

Summary of Policy and Procedure Revisions – February 2021 Updates -- Bulletin-25

This Bulletin provides a summary of recent policy and procedure revisions.

Earning Loss

Policy EL-04(B) Overpayments

Effective December 16, 2020, the Board of Directors approved the following revisions:

- Removed the recovery of overpayments in relation to service providers given these overpayments are collected by WorkplaceNL based on legal contract with service providers;
- Removed the COVID-19 amendment effective the date of expiration (December 31, 2020);
- Updated the policy wording using clear language; and
- Updated the reference section of the policy.

Employer Services

Policy ES-01 Personal Coverage

Effective December 16, 2020, the Board of Directors approved the following revisions:

- Changed the policy name to Optional Coverage to incorporate the two types of coverage provided by WorkplaceNL (Optional Personal Coverage and Householder Coverage);
- Included householder coverage in the policy statement;
- Clarified the cancellation of coverage for a deferred payment arrangement that is defaulted;
- Added a reference to Policy EN-22 Merits and Justice;
- Updated the policy wording using clear language; and
- Updated the reference section of the policy.

Policy ES-04 Deferred Payment of Assessment

Effective December 16, 2020, the Board of Directors approved the following revisions:

- Added guidelines to allowed deferred payment arrangements for optional personal coverage accounts;
- Added a reference to Policy EN-22 Merits and Justice;
- Updated the policy wording using clear language; and
- Updated the reference section of the policy.

Policy ES-13 Administrative Cost Relief

Effective November 25, 2020, Management Committee approved November 2023 as the new review date for this policy. This provides time to train decision makers on the policy, to clarify the limited circumstances in which administrative cost-relief is available for employers under PRIME.

Procedure 402.00 Assessable Earnings

Effective December 15, 2020, Management Committee approved the following revisions related to allowable deductions:

- Removed the allowance of earnings funded through certain Employment and Social Development Canada (ESDC) programs to be deducted from gross wages and salaries reported on the Employer Payroll Statement;
- Included the arrangement for the Provincial Government to pay the assessments on the Essential Workers Support Program (EWSP) so employers are able to claim the deduction from their gross wages; and
- Included Canadian Emergency Wage Subsidy (CEWS) payments made to employees on paid leave to be excluded from assessable earnings.

Procedure 601.00 Payment of Account

Effective December 15, 2020, Management Committee approved revisions to exclude receipt of cash payments from employers on their accounts to WorkplaceNL, and clarified the options for making these account payments. These revisions reflect the movement of payment processing through technology, moving away from cash and cheques, to the use of electronic funds transfers, preauthorized debit and wire transactions.

Other revisions included:

- Clarified that in some situations personal coverage may be eligible for deferred, interest-free payment arrangements as outlined by Policy ES-04 Deferred Payment of Assessment; and
- Updated the procedure wording using clear language.