

City of Bandon

CITY COUNCIL AGENDA DOCUMENTATION	DATE: December 5, 2022
SUBJECT: Resolution 22-24 Workers' Compensation Coverage for Volunteers	ITEM NO: 5.3.1

BACKGROUND:

Pursuant to ORS 656.031, the City provides Workers' Compensation coverage for volunteers engaged in various activities that benefits the City. Approving this Resolution for Fiscal Years 2021-22 and 2022-23 will officially update the Volunteers Workers' Compensation coverage and plans.

FISCAL IMPACT:

Workers' Compensation insurance is included in the adopted annual budget.

RECOMMENDATION:

Approve the attached Resolution 22-24 extending Bandon's Workers' Compensation coverage for volunteers for Fiscal Years 2021-2023.

SUBMITTED BY:



Paula Burris, *Finance Director*

RESOLUTION NO. 22-24

**A RESOLUTION EXTENDING BANDON'S
WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE
CITY OF BANDON FOR COVERAGE FOR FISCAL YEARS 2021-2023**

WHEREAS, the City of Bandon elects the following:

Pursuant to ORS 656.031, Workers' Compensation coverage will be provided to the classes of Volunteer workers listed in this resolution, noted on the payroll schedule and verified at audit:

1. Public Safety Volunteers

An assumed monthly wage of \$1500 will be used for Police Reserve Volunteers. In addition, Police Department Volunteer Support Services Unit (Citizen Patrol) will keep track of their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations, which will be reported in class 8411.

2. Volunteer boards, commissions and councils for the performance of administrative duties.

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission or council for the performance of administrative duties. The covered bodies are listed below:

- a. City Council
- b. Parks and Recreation Commission & Tree Sub-committee
- c. Planning Commission
- d. Library Board
- e. Budget Committee

3. Manual labor by elected officials.

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above.

4. Non-public safety volunteers

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS/SAIF will assign

the appropriate classification code according to the type of volunteer work being performed. Specific non-public safety volunteers are listed below:

- a. Parks and Recreation
- b. Senior Center
- c. Public Works
- d. Library
- e. Administration

5. Public Events

Volunteers at the following public events will be covered under Workers' Compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation:

- a. Cranberry Festival
- b. 4th of July Celebration
- c. Arbor Day
- d. Earth Day
- e. SOLVE Cleanup Day

6. Community Service Volunteers

Pursuant to ORS 656.041, Workers' Compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by City of Bandon through class code 7720V.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

7. Other volunteers

Volunteer exposures not addressed here will have Workers' Compensation coverage if, prior to the onset of the work provided that City of Bandon:

- a. Provides at least two weeks' advance written notice to CIS/SAIF underwriting requesting the coverage
- b. CIS/SAIF approves the coverage and date of coverage
- c. CIS/SAIF provides written confirmation of coverage

The City of Bandon agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

Now, therefore, be it resolved by the City of Bandon to provide Workers' Compensation coverage as indicated above.

Adopted by the City of Bandon on this 5th day of December 2022.

Mary Schamehorn, Mayor

ATTEST:

June Hinojosa, City Recorder