

Summary of Procedures Recently Introduced - November 2018 Updates -- Bulletin-15

This Bulletin provides a summary of procedures recently introduced.

Employer Services Procedures

Effective September 6, 2018, 23 new procedures were approved to formally document processes and guidelines for Assessment Services.

The procedures are classified within the six subject areas outlined below:

100.00 Coverage

- 101.00 Coverage under the Workplace Health, Safety and Compensation Act
- 102.00 Independent Operator Determination
- 103.00 Optional Personal Coverage and Householder Coverage
- 104.00 Out of Province Coverage

Coverage procedures outline requirements to register with WorkplaceNL, as well as the terms and conditions for optional forms of coverage for situations where registration is not mandatory.

200.00 Registration

- 201.00 Employer Registration
- 202.00 Assignment of New Firm Numbers
- 204.00 Authorized Representative

Registration procedures detail the registration application process in general, as well as registration for prior years and for operations outside of Newfoundland and Labrador. Cancellation of coverage, the assignment of firm numbers, changes in business structure and how an employer can designate authorized representatives on their WorkplaceNL account(s) are also explained.

300.00 Classification

- 301.00 Employer Classification

This procedure is an administrative guideline supporting Policy ES-03, Classification of Employer's Operations. It explains how WorkplaceNL uses the Newfoundland Industrial Classification System to classify employers by industry with corresponding assessment rates.

400.00 Assessments – Special Considerations

- 401.00 Assessment Reporting
- 402.00 Assessable Earnings
- 403.00 Hiring a Contractor
- 404.00 The Fishing Industry
- 405.00 The Logging Industry
- 406.00 Trucking, Bussing and Courier Industries
- 407.00 Commercial Air Service Reporting
- 408.00 Proration of Workers' Earnings

Assessment procedures for special considerations explain reporting requirements and how to determine assessable earnings within all industries, with information about the differences that exist for employers in certain industries.

600.00 Collections

- 601.00 Payment of Account
- 602.00 Collection and Legal Process
- 603.00 Change of Ownership
- 604.00 Non-sufficient Funds Payments
- 605.00 Collections Based on Financial Hardship
- 606.00 Refunds

These procedures cover all aspects of how we collect assessments due from employers, including:

- payment terms, options and plans;
- legal action;
- obligations of company directors;
- change of business ownership and successorship; the impact of missed payments on clearance; and
- refunds and credit write-offs.

700.00 Auditing (Financial)

- 701.00 Assessment Audits

This procedure outlines the authority of WorkplaceNL under the Workplace Health, Safety and Compensation Act to collect information to determine if an employer is correctly classified and accurately reporting payroll. Topics covered include:

- explanation of how employers are selected to be audited;
- information that an auditor may need;
- audit process; and
- audit results.