

**RESOLUTION NO. 694**

**A RESOLUTION EXTENDING CITY OF STAYTON'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF STAYTON.**

WHEREAS, the City of Stayton 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 \$800 will be used for public safety volunteers;
2. Non-public 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;
3. 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 the City of Stayton 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;
4. A roster of active volunteers (public safety, non-public safety, and community service workers/inmates on work release) 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
5. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Stayton'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,

BE IT RESOLVED that:

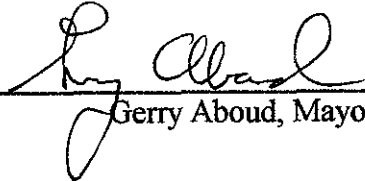
the City of Stayton will provide for workers' compensation insurance coverage as indicated above.

This resolution shall become effective upon adoption by the Stayton City Council. This resolution will be updated annually.

ADOPTED by the Stayton City Council of Stayton this 18th day of June, 2001.

CITY OF STAYTON

Date: June 29, 2001

By:   
Gerry Aboud, Mayor

Date: 6-20-2001

Attest:   
Chris Childs, City Administrator

APPROVED AS TO FORM:

  
David A. Rhoten, City Attorney

## VOLUNTEER ELECTION FORM

*Keep monthly rosters! CIS may request copies of rosters during year-end audit.*

### Public Safety Volunteers

The following volunteer positions are reported in NCCI Classification Code 8411, using an assumed monthly wage of no less than \$800 per month (regardless if one day or 30 are worked) for premium payment and calculation of benefits. This assumed monthly wage may be increased at the employer's discretion in increments of \$100. *Please refer to your entity's volunteer resolution for the amount to use in filling out Column No. 2 below.*

City/County Insurance Services Volunteer Election Form for Coverage Year 7/1/2001-6/30/2002				
Multiply (1) x (2) = Estimated Assumed Payroll				
Volunteer Category	NCCI Code	(1) Est. No. of Volunteer Months	(2) Assumed Monthly Wage	(3) 2000-01 Estimated Assumed Payroll
Ambulance Driver	8411			
Ambulance Technician	8411			
Crime Prevention Unit	8411			
Deputy Sheriff	8411			
Emergency Medical Tech.	8411			
Explorer Scout	8411			
Fire Chief/Asst. Fire Chief	8411			
Firefighter	8411			
Police Officer	8411			
Police Reserve	8411	75	\$800	\$60,000
Probation Officer	8411			
Search and Rescue	8411			
Sheriff's Posse	8411			
Surf Rescue	8411			
Other <i>(please specify)</i>				

\* Using last year's rosters, estimate the number of volunteer months for each position and enter the total on the appropriate line 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.

Other Volunteers

*Unpaid boards, commissions, councils, and public officials:* If these officials receive any “remuneration,” they would be considered subject workers and reported using regular payroll categories. If they receive no remuneration and you wish to provide workers’ compensation benefits, you will need to either establish an assumed monthly wage or keep monthly time records and estimate/report assumed payroll using Oregon minimum wage. CIS has designated Class Code 8742V for this type of exposure. Please call if you have questions or need advice.

*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 address and clarify in writing PRIOR to work inception which entity will be responsible for covering this exposure. 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 the second option is chosen, keep monthly time records and report these workers 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 on 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 7/1/2001-6/30/2002						
Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage	(5) 2000-01 Estimated Assumed Payroll
Boards, Commissions, Councils, Public Officials	8742V	see	attached	addendum		\$9,633
Building Maintenance	9015V					
Clerical	8810V	1	87	10	\$6.50	\$5,655
,655Community Center	9102V					
Community Service Workers	7720V					
Community Project <i>(please call CIS for proper class code)</i>						
Community Sponsored Events <i>(please call CIS for proper class code)</i>						
Emergency Telecommunications	8810V					
Fireworks	9410V					

**City/County Insurance Services  
Volunteer Election Form for Coverage Year 7/1/2001-6/30/2002**

Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll

<b>Volunteer Category</b>	<b>NCCI Code</b>	<b>(1) Est. of Volunteers per month</b>	<b>(2) No. of Hours per month</b>	<b>(3) No. of Months per year</b>	<b>(4) Oregon Minimum Wage</b>	<b>(5) 2000-01 Estimated Assumed Payroll</b>
Garbage/Refuse	9403V					
Hospital <i>(please call CIS for proper class code)</i>						
Inmates on Work Release	7720V					
Interpreters	8810V					
Janitorial	9015V					
Landscaping	9102V	1	5	12	\$6.50	\$390
Library	8810V	1	3	12	\$6.50	\$234
Lifeguards (pools)	9015V					
Lifeguards (beaches & rivers)	9102V					
Mealsite Volunteers	9079V					
Parks & Drivers	9102V					
Planting	0042V					
Public Health <i>(Please call CIS for proper class code)</i>						
Replacement Workers						
RV Park	9015V					
Senior Center	9061V	2	43	12	\$6.50	\$6,708
Sewer & Drivers	7580V					
Sewer/Street Cleaning	9402V					
Snow Removal	9402V					
Street/Road Maintenance	5506V					
Victim Assistance	8810V					
Waterworks & Drivers	7520V					

\* Estimate the number of volunteer hours in each class code and enter it in Column (1)

## ADDENDUM

City/County Insurance Services Volunteer Election Form for Coverage Year 7/1/2001-6/30/2002						
Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage	(5) 2000-01 Estimated Assumed Payroll
Boards, Commissions, Councils, Public Officials	8742V					
City Council (monthly meeting)		6	6	12	\$6.50	\$2,808.00
City Council (Budget meetings)		6	10	1	\$6.50	\$ 390.00
City Council (Work Sessions)		6	2	12	\$6.50	\$ 936.00
Planning Commission		10	3	12	\$6.50	\$2,340.00
Parks & Recreation Board		5	4	12	\$6.50	\$1,560.00
Library Board		5	3	10	\$6.50	\$ 975.00
Budget Committee		6	10	1	\$6.50	\$ 390.00
Sewer Committee		3	3	4	\$6.50	\$ 234.00
					<b>TOTALS</b>	<b>\$9,633.00</b>