

BOARD POLICIES

REHABILITATION

At the Workers' Compensation Board meeting held on May 6, 1982, the following policy was agreed upon and adopted.

No. 6 Training on-the-Job

Training on-the-job is generally a preferred method of training because of the following reasons:

1. The worker's educational status is generally not important.
2. The worker's present skills can be utilized and upgraded in a related training on-the-job program.
3. The worker usually gets a current rate for the job because the employer and the Board, and possibly other agencies, will be sharing his wages.
4. The employer is able to train the worker to his own specifications, on his specific equipment, using specific methods.
5. The worker by the nature of the training, already has a job and does not have to seek employment following the training period.
6. While undertaking the training the worker will be entitled to all the benefits of other employees.

In formulating a training on-the-job program the following guidelines should be used:

1. Each training on-the-job contract should be negotiated with the employer and the Board.
2. A shared cost arrangement should be on a sliding scale, e.g. on a six month training on-the-job program, where the Board pays 75% of the worker's wages for the first two months, and the employer pays 25%. The third and fourth months the Board would pay 50% and the employer pays 50%. On the fifth and sixth months the Board pays 25% and the employer pays 75%. This of course would depend on the length of time it would be necessary to train the worker in that particular field.
3. The worker's doctor or the Board's medical advisor should be contacted to obtain his written or verbal agreement that training on-the-job is within the worker's physical capabilities.
4. The worker should request, or at least give his agreement, to the proposed training on-the-job program.

5. Three copies of the Contract should be made out by the Board's staff and signed by the employer, the worker and the Board. Two copies of the form, Conditions for Training, must be signed by the worker. One copy is attached to the Contract and one copy is retained by the worker.

6. When a training on-the-job program has been approved a copy of the Contract should be sent to the employer and the worker with letters of confirmation to the worker and employer, enclosing a supply of Attendance Records which the worker has filled out by a company official and returned to the Board at stipulated periods. The Board's share of the training on-the-job program is paid directly to the employer. The advantage to this is the worker will be covered by Unemployment Insurance, C.C.P. and any other company benefits. Unlike formal training programs a worker's pension is not deducted from training allowances in a training on-the-job program. The recommendation for a training on-the-job program should contain a very brief history of the worker's injury and resulting disabilities, followed by a brief description of his previous work history and why it is necessary to retrain him for another occupation.



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