

## Volunteers/Board Members General Program Requirement

### Program Requirements

Each agency is responsible for maintaining a monthly roster of volunteers, inmate labor and Board Members. Also to report activity and payroll related to workers' comp premium costs on a quarterly basis to Risk Management. If your agency uses the services of a volunteer, intern or inmate labor, premiums are due at the deemed wage of \$100.00 per month. For Calendar Year 2016 the rate for volunteer reportable premium is \$2.37 per \$100.00 of deemed wages.

**PLEASE NOTE: If a volunteer, intern or inmate laborer reports to you at any time during the quarter, premiums are due for all three (3) months of that quarter.**

Also, any Board Members who are **NOT** set up in the Central Payroll System must be identified and quarterly reports of activity must be documented for payment of workers' comp premiums. Board Member premiums are due at the deemed wage of \$250.00 per month. For Calendar Year 2016 the rate for Board Member reportable premiums is \$2.37 per \$100.00 of deemed wages. **PLEASE NOTE: If Board Members report to you at any time during the quarter, premiums are due for all three (3) months of that quarter.**

To setup a budget for volunteer/Board Members reporting, Risk Management Division has 3 documents to be completed by the agency representative. (1) A Volunteer application form which has information needed for premium collection. (2) A short job description of the duties to be performed by the volunteer, intern, or Board Member. (3) The Memorandum of Understanding, which is a contractual agreement for use between the State of Nevada and volunteers or interns in service to the State. When the documents have been completed, please send the Volunteer Application and job description to Risk Management as soon as possible to ensure your volunteers, interns, inmates or Board Members are covered. The Memorandum of Understanding must be maintained with the agency.

If an injury occurs, Risk Management will request a copy of the volunteer/Board Member roster, the description of duties and the Memorandum of Understanding, to determine claim coverage. If the individual is not listed on a roster or the agency does not provide the description of duties or the Memorandum of Understanding and submits a legitimate claim, the State may be liable for an uninsured claim. The rosters are also used to determine premium costs for Volunteer/Board Member activity, which are subject to annual audits.

Your agency will receive a quarterly billing notice from Risk Management for the reporting of payroll and premium. Please complete the volunteer calculator (worksheet) and return it to Risk Management accompanied with the volunteer roster and a billing claim for the amount of premiums due. Your agency representative can either fax or return all documents to:

Risk Management Division

Phone: 775-687-3187

201 South Roop Street, Suite 201

Fax: 775-687-3195

Carson City, Nevada 89701