

**Injury on the Job Policy –
Full-Time & Part-Time**

2C.001

Section: 2.0 General Government and Administrative Services
- C. Human Resources
Authority: Chief Administrative Officer

Statement

The Municipal District of Bonnyville (M.D.) recognizes that personal injury could occur to an employee while they are performing their regular duties.

Purpose

- (1) To establish the method in which an employee will be remunerated during their period of injury.
 - (a) For time-loss injuries:
 - (i) the employee will cease to be paid by the M.D.;
 - (ii) the employee will receive payments directly from the Worker’s Compensation Board (WCB);
 - (iii) an employee will not be allowed to claim earned Sick Leave Benefits for injury. In the event that this should occur, the employee will reimburse the M.D. for this time and the Sick Leave Benefit balance will be adjusted to reflect the repayment.
 - (iv) Should any further scheduled appointments in relation to the original injury be required, all wages shall be provided directly from WCB (e.g. physiotherapy).
 - (v) The employee is responsible for benefit premiums and pension contributions as outlined in the Schedule of Benefit Premiums (*Attachment A*).
 - (vi) The M.D. may request a physician’s report indicating the period of time the injured employee will be off work.
 - (vii) If an employee fails to return to work on the date stipulated on the physician’s report, they could be subject to termination from employment for breach of employment contract.
- (2) To establish a workplace procedure that includes internal reporting requirements and reporting requirements as outlined by the Workers’ Compensation Act.

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	10.12.03
Related Documentation: (plans, bylaws, policies, procedures, etc.)	Attachment A: Schedule of M.D. Benefit Premiums



Injury on the Job Policy – Full-Time & Part-Time: ATTACHMENT A

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Schedule of M.D. Benefit Premiums Cost Share between Employee and Employer

Benefit	Sick Leave	Short-Term Disability	Long-Term Disability	Workers Compensation	Maternity Leave	Parental Leave
MANULIFE – Insurance Services Limited						
Employee	10%	10%	10%	10%	see below	see below
Employer	90%	90%	90%	90%	see below	see below
L.A.P.P. – Local Authorities Pension Plan						
Employee	ee's share	ee's share	Cannot contribute while on LTD	ee's share	Cannot contribute while on E.I.	
Employer	er's share	er's share		er's share		

- (1) Benefit Premiums are based on the employee's earnings at the time of disability/leave.
- (2) Employees are responsible for their benefit premiums as outlined in the Schedule of Benefit Premiums table, on a monthly basis.
- (3) Employees are responsible for their contributions to L.A.P.P. on a per pay period basis.
- (4) Failure to pay benefit premiums will forfeit benefit coverage.
- (5) Long Term Disability (LTD) premiums are as above to a maximum of one (1) year.
- (6) After one (1) year on LTD, the employee is responsible for 100% of the Manulife premiums.
- (7) Maternity/Paternity monthly benefit premium selection options include:

#1	Employee	Employer
1 - 12 months	10%	90%

#2	Employee	Employer
1 – 12 months	10%	90%

13 – 18 months - Pay 100% or cancel benefits for the remainder of the leave

#3	Employee	Employer
1 -18 month	40%	60%

The M.D. will provide any adjustment to benefits should an option be changed after the initial selection. This adjustment shall not exceed the premiums the M.D. would pay for a 12 month leave.