**ACWA JPIA**

**Guideline / Checklist - Coverage for Volunteers**

Liability & Workers’ Compensation Programs

1. **Adopt a Volunteer Resolution** – required of all Liability Program Members. Contact Member Services to verify if the Agency has a volunteer resolution on file.
	* See sample resolution – Page 2
2. **Risk Control -** Members using volunteers or interns are encouraged to follow these best practices:
* Set up an application and screening process for volunteers.
* Create job descriptions and conduct orientations for volunteers.
* Have an assigned supervisor for volunteers.
* Provide training, both initial and ongoing, related to their assigned duties.
* Understand the liability and incident, injury, and accident reporting process.
* Keep a record or log of any volunteer service performed.
* Maintain recordkeeping with names of volunteers, type of work performed, date and number of hours worked.
1. **Reporting Payroll** –

Liability Program

Actual Payroll Reporting: include payroll for each volunteer who serves without pay; computed as though such volunteer received the same remuneration as normally received by a regular employee doing the same or similar work.

Workers’ Compensation Program –

Report an equivalent payroll for each volunteer who serves without pay; computed as though such volunteer received the same remuneration as normally received by a regular employee doing the same or similar work. Report the equivalent payroll in the corresponding class code.

Work Release: - report the number of days work release volunteers served. The premium is $200 per day premium regardless of number of volunteers who served. Report number of days in class code: 9999 Work Release

1. **Claims:** Report any volunteer related workplace injury, illness, or third-party damage to the JPIA. [Report a Claim – ACWA JPIA](https://www.acwajpia.com/report-a-claim/)

SAMPLE RESOLUTION

RESOLUTION

VOLUNTEER PERSONNEL

WORKERS’ COMPENSATION INSURANCE

WHEREAS, this board desires to provide Workers’ Compensation Insurance benefits for persons authorized by the District to perform volunteer services for the District, and

WHEREAS, the Legislature of the State of California has provided through legislation (Labor Code Section 3363.5) authorization for the inclusion of such coverage in the District’s workers’ compensation insurance policy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the \_\_\_\_\_\_\_\_\_\_\_ District hereby adopts the policy that an unpaid person authorized to perform volunteer service for the District shall be deemed to be an employee of the District for the purposes of Workers’ Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

The aforementioned resolution was passed by said Board of Directors the \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_, by the following vote, to wit:

 AYES:

 NOES:

 ABSENT:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date