#### RESOLUTION NO. 6253

# A RESOLUTION EXTENDING CITY OF ALBANY'S WORKERS' COMPENSATION COVERAGE PROVIDED BY CITYCOUNTY INSURANCE SERVICES (CIS) TO VOLUNTEERS FOR POLICY YEAR 2013-2014

#### 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 Renewal Summary Form as follows:

- 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 Albany City Council to provide workers' compensation insurance coverage through Citycounty Insurance Services as indicated above. This resolution will be updated annually.

DATED AND EFFECTIVE THIS 26<sup>TH</sup> DAY OF JUNE 2013.



#### **VOLUNTEER ELECTION FORM**

### Entity Name: <u>City of Albany</u>

# Coverage Year: FY2013-2014

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  $34 (1 \times 5 + 2 \times 12 + 5 \times 1)$ .

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) FY_2013-2014_Estimated Assumed Payroll			
Ambulance Driver	8411			0			
Ambulance Technician	8411			0			
Crime Prevention Unit	8411			. 0			
Sheriff	8411	·	. 1	. 0			
Emergency Med Technician	8411			0			
Explorer Scout	8411			0			
Fire Chief/Asst. Fire Chief	8411FC			0			
Firefighter	8411F			0			
Police Officer	8411			0 .			
Police Reserve	8411	72	1200	86400			
Probation Officer	8411			0			
Search and Rescue	8411			0			
Sheriff's Posse	8411			<i>с</i> О .			
CERT/Quick Response	8411			0			
Other (please specify)	8411			0			
			1	0			
				0			
				0			
				0			
	-			0			
				0			

## (B) <u>Public officials on unpaid boards, commissions, and councils</u> (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, Commission, 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) *No commas		
See attachment (next page)			
	· · · · · · · · · · · · · · · · · · ·		
TOTAL:	62500		

# (C) <u>Public officials performing manual labor</u> (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) = E	stimated Assumed	Payroll	
<b>Position</b> (Mayor, etc.) If additional space is needed, please attach another sheet.	(1) No. of Months per year No commas when enterin	(2) Assumed Monthly Wage (\$800) g numbers in these fie	(3) 2012-13 Estimated Assumed Payroll
NOT APPLICABLE		,	0
		· · · ·	0
· · · · · · · · · · · · · · · · · · ·		· · · · · ·	0
	· · · · · · · · · · · · · · · · · · ·	TOTAL:	

#### (D) <u>Court-Mandated Community Service Workers/Inmates</u> (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 <u>in writing</u> 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 you 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 **current Oregon minimum wage**. CIS has designated Class Code 7720V for this type of exposure.

# CITY VOLUNTEER BOARDS/COMMISSIONS/COMMITTEES/TASK FORCES Fiscal Year 2013-2014

Board/Commission/Committee/Task Force Name	Assumed Annual Wage
Airport Advisory Commission	\$2,500
Albany Arts Commission	2,500
Albany Bicycle and Pedestrian Advisory Commission	2,500
Albany Budget Committee	2,500
Albany City Council (including Mayor)	2,500
Albany-Millersburg Joint Water/Wastewater Management Committee	2,500
Albany Revitalization Agency (ARA)	2,500
Albany Revitalization Agency (ARA) Budget Committee	2,500
Audit Committee	2,500
Building Board of Appeals	2,500
Business-Ready Task Force	2,500
Central Albany Revitalization Area (CARA) Advisory Board	2,500
City Tree Commission	2,500
Community Development Block Grant (CDBG) Task Force	2,500
Hospital Facility Authority	2,500
Human Relations Commission	2,500
Landmarks Advisory Commission	2,500
Library Board	2,500
Parks & Recreation Commission	2,500
Planning Commission	2,500
Planning Commission Hearings Board	2,500
Public Safety Commission	2,500
Senior Center Endowment Committee	2,500
Traffic Safety Commission	2,500
Transient Lodging Tax Advisory Committee	2,500
	TOTAL <u>\$62,500</u>
	25

# (E) <u>All other volunteers</u> (Codes - see below)

Assumed payroll for all other volunteer elections should be computed at **current Oregon minimum hourly wage** 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 (1) (2) (3) (4) (5)						
volunteer Category	Code	Est. No. of Volunteers per month	(2) No. of Hours per month	No. of Months per year	(4) Current Oregon Minimum Wage	FY Estimated Assumed Payroll
Building Maintenance	9015V					0
Clerical	8810V					0
Community Center	9102V	16	4	12	8.95	6873.6
Court-Mandated Community Service Workers	7720V	8	· 34	12	8.95	29212.8
Emergency Call Center	8810V					0
Garbage/Refuse	9403V					0
Interpreters	8810V					. 0
Janitorial	9015V	L. L				0
Library	8810V	74	8	12	8.95	63580.8
Lifeguards (pools)	9015V					0
Lifeguards (beaches & rivers)	9102V					0
Meal Site Volunteers	9079V	· ·		- ··· ·		0
Parks & Drivers	9102V		·			0
Public Health (please call CIS for proper class code)		- 1978 - 511 - 1				0
RV Park	9015V					0
Senior Center	9061V	126	24	12	8.95	324777.6
Sewer & Drivers	7580V	-				0
Sewer/Street Cleaning	9402V					0
Snow Removal	9402V					0
Street/Road Maintenance	5506V					0
Waterworks & Drivers	7520V					0
Other (please specify)						0
Finance - 267.00 hours	8810V					0
Fire - 18.00 hours	8810V			· · · · · · · · · · · · · · · · · · ·		0
IT - 82.25 hours	8810V					0
Commission Secretary - 370.33 hours	8810V					0
Maple Lawn Preschool - 6 hours	8810V					0
Total other 8810V		2	8	12 ·	8.95	1718.4
Foster Grandparents	9061V	· 5	24	12	8.95	12888
· · · · · · · · · · · · · · · · · · ·		·				0