



County of Santa Clara

Policy Name: Volunteer Workers' Limited Medical Cost Reimbursement

Page 1 of 3

Policy Type: Administrative

Category: Fiscal and Budget

Policy Name: Volunteer Workers' Limited Medical Cost Reimbursement

Policy Owner: CEO - Risk Management

Policy Purpose

The purpose of this policy is to inform volunteer workers that are not covered by the County's workers' compensation insurance and to provide guidance to departments in the event that a volunteer worker is injured while performing volunteer duties.

Policy Summary

All volunteer workers shall be informed that they are not covered by the County's workers' compensation benefits. However, in the event that a volunteer worker is injured while performing authorized volunteer duties and the volunteer worker does not have sufficient insurance to cover medical costs for treatment of such an injury, the volunteer worker may be eligible for limited medical cost reimbursement provided by the County of up to a limit of \$5,000.

Procedures

Volunteer Worker Medical Claims

- 1) Prior to any volunteer worker performing any volunteer-related duties, the **department** must inform the volunteer worker that he or she shall not be covered by workers' compensation.



County of Santa Clara

Policy Name: Volunteer Workers' Limited Medical Cost Reimbursement

Page 2 of 3

- 2) Upon being notified that a volunteer worker has been injured while performing volunteer-related duties, the **department** must notify the Office of the County Executive (CEO), Risk Management – Liability/Property Claims Division.
- 3) The **department** completes and submits the accident report form and follows any additional processes and procedures required by the CEO Risk Management – Liability/Property Claims Division.
- 4) The **injured volunteer worker** contacts the CEO Risk Management – Liability/Property Claims Division to file a claim for reimbursement of their out-of-pocket medical costs.
- 5) Upon receiving notice and completed paperwork from the injured volunteer worker, the **CEO Risk Management – Liability/Property Claims Division** determines what County-provided reimbursement, if any, is applicable to the volunteer worker as follows:
 - 5a) Any applicable insurance that the volunteer worker has shall be used as the primary coverage.
 - 5b) In the event that the volunteer worker does not have any applicable insurance, or in the event that the volunteer worker's coverage is not sufficient to cover the costs associated with the injury, the County shall provide limited medical cost reimbursement of up to \$5,000.

Definitions

For the purposes of this policy, the following definitions apply:



- 1) **“Limited Medical Cost Reimbursement”** means reimbursement provided by the County for out-of-pocket medical expenses incurred by volunteer workers for treatment of injuries they have received during the course and scope of their authorized volunteer service to the County.
- 2) **“Volunteer Worker”** means a person performing authorized work for the County without paid compensation.
- 3) **“Workers’ Compensation Insurance”** means coverage under the benefits administered by the California Division of Workers’ Compensation.

Frequently Asked Questions

None.

Related Policies

None.

Related Forms and Information

- Accident Report Form 1673 –
[url]/sites/policies/FormsrelatedtoPolicies/1673-Accident-Report-Form.pdf

History

Date	Changes Made
7/26/2021	Added references to CEO Risk Management Department. (Kyle Larson)
3/12/2014	Policy uploaded. (John Myers)