

H A C S A M E M O R A N D U M

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 31, 2006

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, 2006 to June 30, 2007 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:

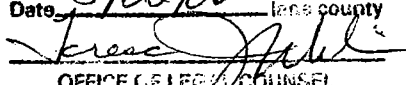
Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form.

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 31st day of May, 2006.

APPROVED AS TO FORM
Date 5/22/06 Lane County

OFFICE OF LEGAL COUNSEL

Chairperson, HACSA Board of Commissioners

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

***** Please call if you have questions or need advice *****

Non-Public Safety Volunteers--Assumed wage must be at least \$7.50 per hour or \$800 per person per month minimum.

Public officials on unpaid boards, commissions, councils, and committees performing only clerical or administrative duties: CIS has designated Class Code 8742V for this type of exposure provided they are only reimbursed for expenses and receive no remuneration. If you wish to provide workers' compensation benefits, you may do so using an aggregate assumed annual payroll amount of \$2,500 per board, commission, council, and committee (not per person) you elect to cover.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2006 to 6/30/2007	
Unpaid Boards, Commissions, Councils and Committees	
Type (City Council or Planning Commission or Budget Committee, etc.) If additional space is needed, please attach another sheet.	2006-07 Estimated Assumed Payroll (\$2,500 each)
BOARD OF COMMISSIONERS	2,500
TOTAL:	2,500

Public officials performing manual labor: CIS has designated Class Code 8742V for this type of exposure as well. Coverage for public officials performing duties other than clerical or administrative 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 7/1/2006 to 6/30/2007			
Multiply (1) x (2) = Estimated Assumed Payroll			
Position (Mayor, Councilor, etc.) If additional space is needed, please attach another sheet.	(1) No. of Months per year	(2) Assumed Monthly Wage (\$800)	(3) 2006-07 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 7/1/2006 to 6/30/2007						
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 (\$7.50)	(5) 2006-07 Estimated Assumed Payroll
City Hall/County Courthouse Maintenance	9015V					
Clerical	8810V	5	28	12	7.50	2,520
College/School (manual labor)	9101V					
Community Center	9102V					
Court-Mandated Community Service Workers	7720V					
Emergency Telecommunicators	8810V					
Garbage/Refuse	9403V					
Golf Course	9060V					
Interpreters	8810V					
Library	8810V					
Library & Museum Maintenance	9101V					
Lifeguards (pools)	9015V	10	55	12	7.50	4,950
Lifeguards (beaches & rivers)	9102V					
Mealsite Volunteers	9079V					