



## Employer appeals

As an employer, you have the right to appeal decisions made by the WCB that affect your employer account.

### The appeal process

Your appeal must be made in writing and must include:

- the decision you question
- the date the decision was made
- the name of the WCB staff member who made the decision
- why you disagree with the decision
- how you think the issue should be resolved
- any other information to support your position

The appeal process contains three steps that you must complete in order. The WCB will provide you with a decision on each step before you can move to the next one.

### Appealing an injury claim

The appeal process begins with the WCB's operations division, which is responsible for all injury claims.

#### Step 1: Initial review

Contact the WCB staff member who made the initial decision on the claim. Give them any additional information you think they missed. The WCB settles many misunderstandings and disagreements at this stage.

#### Step 2: Appeals department

If you still don't agree, you can appeal to the appeals department. The appeals department is independent from the operations division.

You can submit your appeal by emailing [appeals@wcbsask.com](mailto:appeals@wcbsask.com), filling out the online form or writing to the appeals department at the address on the letterhead. The appeals department will reply with a letter confirming that they received your appeal and explaining when you can expect a decision.

An appeals officer will review all claim information related to the decision or issue you are appealing. The appeals officer will also advise of the decision in writing.



### Step 3: Board Appeal Tribunal

If you disagree with the decision of the appeals department, you can ask for a further appeal from the Board Appeal Tribunal. Send your appeal by online appeal form, email or mail to the board services department at the address on the letterhead.

The tribunal's decision is final and binding, unless new information surfaces later. In that case, the tribunal may agree to revisit your appeal. For more information on the Board Appeal Tribunal, refer to our website at [wcbask.com/board-appeal-tribunal](http://wcbask.com/board-appeal-tribunal).

### Appealing a decision on your employer account

Our employer services department is responsible for:

- employer registration
- industry classification
- payroll reporting and premium assessment
- experience rating

The process for all employer services appeals is:

#### Step 1: Initial review

Contact the WCB staff member who made the initial decision on your account. Give them any additional information you think they missed. The WCB settles many misunderstandings and disagreements at this stage.

#### Step 2: Assessment committee

If you still don't agree, you can appeal to the assessment committee. You can submit your appeal by emailing [employerservices@wcbask.com](mailto:employerservices@wcbask.com) or writing to the assessment committee at the address on the letterhead. The committee will review the file and advise you of their decision in writing.

#### Step 3: Board Appeal Tribunal

If you disagree with the decision of the assessment committee, you can ask for a further appeal by the Board Appeal Tribunal (tribunal). Send your appeal by online appeal form, email or mail to the board services department at the address on the letterhead.

The decision of the tribunal is final and binding, unless new information surfaces later. In that case, the tribunal may agree to revisit your appeal.



For more information on the tribunal, refer to our website at [wcbsask.com/board-appeal-tribunal](http://wcbsask.com/board-appeal-tribunal).

### If you need help

You can appoint someone to act on your behalf and request information from your employer file or the worker's claim file to help you prepare your appeal. You must complete these forms first:

- To appoint someone to represent you, complete and forward an [Employer's Authorization Letter of Representation \(LREA\) form](#) to the WCB. This form allows us to discuss your confidential information with that person.
- To get copies of the information from your employer file or the worker's claim file you or your representative must submit an [Employer's Request for Photocopy of Relevant Records in File\(s\) \(EROI\) form](#) to us. When you request a copy of a worker's claim file, we will advise the worker of your request. The worker has the right to withhold information that is not relevant.

Print the forms, complete them and mail them to us. Our mailing address is on the letterhead.

### Employer Advisory Centre

The Employer Advisory Centre is an independent and confidential service provided to help employers with:

- Education on disability prevention, return to work, effective claims management and appeals.
- Support and advice to determine whether the employer has a legitimate appealable situation.
- Education on the likelihood of winning an appeal and/or coaching to prepare for an appeal.
- Guiding the employer through the process of drafting and filing a WCB appeal where necessary.
- The Employer Advisory Centre will not provide employers with representation services at an appeals tribunal.

For more information, visit their website at [saskemployeradvisory.ca](http://saskemployeradvisory.ca).

### Fair Practices Office

The Fair Practices Office (FPO) receives complaints and questions about the WCB practices in all areas of service delivery. It cannot review issues that are under appeal. For more information, visit our website at [wcbsask.com/fair-practices-office](http://wcbsask.com/fair-practices-office).