
Effective March 2025: emailed Training Reimbursement Submissions are no longer accepted.
All training reimbursement submissions must be made through ECACO's Training Reimbursement System. Emailed submissions will not be viewed or processed.
Please note: a member account is mandatory to access the training reimbursement system. If you do not have an account, please contact Cass (cass@ecaco.ca).

The following pages are the Updated Training Reimbursement Procedures and the Training Reimbursement System steps.

Please keep these documents for future reference and ensure that this is sent to your accounting department and/or those that submit training reimbursements for your company.

ECACO Website Training Reimbursement Steps 2025

1. *Receive training voucher from Local 804 member*
2. *Go to ECACO's website: www.ecaco.ca*
3. *Once on the website, go to the top right-hand corner and click on "member login"*
4. *Login with your credentials*
5. *Go to the menu on the top right-hand corner and click on Training Reimbursement.*
This page is called the Training Reimbursement Submission Calculator, it calculates the Reimbursement rates for invoicing ECACO. The reimbursement rates calculated on this page include 13% burden, so you will note these are different from the published rates and are to **only be used to invoice ECACO.**

Please pay the IBEW 804 member(s) at their current rate of pay for the amount of time indicated on the voucher(s) they submitted.

If you have any questions about this process, please email Cass prior to submitting.

6. Submit all required information on the Training Reimbursement Calculator page. You will see a summary of the information you submitted, and you will also receive an email to the email address you provided on this page.
***Please save this email as it contains a link to finalize your submission after you have paid the IBEW 804 member.**
7. **Pay IBEW 804 member(s) at their current rate of pay for the amount of time indicated on the voucher(s) they submitted.**
8. *Once you have paid the IBEW 804 member, click the link on the email previously received to access the Training Reimbursement Final Submission Page.*
9. On this page you will confirm the information previously submitted and submit required documents (a copy of Union Member's pay stub(s) confirming their current rate of pay, training voucher(s), and your company's invoice to ECACO). Please note these are required to be submitted separately as PDF files only.
10. Confirm and upload required documents, and press submit. You will then see a summary of the Training Reimbursement.
11. ECACO will pay training reimbursements by EFT. If you have not provided your EFT information, please email it to michelle@ecaco.ca as soon as possible.

March 2025

As per the Clause 2000 Training Memorandum of Understanding, contractors must pay Local 804 workers for:

- Eight (8) hours for Working at Heights *Initial* training
- Four (4) hours for Working at Heights *Refresher* training
- Four (4) hours for Elevated Work Platform training
- One half hour (1/2) for WHMIS 2015
- One half hour (1/2) for 4-Step Worker Awareness Training.

ECACO will reimburse the contractor, including payroll burden for these payments. The training reimbursement system on ECACO's website must be used to calculate the correct training rates, and for your invoice submission. Emailed/mailed reimbursement submissions will not be accepted or processed.

NOTE: A login is required to access the training reimbursement system. Please contact Cass at cass@ecaco.ca if you do not have a login.

IMPORTANT – *Only pay the worker if the original, coloured voucher is presented. They do not require the original back, or even a copy. The union hall has a record of all training.*

WORKING AT HEIGHTS & ELEVATED WORK PLATFORM

PLEASE NOTE:

Local 804 will issue a Working at Heights or Elevated Work Platform voucher to a member only if the trainer was qualified to instruct through a certified training course that carries errors and omissions insurance. The preferred trainer is the IBEW.

WORKING AT HEIGHTS/WORKING AT HEIGHTS REFRESHER

The worker will be issued a reimbursement voucher signed by the Instructor that the worker will turn into the contractor. The contractor must pay the worker for eight (8) hours at their current rate of pay for their initial Working at Heights training time, or four (4) hours at their current rate of pay for the Working at Heights Refresher training and sign the voucher where indicated.

ELEVATED WORK PLATFORM

The contractor must pay the worker for four (4) hours at their current rate of pay for the Elevated Work Platform training and sign the voucher where indicated.

WHMIS 2015 & 4-STEP WORKER AWARENESS TRAINING

Once the Local 804 member has completed these courses online, they may, upon providing proof of completion of the course, obtain their training voucher from the hall, which will be provided to the contractor.

The contractor invoices ECACO for the wage reimbursement, using the training reimbursement system on the ECACO website. You will be required to submit the following in PDF format:

- **Contractor's invoice (No HST)**
- **Voucher(s) signed by the instructor and a contractor representative**
- **A copy of the worker's paystub(s) confirming their current rate of pay**