
Workers' Compensation for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University of New Brunswick is required by law to comply with the rules and regulations of the Workers' Compensation Act. Since this policy applies to Legislation, if conflict occurs between the wording of this policy and the Legislation, the Legislation takes priority.

2.0 Applicability

- 2.1 University-wide
- 2.2 Workers' Compensation is defined as the payment a qualified injured worker receives from the Workers' Compensation Board in lieu of their salary.

3.0 Definitions

- 3.1 This policy applies to all employees of the University who fall under the coverage of the Workers' Compensation Board. Benefits will only be considered if an employee is injured at work.

4.0 Implementation

- 4.1 REQUIREMENTS
 - 4.1.1 An injured employee must ensure the appropriate documentation and medical information is completed and forwarded to the University and the Workers' Compensation Board.
 - 4.1.2 The appropriate form is available from the Department of Human Resources & Organizational Development and is sent directly to Workers' Compensation.
 - 4.1.3 An injured employee is entitled to the benefits provided by the Accident Fund under the Workers' Compensation Act.
 - 4.1.4 The employee is required to report the injury to the University who is responsible for submitting the report to the Workers' Compensation Board on the appropriate form.
- 4.2 STATUS: The absence of an employee who is receiving compensation benefits under the Workers' Compensation Act shall not be charged against the employee's sick leave or vacation. Where an employee is entitled to receive compensation under the Workers'

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Compensation Act, the employee will not be eligible for Sick Leave. The employee shall suffer no loss in years of service but will not accumulate service during this absence.

- 4.3 PAY/BENEFITS: An employee on Workers' Compensation is treated as an employee on a Leave Without Pay by the University. An employee in receipt of Workers' Compensation may contact the Department of Human Resources to maintain their benefit coverage by paying their share of the premiums.
- 4.4 ROLE OF THE SAFETY OFFICER: The Safety Officer for each campus is available to assist in preparing accident reports, investigating accidents or assisting the employee or department with the Workers' Compensation process.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Benefits and Pensions), at 453-4648.