



VOLUNTEER ELECTION INFORMATION

Oregon Statute allows public entities to elect workers' compensation coverage for volunteer workers: ORS 656.031, 656.041, and 656.046.

Public entities that elect to cover volunteers for workers' compensation must:

- Pass a resolution designating the categories of volunteer workers, general job duties, estimated number of volunteer workers and assumed wage by classification. A sample resolution is located on the CIS website at www.cisoregon.org.
- Include elected volunteer class codes with the assumed payroll figures at renewal each year and report the actual assumed payroll figures upon audit.
- Maintain a roster of active volunteers in each category. Rosters are required by statute and are required to verify coverage, to calculate benefits and to determine premium/contribution. Rosters may be maintained electronically on CIS website or departmentally.

Monthly versus hourly reporting:

Most public safety volunteers are reported using a monthly assumed wage. Public safety volunteers are easily tracked on CIS electronic volunteer roster (found on the CIS website). You need only list the monthly volunteers by category and make additions and deletions to the roster when changes occur.

All other types of volunteers are generally reported and tracked hourly, using Oregon minimum wage. For hourly volunteers members generally use paper rosters kept departmentally for signing in/out daily.

Rosters must be available at the time of injury or audit for coverage verification and premium payment.

Claims examiners review volunteer resolutions, elections and rosters at the time of injury to determine the intent to provide coverage to a bona fide volunteer worker and to verify the assumed wage. Rosters are reviewed at audit for verification of appropriate contribution for coverage.

CIS' ability to provide broad workers' compensation coverage for volunteers is directly related to each entity's ability to manage the safety and welfare of volunteer workers and to keep verifiable records of the names and hours worked by volunteers.

(A) 1. Public Safety Volunteers (Codes 8411, 8411F, and 8411FC)

This volunteer category includes the following descriptions: ambulance drivers, ambulance technician, crime prevention unit, sheriff, emergency medical technician, explorer scout, police officer, police reserve, probation officer, search and rescue, sheriff's posse (only when used as public safety volunteers) under class code **8411** (see more on Search and Rescue volunteers in the next section). For volunteer firefighters the class code is **8411F** and for volunteer fire chief/assistant fire chief the appropriate code is **8411FC**.

Refer to your Volunteer Resolution for the appropriate amount of assumed payroll to use for this classification. The minimum assumed wage is \$800 per volunteer per month (regardless if one day or 30 are worked) for contribution payment and calculation of benefits; however your entity may have elected a higher amount on the volunteer resolution. This assumed monthly wage may be increased at the entity's discretion in increments of \$100.

You will need to estimate the number of volunteer months for each position. Some volunteers are not active every month, i.e., two volunteer firefighters may be active six months out of the year, two volunteer firefighters may be active 12 months out of the year, etc. Thus, the number of volunteer firefighter months in this scenario would be 36, and the total assumed payroll would be 36 x \$800 (or elected amount) = \$28,800 (see example chart below).

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
John	X	X	X				X	X	X			
Kim	X	X	X	X	X	X	X	X	X	X	X	X
Dale				X	X	X				X	X	X
Bret	X	X	X	X	X	X	X	X	X	X	X	X

(A) 2. Search & Rescue volunteers for counties (Code 8411S)

This payroll class code is to be used by counties in compliance with HB 3021 requiring workers’ compensation coverage for volunteer search and rescue personnel. This class of volunteer must be registered with the Sheriff of the county or the Office of Emergency Management, a member of a search and rescue organization registered with the Sheriff and OEM, and acknowledged in writing by the Sheriff and OEM at the scene of a search and rescue. Separate rosters should be kept for certified search and rescue volunteers, apart from other emergency volunteers. The county may use the assumed monthly wage or Oregon’s minimum wage for this class of volunteer.

(B) Public officials on unpaid boards, commissions, and councils (Code 8742V)

Workers’ compensation can be provided for volunteer boards under this class code if functions performed are strictly administrative, clerical, no manual labor, reimbursed for expenses only and receive no remuneration. For each board, commission, and council you elect to cover, regardless of how many officials are on each board, commissions or council the annual assumed payroll amount is \$2500. An example of this would be 3 councils (city council, planning commission, budget commission) at \$2500 per board is \$7500 total.

(C) Public officials performing manual labor (Code 8742V)

You can include public officials who also perform some manual labor such as mowing lawns, landscaping, or other type of work not usual to a public officials administrative duties. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official. Example: Mayor @ 12 (months) X \$800 = \$9600. This amount is then added to the board/commissions/council amount and included as a total under class code 8742V on the online renewal estimate.

(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 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 **hourly using Oregon minimum wage**. CIS has designated Class Code 7720V for this type of exposure.

(E) All other volunteers (Various codes)

Assumed payroll for all other volunteer elections should be computed using **Oregon minimum hourly wage** times estimated actual hours worked and reported by classification code.

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.

Class Code	Volunteer Description
5506V	Street/Road Maintenance
7520V	Waterworks & Drivers
7580V	Sewer & Drivers
8810V	Clerical/Emergency Call Center/Interpreters/Library
9015V	Building Maint/Janitorial/RV Park Maint/Lifeguards (pools)/ Lifeguard (Beaches & Rivers)
9061V	Senior Center
9063V	Community Center/Clubs
9079V	Food Preparation Volunteers
9102V	Park Maintenance & Drivers
9402V	Sewer & Street Cleaning/Snow Removal
9403V	Garbage/Refuse Collection

For those members who do not provide workers' compensation coverage to any volunteer workers, please complete a Statement of Non-Coverage for Volunteers. A sample is provided at the CIS website at www.cisoregon.org.

Please feel free to contact CIS underwriting for questions regarding classification, assumed wages or recordkeeping for volunteer workers.