

**A RESOLUTION EXTENDING CITY OF ALBANY'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS FOR POLICY YEAR 2002-2003**

WHEREAS, the City of Albany elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form.

1. An assumed monthly wage of \$1,200 per month will be used for public safety volunteers; and
2. Nonpublic safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
3. Court-mandated community service workers/inmates on work release may be covered for workers' compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between City of Albany and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
4. A roster of active volunteers (public safety, nonpublic safety, and community service workers/inmates on work release) will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services may request copies of these rosters during year-end audit; and
5. Unanticipated volunteer projects or exposure not addressed herein will be added onto City of Albany's coverage agreement (a) by endorsement, (b) with advance notice to CIS, and (c) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of City of Albany to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

EFFECTIVE THIS 26TH DAY OF JUNE 2002.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Recorder

## VOLUNTEER ELECTION FORM

*CIS' ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will require copies of rosters to verify coverage at the time of a claim.*

### Public Safety Volunteers

The following volunteer positions are reported in NCCI Classification Code 8411, using an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 30 are worked) for premium payment and calculation of benefits. This assumed monthly wage may be increased at the employer's discretion in increments of \$100. *Please refer to your entity's volunteer resolution for the amount to use in filling out Column No. 2 below.*

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003				
Multiply (1) x (2) = Estimated Assumed Payroll				
Volunteer Category	NCCI Code	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage	(3) 2002-03 Estimated Assumed Payroll
Ambulance Driver	8411			
Ambulance Technician	8411			
Crime Prevention Unit	8411			
Sheriff	8411			
Emergency Medical Technician	8411			
Explorer Scout	8411	112	\$1,200	\$134,400.00
Fire Chief/Asst. Fire Chief	8411			
Firefighter	8411	156	\$1,200	\$187,200.00
Police Officer	8411			
Police Reserve	8411	72	\$1,200	\$ 86,400.00
Probation Officer	8411			
Search and Rescue	8411			
Sheriff's Posse	8411			
Quick Response	8411			
Other (please specify)	8411			

\*Using last year's rosters, estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.

Non-Public Safety Volunteers--Assumed wage must be at least \$6.50 per hour or \$800 per person per month minimum.

*Unpaid boards, commissions, and councils:* CIS has designated Class Code 8742V for this type of exposure. If they are only reimbursed for expenses, receive no remuneration and you wish to provide workers' compensation benefits, you may do so using an aggregate \$2,500 assumed annual payroll amount for each board, commission, and council you elect to cover. Please call if you have questions or need advice.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003	
Unpaid Boards, Commissions and Councils	
Type (City Council or Planning Commission or Budget Committee, etc.) If additional space is needed, please attach another sheet.	2002-03 Estimated Assumed Payroll (\$2,500 each)
Arts Commission	\$2,500
Bicycle & Pedestrian Advisory Commission	\$2,500
Budget Committee	\$2,500
Building Board of Appeals	\$2,500
Central Albany Redevelopment Area Advisory Board	\$2,500
City Tree Commission	\$2,500
Landmarks Advisory Commission	\$2,500
Library Board	\$2,500
Parks & Recreation Commission	\$2,500
Planning Commission (includes Hearings Board)	\$2,500
Senior Center Endowment Committee	\$2,500
Traffic Safety Commission	\$2,500
<b>TOTAL:</b>	\$2,500

\$30,000.00

*Public officials:* CIS has designated Class Code 8742V for this type of exposure as well. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003			
Multiply (1) x (2) = Estimated Assumed Payroll			
Position (Mayor, etc.) If additional space is needed, please attach another sheet.	(1) No. of Months per year	(2) Assumed Monthly Wage (\$800)	(3) 2002-03 Estimated Assumed Payroll
Mayor	12	\$800	\$ 9,600
City Councilor (six)	72	\$800	\$57,600
<b>TOTAL:</b>			\$67,200

**Inmates/Community Service Workers:** If your entity uses workers from the correctional system (i.e., community service workers, inmates on work release, peer review crews, etc.), it is important to clarify in writing who will provide workers' compensation coverage for these workers prior to work inception. CIS recommends you obtain a Certificate of Coverage for Workers' Compensation from the sentencing court or make arrangements to provide coverage through your own entity. If you are responsible for providing the workers' compensation coverage, be sure to keep monthly time records for these workers and report them using Oregon minimum wage. CIS has designated Class Code 7720V for this type of exposure.

**Miscellaneous:** Assumed payroll for all other volunteer elections should be computed at Oregon minimum wage using actual hours worked and reported in the appropriate NCCI classification code with a "V" added to the end. Unanticipated volunteer projects or exposure can be added throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. *Coverage of this type cannot be backdated.*

City County Insurance Services						
Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003						
Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage (\$6.50)	(5) 2001-02 Estimated Assumed Payroll
Building Maintenance	9015V					
Clerical	8810V	6	50	12	\$6.50	\$23,400
Community Center	9102V					
Court-Mandated Community Service Workers	7720V	2	72	12	\$6.50	\$11,232
Emergency Telecommunicators	8810V					
Garbage/Refuse	9403V					
Interpreters	8810V					
Janitorial	9015V					
Library	8810V	32	10	12	\$6.50	\$24,960
Lifeguards (pools)	9015V					
Lifeguards (beaches & rivers)	9102V					
Mealsite Volunteers	9079V					
Parks & Drivers	9102V	175	6.5	12	\$6.50	\$88,725
Public Health <i>(please call CIS for proper class code)</i>						

**City County Insurance Services  
Volunteer Election Form for Coverage Year 7/1/2002 to 6/30/2003**

Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll

Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage	(5) 2002-03 Estimated Assumed Payroll
RV Park	9015V					
Senior Center	9061V	148	18	12	\$6.50	\$207,792
Sewer & Drivers	7580V					
Sewer/Street Cleaning	9402V					
Snow Removal	9402V					
Street/Road Maintenance	5506V					
Waterworks & Drivers	7520V					
Other (please specify)						
GIS Intern	9410V	2	40	6	\$6.50	\$ 3,120
Ski School Chaperones	9180V	30	20	2	\$6.50	\$ 7,800