

HACSA MEMORANDUM

TO: HACSA Board of Commissioners
FROM: Larry A. Abel, Deputy Director
AGENDA ITEM TITLE: ORDER/RESOLUTION/In the Matter of Extending Workers' Compensation Coverage to HACSA Volunteers
AGENDA DATE: May 11, 2005

I MOTION

IT IS MOVED THAT THE ORDER/RESOLUTION BE APPROVED ADOPTING THE EXTENSION OF WORKERS' COMPENSATION INSURANCE TO HACSA VOLUNTEERS.

II ISSUE

Extending workers' compensation insurance to HACSA volunteers.

III DISCUSSION

A. Background/Analysis

City County Insurance Services (CIS) has provided the Agency with workers' compensation coverage since July 1, 1990. As in prior years, CIS requires that all entities adopt an annual Volunteer Resolution, to be filed with the Compliance Section of the State of Oregon Workers' Compensation Division.

HACSA uses volunteers on a limited basis. Estimates for the coverage year July 1, 2005 to June 30, 2006 are included in the attached Volunteer Election Form. The Volunteer Election Form also includes an assumed payroll for HACSA Board members, who are also covered as volunteers.

B. Alternatives/Options

In order to extend workers' compensation coverage to volunteers, the Agency must submit a Volunteer Resolution to CIS.

C. Recommendation

Approval of the proposed motion is recommended.

D. Timing

Upon approval by the Board, the Resolution/Order will be submitted to CIS.

IV IMPLEMENTATION OF FOLLOW UP

Same as item 3D above.

V ATTACHMENT

Volunteer Election Form.

**IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AND COMMUNITY SERVICES AGENCY
OF LANE COUNTY, OREGON**

ORDER NO.

**)In the Matter of Extending Workers'
)Compensation Coverage to HACSA Volunteers**

WHEREAS, the Housing And Community Services Agency (HACSA) of Lane County 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. Volunteers, other than HACSA Board members, 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
2. An aggregate assumed annual payroll of \$2,500 will be used for HACSA Board members.
3. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services (CIS) may request copies of these rosters during year-end audit; and
4. Unanticipated volunteer projects or exposure not addressed herein will be added onto HACSA's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated;


NOW, THEREFORE IT IS HEREBY ORDERED AND RESOLVED, that HACSA is to provide for workers' compensation insurance coverage as indicated above;

IT IS HEREBY FURTHER ORDERED, that this ORDER/RESOLUTION will be updated annually.

DATED this 11th day of May, 2005.

APPROVED AS TO FORM

Date 5/2/05 Lane County


OFFICE OF LEGAL COUNSEL

Chairperson, HACSA Board of Commissioners

In the Matter of Extending Workers' Compensation Coverage to HACSA Volunteers

Non-Public Safety Volunteers--Assumed wage must be at least \$7.25 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 7/1/2005 to 6/30/2006	
Unpaid Boards, Commissions and Councils	
Type (City Council or Planning Commission or Budget Committee, etc.) If additional space is needed, please attach another sheet.	2005-06 Estimated Assumed Payroll (\$2,500 each)
BOARD OF COMMISSIONERS	2,500
TOTAL:	2,500

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 7/1/2005 to 6/30/2006			
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) 2005-06 Estimated Assumed Payroll
TOTAL:			

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 7/1/2005 to 6/30/2006						
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 (\$7.25)	(5) 2005-06 Estimated Assumed Payroll
Building Maintenance	9015V					
Clerical	8810V	8	125	12	7.25	10,875
Community Center	9102V					
Court-Mandated Community Service Workers	7720V					
Emergency Telecommunicators	8810V					
Garbage/Refuse	9403V					
Interpreters	8810V					
Janitorial	9015V					
Library	8810V					
Lifeguards (pools)	9015V					
Lifeguards (beaches & rivers)	9102V					
Mealsite Volunteers	9079V					
Parks & Drivers	9102V					
Public Health <i>(please call CIS for proper class code)</i>						