

For Employers: The WCB Appeal Process

As an employer, you have the right to appeal a decision made on your worker's injury claim that may affect you as an employer or a decision on your employer account. THESE ARE THE STEPS FOR THE 2 TYPES OF EMPLOYER APPEALS.

IF YOU NEED HELP

Before considering an appeal, try the Fair Practices Office.

They may be able to help.

The Fair Practices Office (FPO) is an independent office within the WCB. The FPO provides impartial assistance to anyone who has questions or concerns about the services they received from the WCB.

Phone: 306.787.8651

Toll free: 1.888.787.8651

Fax: 1.866.787.6751

Email: fairpracticeoffice@wcbask.com

Online: www.wcbask.com/about-wcb/who-we-are/fair-practices-office

Appeals department process:

- Once your appeal is registered, the appeals department will send you a letter with the expected wait time for a decision.
- Your appeal will be assigned to an appeals officer. As part of their review, they may require more information, which could include further investigation, phone calls and meetings.
- The appeals officer will research relevant legislation and policy, weigh evidence and determine a decision on your appeal.



Appealing an injury claim decision

There are **three steps** to the appeal process that must be completed. A decision must be made at each step before you can move on to the next step.

Step 1 Initial review

If you have questions or disagree with a decision, contact the staff member who made the initial decision on the injured worker's claim. He or she will be able to explain the decision and answer your questions.

If you have new information that could affect the decision, let them know. They may reconsider the decision.



All appeals (steps 2 and 3) must be in writing and include:

- the worker's name
- the WCB claim number
- the decision you are questioning (including date and decision maker)
- why you disagree with the decision
- how you think the decision should be resolved
- any other information to support your position

Step 2 Appeals department

If you have completed step 1 and disagree with the decision made, you can appeal to the appeals department, which is independent of the WCB's claims operations division.

Send your appeal by email, file it online or send it in writing addressed to the appeals department.

Email: appeals@wcbask.com
Online: www.wcbask.com/employers/employer-appeals
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1

Step 3 Board Appeal Tribunal

If you have completed step 2 and disagree with the decision of the appeals department, you can appeal to the Board Appeal Tribunal. This is the final level of appeal.

Send your appeal by email, file it online or send it in writing addressed to the Board Appeal Tribunal.

Email: boardappeal@wcbask.com
Online: www.wcbask.com/employers/employer-appeals
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1



Appealing a decision on your employer account

There are **three steps** to the appeal process that must be completed. A decision must be made at each step before you can move on to the next step.

Step 1 Initial review

If you have questions or disagree with a decision regarding your employer account, contact the employer services department to discuss the decision. A representative will be able to explain the decision and answer your questions. If you still disagree with the decision, a formal appeal must be made in writing.



All appeals (steps 1, 2 and 3) must be in writing and include:

- the decision you are questioning (including date)
- why you disagree with the decision
- how you think the decision should be resolved
- any other information to support your position

Step 2 Assessment committee

If you have completed step 1 and disagree with the decision made, you can appeal to the assessment committee.

Send your appeal by email or in writing addressed to the assessment committee.

Email: employerservices@wcbask.com
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1

The committee will review the file and advise you in writing of their decision.

Step 3 Board Appeal Tribunal

If you have completed step 2 and disagree with the decision of the assessment committee, you can appeal to the Board Appeal Tribunal. This is the final level of appeal.

Send your appeal by email, file it online or send it in writing addressed to the Board Appeal Tribunal.

Email: boardappeal@wcbask.com
Online: www.wcbask.com/employers/employer-appeals
Mail: 200-1881 Scarth St., Regina, SK S4P 4L1

Additional forms

To appoint someone to represent you, send us an Authorization Letter of Representation (EREP) form.

To get copies of the information from your worker's claim file, you or your representative must send an Employer's Request for Photocopy of Relevant Records in File(s) (EROI) form.

You can find these forms on our website at www.wcbask.com/employers/employer-resources.

Resources and tools

Find more information, including fact sheets on the appeal process, online forms and contact information, on our website at www.wcbask.com/employers/employer-appeals.

Board Appeal Tribunal process:

- Board services will send you a letter with the expected wait time for a decision once your appeal is registered.
- An assistant to the board will summarize the file for the Board Appeal Tribunal.
- If a hearing has been requested, the tribunal will determine whether a hearing will be granted and whether both parties can attend (if applicable).
- If a hearing has not been requested, the tribunal will render a decision based on the information in the file.