



DEPARTMENT OF ADMINISTRATION
Risk Management Division
201 S. Roop Street, Ste 201
Carson City, Nevada 89701
(775) 687-3187 • Fax (775) 687-3195
www.risk.state.nv.us

Volunteers/Board Members General Program Requirements

Program Requirements

Each agency is responsible for maintaining a monthly roster of volunteers, interns, inmate labor and Board Members, and to report activity and payroll related workers' comp premium costs on a quarterly basis to Risk Management. If your agency uses the services of a volunteer, intern or inmate, premiums are due at the deemed wage of \$100.00 per month. For Calendar Year 2010 (January 1 through December 31, 2010) the rate for volunteer reportable premium is **\$2.73 per \$100.00** of payroll. **PLEASE NOTE: If a volunteer, intern or inmate laborer reports to you at anytime 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 Record 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. The CY 2010 rate for Board Member reportable premiums is \$.45 per \$100.00 of payroll. If a Board meets at anytime during the quarter, premiums must be paid for that quarter. **PLEASE NOTE: If Board Members report to you at anytime during the quarter, premiums are due for all three (3) months of that quarter.**

If an injury occurs, Risk Management will request a copy of the roster to determine claim coverage. If the individual is **not** listed on a roster and submits a legitimate claim, the State may be liable for an uninsured claim. These rosters are also used to determine premium costs for Volunteer/Board Member quarterly activity, which are subject to annual audits **and must be submitted together with your billing when paying your agency's premium.**

To set up a budget for volunteer 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 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. Once the documents have been completed, please forward them to Risk Management as soon as possible to ensure your volunteers; interns, inmates or Board Members are covered for workers compensation.

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

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