

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: March 31, 2004

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. Such a resolution was last adopted by the Board on April 30, 2003.

HACSA uses volunteers on a limited basis. Estimates for the coverage year July 1, 2004 to June 30, 2005 are included in the attached Volunteer Election Form.

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:

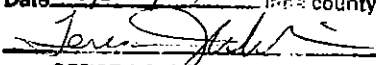
Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed on the attached Volunteer Election Form.

1. Volunteers 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. 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
3. 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 _____ day of March, 2004.

APPROVED AS TO FORM
Date 3/23/04 Lane County

OFFICE OF LEGAL COUNSEL

Chairperson, HACSA Board of Commissioners

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

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 7/1/2004 to 6/30/2005						
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 (\$7.05)	(5) 2004-05 Estimated Assumed Payroll
Building Maintenance	9015V					
Clerical	8810V	1	4	12	\$7.05	\$338
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>						