

HACSA
w. 4.b.

HACSA MEMORANDUM

TO: HACSA Board of Commissioners

FROM: Dorothy Cummings, Administrative Services Director

AGENDA ITEM TITLE: ORDER/RESOLUTION/In the Matter of Extending Workers' Compensation Coverage to HACSA Volunteers

AGENDA DATE: May 13, 2009

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, 2009 to June 30, 2010 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 FOLLOW-UP

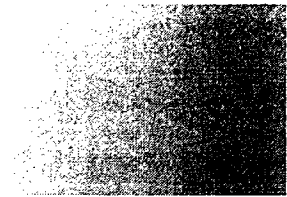
Same as item 3D above.

V ATTACHMENT

Volunteer Election Forms



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Main Office
 1212 Court St NE
 Salem, OR 97301
 Phone: 503-763-3800
 Fax: 503-763-3900

Claims Office
 PO Box 1469
 Lake Oswego, OR 97035
 Phone: 503-763-3875
 Fax: 503-763-3901

Legal Office
 200 Liberty St SE
 Suite 200
 Salem, OR 97301
 Phone: 503-778-1070
 Fax: 503-778-2716

Questions? Contact CIS

Renewals - Volunteer Election Form

Lane County Housing Authority [<< Back to Renewals Overview](#)

Policy Info

Lane County Housing Authority
 WC-LHA-2009-0
 7/1/2009 - 7/1/2010

Additional Resources

- Volunteer Resolution
- Sample Statement of Non-Coverage for Volunteers
- Sample Statement of Non-Coverage for Volunteers
- Online Volunteer Roster
- WC Payroll Instructions

Step 2 of 4 - 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 them.

Add Board, Commission or Council

Name: + Add

Boards, Commissions, and Councils

Name	Payroll
	\$2,500
Total: \$2,500.00	

Save & Go To Next Step



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1212 Court St NE
Salem, OR 97301
Phone: 503-763-3600
Fax: 503-763-3900

Claims Office
PO Box 1469
Lake Oswego, OR 97035
Phone: 503-763-3875
Fax: 503-763-3901

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290 Liberty St SE
Suite 206
Salem, OR 97301
Phone: 503-779-1070
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Step 4 of 4 - All Other Volunteers

Assumed payroll for all other volunteer elections should be computed at the Oregon minimum hourly wage (\$8.40 effective 1/1/2009) multiplied by the 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.

All Other Volunteers					
Class Code	(1) Est. # of Volunteers Per Month	(2) # of Hours Per Month	(3) # of Months Per year	(4) Oregon Min. Wage	(5) Estimated Assumed Payroll
8810V - Volunteer Clerical/Library/911 Operators	8.00	14.00	12.00	8.40	\$11,289.60
9015V - Volunteer Building Maintenance/Lifeguards/RV Park	0.00	0.00	0.00	8.40	\$0.00
					Total: \$11,289.60

[Calculate](#)

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**IN THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY 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 and reported monthly to City County Insurance Services (CIS); 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 _____ day of May, 2009

Chairperson, HACSA Board of Commissioners

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