

Department of Public Safety
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MEMORANDUM

TO: Deans, Chairs, Directors and Department Heads

FROM: Tearnie Braaten, Department of Public Safety Office Mgr./Work Comp Claims Coordinator

DATE: September 21, 2017

RE: Volunteer Worker's Compensation

The University of North Dakota is enrolled in workers compensation coverage with Workforce Safety & Insurance (WSI) for those individuals who work at the University in a volunteer capacity. It has been asked by some departments as to what is the definition of a volunteer. WSI did not have a definition of a volunteer but has the following criteria/definition of an employer: An employer is a person who receives the services of another for **remuneration**.

This primary reason that UND has secured this coverage is for those volunteers that perform tasks that are normally done by UND faculty/staff. Coverage is required for tasks of a hazardous nature (ie. working with hazardous materials, driving, operating equipment, exposed to the outdoor elements, etc.). If a department uses the same volunteer on a frequent basis, they should secure coverage for them.

If a department has volunteers performing routine, short term, or non-hazardous tasks, coverage would not be needed but a waiver must be signed by the volunteer. Waiver forms are available at <http://und.edu/public-safety/public-safety/risk-management.cfm> under "waivers".

To secure coverage for a volunteer, the department must complete a Volunteer Workers Compensation Form. The form and instructions can be found at <http://und.edu/public-safety/public-safety/risk-management.cfm> under "volunteer workers compensation forms".

The department must fill the form out in its entirety and submit it to the Office of Safety **before** the individual does their volunteer work for the University. The departments will be assessed \$12.45 from WSI per volunteer. It is strongly encouraged that the departments try to utilize the same volunteers. The **volunteer** may perform tasks many times throughout the year and the assessment would remain at \$12.45. Department must fill in the fund #, dept. #, and program or project code. When the premium notifications are received from WSI, Office of Safety will bill back the department and it is imperative that this information be provided.

If the volunteer is injured while working for the University, notify the Office of Safety and a claim will be filed for them online with WSI. If the volunteer is injured and cannot work his regular job, the volunteer does qualify for time loss wages. This does not affect the assessment that the University pays. The types of tasks they perform will not reflect on the rate either.

If a department has filled out a form and then finds out that the volunteer can no longer work for the University, the department must contact the Office of Safety at 7-3341 so coverage can be discontinued.

If you have any questions or concerns, feel free to contact our office at 7-3341.

Thank you.