

**MEMORANDUM**

TO: Mayor and City Council

FROM: Roberta Likens, Finance Director

SUBJECT: RESOLUTION EXTENDING WORKERS' COMPENSATION  
COVERAGE TO VOLUNTEERS OF THE CITY OF COTTAGE  
GROVE

DATE: December 6, 2023

Background


Currently the City covers volunteers with workers' compensation insurance through SAIF Corporation. In July of 2016, we provided to SAIF Resolution No. 1912, which lists covered volunteer positions. At this time, we are proposing to add Middlefield Golf Course Pro-Shop and Maintenance to the list of covered volunteer positions to utilize individuals interested in volunteering their time.

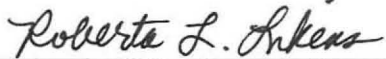
Recommendation

It is staff's recommendation that the City Council approve the proposed resolution adding coverage for volunteers at Middlefield Golf Course.

Cost

The cost depends on the number of volunteer hours covered. The rate SAIF will charge to cover a volunteer in the class code 9060 AA Volunteer Golf Course is \$1.14 per \$100 dollars of assumed wage.

  
\_\_\_\_\_  
David Clyne, Interim City Manager

  
\_\_\_\_\_  
Roberta Likens, Finance Director

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO  
VOLUNTEERS OF THE CITY OF COTTAGE GROVE

WHEREAS, the City of Cottage Grove elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on SAIF payroll schedule and verified at audit.

1. An assumed monthly wage of \$3,600 will be used for public safety volunteers in the following volunteer positions:

Police Reserves

2. All non-public safety volunteers listed below will track their hours and an hourly wage as set by SAIF Corporation will serve as assumed wage for both premium and benefits calculations. SAIF will assign the appropriate classification code according to the type of volunteer work being performed:

City Council

Planning Commission

Parks and Recreation

Public Works

Library

General Office

Golf Course

3. Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Cottage Grove:
  - a. Provides at least two weeks' advance written notice to SAIF underwriting requesting coverage.
  - b. SAIF approves the coverage and date of coverage.
  - c. SAIF provides written confirmation of coverage.

The City of Cottage Grove 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 claim or audit to verify coverage.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cottage Grove will provide for workers' compensation coverage as indicated above.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its passage.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 11<sup>TH</sup> DAY OF DECEMBER, 2023.

\_\_\_\_\_  
Candace Solesbee, Mayor

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mindy Roberts, City Recorder

Dated: \_\_\_\_\_