

A RESOLUTION EXTENDING CITY OF ALBANY'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS FOR POLICY YEAR 2006-2007

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. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission, and committee for the performance of administrative duties; and
3. An assumed monthly wage of \$800 per month will be used for public officials for the performance of manual labor; and
4. 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
5. 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
6. 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
7. 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.

DATED AND EFFECTIVE THIS 14TH DAY OF JUNE 2006.


Mayor

ATTEST:


City Clerk

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 verify coverage at the time a claim is filed.

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 contribution 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 7/1/2006 to 6/30/2007				
Multiply (1) x (2) = Estimated Assumed Payroll				
Volunteer Category	NCCI Code	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage	(3) 2006-07 Estimated Assumed Payroll
Ambulance Driver	8411			
Ambulance Technician	8411			
Crime Prevention Unit	8411			
Sheriff	8411			
Emergency Medical Technician	8411			
Explorer Scout	8411	67	1200	80,400
Fire Chief/Asst. Fire Chief	8411			
Firefighter	8411	80	1200	96,000
Police Officer	8411			
Police Reserve	8411			
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.

*** 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)
Albany Arts Commission	2500
Bicycle and Pedestrian Advisory Commission	2500
Budget Committee	2500
Building Board of Appeals	2500
CARA Advisory Board	2500
CARA Downtown Building Revitalization Review Committee	2500
CARA Finance Committee	2500
City Tree Commission	2500
X TOTAL X	2500

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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
Mayor	12	800	9600
City Councilors (six)	12	800	57600
TOTAL:			67,200

+ 40,000

107,200

*** 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)
Hospital Facility Authority	2500
Landmarks Advisory Commission	2500
Library Board	2500
Parks & Recreation Commission	2500
Planning Commission & Hearings Board	2500
Public Safety Commission	2500
Senior Center Endowment Committee	2500
Traffic Safety Commission	2500
TOTAL:	2500 2500 40,000

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	9	8	12	7.50	6480
College/School (manual labor)	9101V					
Community Center	9102V					
Court-Mandated Community Service Workers	7720V	15	35	12	7.50	47,250
Emergency Telecommunicators	8810V					
Garbage/Refuse	9403V					
Golf Course	9060V					
Interpreters	8810V					
Library	8810V	50	8	12	7.50	36,000
Library & Museum Maintenance	9101V					
Lifeguards (pools)	9015V					
Lifeguards (beaches & rivers)	9102V					
Mealsite Volunteers	9079V					

