Bridging Payments Policy

POLICY STATEMENT AND PURPOSE

The following policy outlines bridge payments guidelines to employees so that income replacement commences.

SCOPE

This policy applies to all eligible City employees.

The City of Hamilton will make payments to the employee so that income replacement commences:

1. 14 calendar days after an illness or injury begins, on the first occasion of any claim for benefits under the Worker's Compensation Act or Long Term Disability Plan; or

2. 28 calendar days after an illness or injury begins, on the second and subsequent occasions of claims for benefits under the Worker's Compensation Act or Long Term Disability Plan.

PAYMENTS

1. The rates of such payment will be calculated in accordance with the terms of the Act or the Long Term Disability Plan.

2. Payments to the employee will, subject to part 3, commence upon receipt by Human Resources of the appropriate forms as are applicable given the circumstances of the injury/absence. This will include a properly executed Assignment Form in the case of a claim for long term disability.

3. In the event that the employee's claim for payment under this agreement arises as a consequence of an injury suffered in circumstances as set out in Section 8 of the Worker's Compensation Act, (re: third party liability), payments by the employer to the employee will commence upon receipt of the forms in part 2 above and upon receipt of a properly executed Election to Claim Form. This form will be forwarded to the employee from the Worker's Compensation Board, at their discretion.

4. The employee must acknowledge, understand and agree to his/her liability to repay any amounts advanced by the City regardless of whether his/her claim for benefits is ultimately approved or rejected. This acknowledgement is made by completion of the City's Application for Bridging Payments Form.
5. The employee will repay to the City 100 percent of all monies paid by the Employer in the following manner:
   a) Any bridging payments made to employees pending a claim for long term disability benefits will have these payments assigned directly to the City by the long term disability carrier when the claim is approved;
   
b) Where the claim is disallowed or where the award is less than the amounts advanced by the City, the employee by his/her signature, must consent that such amounts shall be repaid through deductions from wages (as defined in the Employment Standards Act) at a rate to be agreed upon by the employee and the City. These deductions will commence following receipt of official notification that the claim has been denied. If an amount cannot be agreed upon, the City will deduct an amount it deems appropriate.
   
c) In the event that the employee terminates employment with the City without having discharged any debt for monies advanced under these procedures, the employee must assign to the City any vacation pay and/or refund of pension contributions to which he/she may be entitled or such portion thereof as may be sufficient to satisfy his/her indebtedness. The employee must also authorize and direct the City to retain the monies assigned and apply them in satisfaction of his/her indebtedness.

6. The terms of the employee signed agreement regarding these procedures supersede any memorandum of agreement or collective agreement to the extent necessary to give full effect to the agreement.

7. The employee by his/her signature on the agreement acknowledges that he/she has read and understood the contents of the agreement and agrees to be bound by its terms.

8. The agreement is without prejudice to any and all rights of the City accruing otherwise than pursuant to the agreement.

9. The agreement remains in effect as long as the employee remains an employee of the City or until otherwise revoked.
The following related documents are referenced in this Policy:

1. Workers Compensation Act