
Purpose/Background

RVS wishes to ensure Worker's Compensation Board (WCB) insurance coverage compliance and liability insurance information exists for contractors, subcontractors and proprietors working on Rocky View School property, within RVS facilities or at RVS sponsored events. Classroom volunteers are covered under RVS' WCB coverage.

Procedure

1. RVS will provide WCB coverage for all volunteers volunteering on RVS property, facilities or RVS sanctioned projects. School Principals are responsible for organizing volunteers and maintaining a list of volunteer names and hours with a sign in/sign-out schedule. This procedure applies to all volunteers, including those in school classrooms, on field trips or playground projects.

2. The retention schedule for the volunteer list of names and hours shall be two years, to coincide with limits of liability legislation.

3. All service provider invoices must be paid by Rocky View Accounts Payable. RVS will not provide WCB coverage when employing corporations nor authorize payment for services provided outside what is defined by the AP 515 – Purchasing Limits of Authority and Payment Methods.

4. RVS will provide WCB coverage for all proprietors that it employs who do not have personal coverage. A proprietor is defined as an individual who owns and operates a business and does not employ any workers.

5. RVS will provide WCB coverage for all contractors or subcontractors except when these individuals:
 - 5.1. Have their own WCB account
 - 5.2. Are operating as a corporation
 - 5.3. Are performing work as:
 - 5.3.1. An employer in that industry,
 - 5.3.2. A worker of another employer,
 - 5.3.3. A director of a corporation,
 - 5.3.4. A proprietor with personal coverage,
 - 5.3.5. A partner in a partnership with personal coverage.

6. RVS will report earnings for these contractors and subcontractors based on the labour component of their earnings only. For example, a bus contractor's gross earnings consist of 25% labour, and 75% equipment. Only 25% of the gross earnings will calculate towards the WCB coverage.
7. It is the responsibility of the school or department hiring a contractor to ensure the proper documentation is on file. For those contractors or proprietors that RVS will provide coverage, a cheque request indicating "WCB reportable" will be provided to the Finance Department for payment if there is no purchase order issued for the contracted services.
8. When WCB coverage will not be provided by RVS, it is the responsibility of the department hiring the contractor to ensure:
 - 8.1. The contractor has read and signed the Contractor Safety Manual posted on the Rocky View Schools website [http://www.rockyview.ab.ca/hrbenefits/contractor/contractor safety manual](http://www.rockyview.ab.ca/hrbenefits/contractor/contractor%20safety%20manual)
 - 8.2. Proof of current WCB coverage is provided and/or obtains a clearance certificate.
 - 8.3. Proof of liability insurance with a minimum of \$2,000,000 coverage is provided.
 - 8.4. Asset Planner system is updated with the current WCB number under the vendor information tab.
 - 8.4.1. Attach to the vendor tab, insurance information and the contractor safety manual sign-off sheet.
9. Exempt industries are listed under Schedule A, Worker's Compensation Regulation AR 325/2002.

RESOURCES

- AP5201 Purchasing Limits of Authority and Payment Methods
- Contractor Safety Manual
- Asset Planner - updating current WCB number
- Cheque Request Process for Contractors and Volunteers at Schools