

A RESOLUTION EXTENDING CITY OF ALBANY'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS FOR POLICY YEAR 2008-2009

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 for public officials and per volunteer board, commission, and committee for the performance of administrative duties; and
3. 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
4. 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
5. 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
6. 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 25TH DAY OF JUNE 2008.



Mayor

ATTEST:



City Clerk



VOLUNTEER ELECTION FORM

Entity Name: City of Albany

Coverage Year: 7/1/2008

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.

(A) Public Safety Volunteers (Code 8411, 8411F, 8411FC)

Column (1) - 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 (1 x 5 + 2 x 12 + 5 x 1).

Column (2) - Refer to your Volunteer Resolution before filling out the amounts in Column No. 2 below. Use 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 entity=s discretion in increments of \$100.

Multiply (1) x (2) = Estimated Assumed Payroll				
Volunteer Category	Class Code	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage	(1) x (2) = (3) 2008-09 Estimated Assumed Payroll
Ambulance Driver	8411			
Ambulance Technician	8411			
Crime Prevention Unit	8411			
Sheriff	8411			
Emergency Med Technician	8411			
Explorer Scout	8411	83	1200	99,600
Fire Chief/Asst. Fire Chief	8411FC			
Firefighter	8411F	12	1200	14,400
Police Officer	8411			
Police Reserve	8411			
Probation Officer	8411			
Search and Rescue	8411			
Sheriff=s Posse	8411			
CERT/Quick Response	8411			
Other (please specify)	8411			

(B) Public officials on unpaid boards, commissions, and councils (Code 8742V)

CIS has designated Class Code 8742V for this type of exposure, if functions performed are strictly administrative, clerical, no manual labor, reimbursed for expenses only and receive no remuneration. If 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, regardless of how many officials are on each Board, Commissions or Council.

Type (City Council or Planning Commission or Budget Committee, etc.) If additional space is needed, please attach another sheet.	Estimated Assumed Payroll (\$2,500 each)
Six City Councilors PLEASE SEE ATTACHED LIST	
Nine Planning Commissioners	
Seven Budget Committee Members	
TOTAL:	52,500

(C) Public officials performing manual labor (Code 8742V)

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.

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) 2008-09 Estimated Assumed Payroll
N/A			
TOTAL:			

(D) Court-Mandated Community Service Workers/Inmates (Code 7720V)

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 (\$7.95 per hour effective 1/1/2008)**. CIS has designated Class Code 7720V for this type of exposure.

TYPE
(City Council or Planning Commission or Budge Committee, etc.)

ALBANY ARTS COMMISSION	\$	2,500
ALBANY REVITALIZATION AGENCY (ARA) BOARD	\$	2,500
ARA BUDGET COMMITTEE	\$	2,500
AUDIT COMMITTEE	\$	2,500
BICYCLE & PEDESTRIAN ADVISORY COMMISSION	\$	2,500
BUDGET COMMITTEE	\$	2,500
BUILDING BOARD OF APPEALS	\$	2,500
CARA FINANCE SUBCOMMITTEE	\$	2,500
CARA SMALL GRANTS SUBCOMMITTEE	\$	2,500
CENTRAL ALBANY REVITALIZATION AREA (CARA) ADVISORY BOARD	\$	2,500
CITY COUNCIL (INCLUDING MAYOR)	\$	2,500
CITY TREE COMMISSION	\$	2,500
HUMAN RELATIONS COMMISSION	\$	2,500
JOINT WATER PROJECT MANAGEMENT COMMITTEE	\$	2,500
LANDMARKS ADVISORY COMMISSION	\$	2,500
LIBRARY BOARD	\$	2,500
PARKS & RECREATION COMMISSION	\$	2,500
PLANNING COMMISSION	\$	2,500
PUBLIC SAFETY COMMISSION	\$	2,500
SENIOR CENTER ENDOWMENT COMMITTEE	\$	2,500
TRAFFIC SAFETY COMMISSION	\$	2,500
TOTAL	\$	52,500

(E) All other volunteers (Codes – see below)

Assumed payroll for all other volunteer elections should be computed at **Oregon minimum hourly wage (\$7.95 effective 1/1/2008)** times actual hours worked and reported in the appropriate NCCI classification code with a suffix "V". 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.

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 (\$7.95)	(5) 2008-09 Estimated Assumed Payroll
Building Maintenance	9015V					
Clerical	8810V					
Community Center	9102V	4	25	12	7.95	9,540
Court-Mandated Community Service Workers	7720V	8	60	12	7.95	45,792
Emergency Call Center	8810V					
Garbage/Refuse	9403V					
Interpreters	8810V					
Janitorial	9015V					
Library	8810V	50	10	12	7.95	47,700
Lifeguards (pools)	9015V					
Lifeguards (beaches & rivers)	9102V	10	11	12	7.95	10,494
Meal Site Volunteers	9079V					
Parks & Drivers	9102V					
Public Health <i>(please call CIS for proper class code)</i>						
RV Park	9015V					
Senior Center & Call-A-Ride Drivers	9061V	150	16	12	7.95	228,960
Sewer & Drivers	7580V					
Sewer/Street Cleaning	9402V					
Snow Removal	9402V					
Street/Road Maintenance	5506V					
Waterworks & Drivers	7520V					
Other <i>(please specify)</i> BAILIFF	8820V	1	173.33	12	7.95	16,560