

RESOLUTION NO. 6353

A RESOLUTION EXTENDING CITY OF ALBANY'S WORKERS' COMPENSATION COVERAGE PROVIDED BY CITY/COUNTY INSURANCE SERVICES (CIS) TO VOLUNTEERS FOR POLICY YEAR 2014-2015

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:

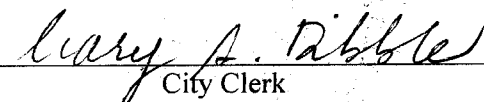
1. An assumed monthly wage of \$1,200 per month will be used for public safety volunteers; and
2. An aggregate assumed annual wage of \$2,500 will be used for public officials and per volunteer board, commission, and committee for the performance of administrative duties; and
3. Nonpublic safety volunteers 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 City/County Insurance Services as indicated above. This resolution will be updated annually.

DATED AND EFFECTIVE THIS 23<sup>RD</sup> DAY OF JULY 2014.

  
Mayor

ATTEST:

  
City Clerk



**(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, 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) <small>*No commas</small>
See attachment (next page)	
<b>TOTAL:</b>	60000

**(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) 2012-13 Estimated Assumed Payroll
	<small>*No commas when entering numbers in these fields</small>		
NOT APPLICABLE			0
			0
			0
<b>TOTAL:</b>			

**(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 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 2014-2015**

<u>Board/Commission/Committee/Task Force Name</u>	<u>Assumed Annual Wage</u>
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
Central Albany Revitalization Area (CARA) Advisory Board	2,500
City Tree Commission	2,500
Community Development Commission	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	<u>2,500</u>
	<b>TOTAL <u>\$60,000</u></b>

**(E) All other volunteers (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 Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Current Oregon Minimum Wage	(5) FY _____ Estimated Assumed Payroll
		<small>*No commas when entering numbers in these fields</small>				
Building Maintenance	9015V					0
Clerical	8810V					0
Community Center	9102V	14	7	12	9.10	10701.6
Court-Mandated Community Service Workers	7720V	6	36	12	9.10	23587.2
Emergency Call Center	8810V					0
Garbage/Refuse	9403V					0
Interpreters	8810V					0
Janitorial	9015V					0
Library	8810V	93	7	12	9.10	71089.2
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)						0
RV Park	9015V					0
Senior Center	9061V	56	25	12	9.10	152880
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
Economic Development - 141.00 hours	8810V				0	0
Fire - 1.00 hours	8810V				0	0
IT - 82.25 hours	8810V					0
Total Other	8810V	2	7	12	9.10	1528.8
Foster Grandparents	9061V	63	25	12	9.10	171990
						0
						0
						0