation Board – Alberta, Employer Services Policies, Policy 06-01 Part II – Application 3](#)