



2022 RENEWAL GUIDE

Workers' Compensation

Updated September 24, 2021

By now you should have received a workers' compensation coverage renewal invite in your inbox.

If you can't find it, please reach out to your broker or the CSD Pool as soon as possible; renewal application is due on **October 15**.

The renewal invite will take you to our website to complete an application. You will be asked to review contact information, employee payroll classification, certificate of coverage, volunteer firefighter roster (if applicable), and designated medical providers. We have created this guide to assist you in completing the renewal application.

Contact Changes

If the contact information on the application is outdated, please contact us for an update.

Employee Payroll Schedule

Workers' compensation coverage is rated on employee job classification and payroll. If you have fewer than 25 employees, the payroll schedule is automatically populated on page 2 of the application. Please review and make changes directly on the schedule. If you have more than 25 employees, a spreadsheet containing the current employee schedule is available for download. Once updated, it needs to be uploaded and attached to the application before you can submit the renewal application online.

Please note:

- Required fields are Estimated Annual Payroll, Official Job Title, Employment Status, and Class Code.
- Under Employment Status (FT, PT, Vol.), as always for volunteers, list only those positions the district intends to cover for workers' compensation, and pay a corresponding contribution.
- If a budgeted position has yet to be filled, employee name should be listed as "Open." This applies to all seasonal positions to be filled.
- Identical positions must be listed separately on the schedule. This means that if a district has 20 life guards, there should be a corresponding line item for each of the 20 distinct life guard positions, each with individual payroll denoting the same class code assignment.
- If an employee's current payroll is reported in multiple classifications (split class codes), then the employee should be listed on multiple lines representing each class code with the corresponding payroll assigned.
- If the district anticipates an employee will be leaving employment during the year, (s)he must still be listed on the employee schedule with the anticipated prorated payroll.

Certificates of Coverage

Certificates are issued, at your request, to third parties, such as a vendor, as a proof of active workers' compensation coverage. If they are no longer needed, please remove them from the schedule. If you would like to add a new certificate, or modify existing certificates, please send us an email.

Volunteer Firefighter/EMT Roster (for fire operations only)

Similar to employee payroll schedule, the roster lists current volunteer firefighters/EMTs as well as open positions to be filled in the future. To add or modify volunteer firefighter or EMT information, please

make sure name, stipend (if any), and position type are filled in. You may also remove volunteer firefighters/EMTs by marking them delete pending.

Designated Medical Providers

State law requires employers to designated at least four medical providers for workers' compensation purposes unless the employer is located in a remote area where provider options are limited. If you have removed one provider, please make sure a replacement is added. You may also modify provider name, physical address and phone number as appropriate.

We hope you find these instructions useful. As always, please do not hesitate to reach out to wc@cspdpool.org with any questions.