

VOLUNTEER RESOLUTION

Resolution No. _____ for Coverage Year 2XXX-2XXX

A RESOLUTION EXTENDING *[Enter Name of City/County/Related Entity Here]*'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF *[Enter Name of City/County/Related Entity Here]*.

WHEREAS, the *[Enter Name of City/County/Related Entity Here]* elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers listed in this resolution and noted on CIS payroll schedule.

[Choose only those paragraphs below that address the types of volunteer activity for which the City/County/Related Entity is electing to provide coverage.]

1. An assumed monthly wage of *[Enter elected \$ amount here— must be no less than \$800 per month as required by Oregon statute]* will be used for public safety volunteers; *[and/or]*
2. An aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; *[and/or]*
3. An assumed monthly wage of \$800 per month will be used for public officials for the performance of manual labor above and beyond the administrative duties covered by paragraph 2 above; *[and/or]*
4. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code listed on the CIS Payroll Schedule for the type of work being performed using Oregon minimum wage; *[and/or]*
5. Court-mandated community service workers/inmates on work release who are sentenced by *[Enter Name of City/County/Related Entity Here]*'s *[Choose one: justice/municipal/circuit]* court will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; *[and/or]*
6. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that CIS may request copies of these rosters during year-end audit; and
7. **Unanticipated volunteer projects or exposure not addressed herein will be added onto *[Enter Name of City/County/Related Entity Here]*'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 by the *[City Council/Board of Commissioners/Board of Directors]* of *[Enter Name of City/County/Related Entity Here]* to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

ADOPTED by the *[City Council/Board of Commissioners/Board of Directors]* of *[Enter Name of City/County/Related Entity Here]* this _____ day of _____, 2XXX.

[Name and Title of Authorized Representative]

ATTEST by *[Title]* this _____ day of _____, 2XXX.

[Name and Title]