



**Employer/Insurer Coverage Responsibility  
Oregon Administrative Rules  
Chapter 436, Division 050**

**Effective Jan. 1, 2013**

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**Revisions are marked as follows:**

Deleted text has a "strike-through" style, as in	<del>Deleted</del>
Added text is bold and underlined, as in	<b><u>Added</u></b>

**HISTORY LINES:** These rules include only the most recent "History" lines. The history line shows when the rule was last revised (or "filed" if the rule has never been revised) and its effective date. To obtain a comprehensive history for OAR chapter 436, please call the Workers' Compensation Division, (503) 947-7627, or visit the division's Web site: [http://wcd.oregon.gov/policy/rules/436\\_history.pdf](http://wcd.oregon.gov/policy/rules/436_history.pdf)

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**OREGON ADMINISTRATIVE RULES  
CHAPTER 436, DIVISION 050**

**436-050-0001 Authority for Rules**

These rules are ~~promulgated~~ **adopted** under the director's authority contained in ORS 656.407, 656.430, 656.455, 656.726, 656.850, 656.855, and 731.475.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.017, 656.018, 656.021, 656.023, 656.027, 656.029, 656.031, 656.037, 656.039, 656.126, 656.128, 656.140, 656.403, 656.407, 656.419, 656.423, 656.427, 656.430, 656.434, 656.440, 656.443, 656.447, 656.455, 656.614, 656.745, 656.750, 656.850, 656.855, and 731.475

**Hist:** Amended 6/22/01 as WCD Admin. Order 01-054, eff. 7/1/01

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0002 Purpose**

The purpose of these rules is to carry out the ~~W~~workers' ~~C~~ompensation ~~L~~aw related to employers' and insurers' responsibilities to cover subject workers for compensable injuries and illnesses.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.017

**Hist:** Amended 6/22/01 as WCD Admin. Order 01-054, eff. 7/1/01

Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0003 Applicability of Rules**

- (1) These rules are effective **January 1, 2013** ~~July 1, 2009~~, to carry out the provisions of:
- (a) ORS 656.017 - Employer required to pay compensation and perform other duties.
  - (b) ORS 656.029 - Independent contractor status.
  - (c) ORS 656.126 - Coverage while temporarily in or out of state.
  - (d) ORS 656.407 - Qualifications of insured employers.
  - (e) ORS 656.419 - Workers' compensation insurance policies.
  - (f) ORS 656.423 - Cancellation of coverage by employer.
  - (g) ORS 656.427 - Cancellation of workers' compensation insurance policy or surety bond liability by insurer.
  - (h) ORS 656.430 - Certification of self-insured employer.
  - (i) ORS 656.434 - Certification effective until canceled or revoked; revocation of certificate.
  - (j) ORS 656.443 - Procedure upon default by employer.
  - (k) ORS 656.447 - Sanctions against insurer for failure to comply with orders, rules, or obligations under workers' compensation insurance policies.
  - (l) ORS 656.455 - Records location and inspection.
  - (m) ORS 656.745 - Civil penalties.

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(n) ORS 656.850 and 656.855 – Worker leasing companies.

(o) ORS 731.475 - Insurer's in-state location.

(2) ~~Applicable to this chapter, the director may, unless otherwise obligated by statute, in the director's discretion waive any procedural rules as justice so requires,~~ **unless otherwise obligated by statute.**

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.017, 656.029, 656.126, 656.407, 656.419, 656.423, 656.427, 656.430, 656.434, 656.443, 656.447, 656.455, 656.745, 656.850, 656.855, and 731.475

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

### **436-050-0005 Definitions**

For the purpose of these rules unless the context requires otherwise:

(1) "Audited ~~F~~financial ~~S~~statement" means a financial statement audited by an outside accounting firm.

(2) "Board" means the Workers' Compensation Board of the Department of Consumer and Business Services.

(3) "Cancel" or "cancellation" of coverage means ending a policy at a date before its expiration date.

(4) "Client" means a person to whom workers are provided under contract and for a fee on a temporary or leased basis.

(5) "Complete ~~R~~records" means written records required to be kept in Oregon as described in OAR 436-050-0110 and 0120 and OAR 436-050-0210 and 0220.

(6) "Controlling ~~P~~person" means a person having substantial ownership or who is an officer or director of a corporation; a member or manager of a limited liability company; a partner of a partnership; or an individual who ~~p~~ossesses **has**, directly or indirectly, the power to direct or cause the direction of the management, policies, or operation of a person offering worker leasing services.

(7) "Days" means calendar days unless otherwise specified.

(8) "Default" means failure of an employer, insurer, or self-insured employer to pay the moneys due the director under ORS 656.506, 656.612, and 656.614 at such intervals as the director ~~shall~~ directs.

(9) "Department" means the Department of Consumer and Business Services.

(10) "Director" means the director of the Department of Consumer and Business Services or the director's delegate for the matter, unless the context requires otherwise.

(11) "Division" means the Workers' Compensation Division of the Department of Consumer and Business Services.

(12) "Fiscal Year" means the twelve-month period beginning July 1 and ending June 30.

(13) "Governmental ~~S~~ubdivision" means cities, counties, special districts defined in

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ORS 198.010, intergovernmental agencies created under ORS 225.050, school districts as defined in ORS 255.005, public housing authorities created under ORS chapter 456, or regional council of governments created under ORS chapter 190.

(14) "Hearings Division" means the Hearings Division of the Workers' Compensation Board.

(15) "Insurer" means the State Accident Insurance Fund Corporation or an insurer authorized under ORS chapter 731 to transact workers' compensation insurance in Oregon.

(16) "Leased ~~W~~worker" means any worker provided by a worker leasing company on other than a "temporary basis" as described in OAR 436-050-0420.

(17) "Nonrenewal" means the insurer's decision not to renew a policy at its expiration date.

(18) "Person" means an individual, partnership, corporation, joint venture, limited liability company, association, government agency, sole proprietorship, or other business entity allowed to do business in the ~~S~~state of Oregon.

(19) "Premium" means the monetary consideration for an insurance policy.

(20) "Premium ~~A~~assessments" means moneys due the director under ORS 656.612 and 656.614.

(21) "Process ~~C~~claims" is the determination of compensability and management of compensation by an Oregon certified claims examiner. ~~Although e~~Determining compensability and managing compensation must be done from within this state under ORS 731.475 and this definition. **Insurers and self-insured employers may receive claims reports at locations out-of-state as long as claims are forwarded to an Oregon location for processing.** ~~€~~The act of making payment may be done from out-of-state as directed from the Oregon place of business.

(22) "Proof of coverage" for purposes of OAR 436-050 has the same meaning as defined in OAR 436-162-0005.

(23) "Renewal" or "renew" means the issuance of a policy succeeding a policy previously issued and delivered by the same insurer or the issuance of a certificate or notice extending the terms of an existing policy for a specified period beyond its expiration date.

(24) "Reinstatement" means the continuation or reestablishing of workers' compensation insurance coverage, as noted by the effective date of the reinstatement, under a workers' compensation insurance policy that was previously canceled.

(25) "Self-~~h~~insured ~~E~~employer" means an employer who has been certified under ORS 656.430 as having met the qualifications of a self-insured employer set out by ORS 656.407.

(26) "Self-~~h~~insured ~~E~~employer ~~G~~group" means five (5) or more employers certified under ORS 656.430 as having met the qualifications of a self-insured employer set out by ORS 656.407 and OAR 436-050-0260 through 436-050-0340.

(27) "State" means the State of Oregon.

(28) "Substantial ownership" means a percentage of ownership equal to or greater than

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the average percentage of ownership of all the owners, or ten percent, whichever is less.

(29) "Worker Leasing Company" means a "person," as described in section (18) of this rule, who provides workers, by contract and for a fee, as established in ORS 656.850.

(30) "Written" means that which is expressed in writing, and includes ~~ing~~ electronic transmission records.

**Stat. Auth:** ORS 656.704 and 656.726(4)  
**Stats. Implemented:** ORS 656.704 and 656.726(4)  
**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08  
Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0006 Administration of Rules**

Any orders issued by the division in carrying out the director's authority to enforce ORS chapter 656 and these rules adopted pursuant thereto, are considered orders of the director.

**Stat. Auth:** ORS 656.704 and 656.726(4)  
**Stats. Implemented:** ORS 656.704 and 656.726(4)  
**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0008 Administrative Review and Contested Cases**

(1) Any party as defined by ORS 656.005, including an Assigned Claims Agent pursuant to under ORS 656.054, aggrieved by an action taken under these rules in which a worker's right to compensation or the amount thereof is directly in issue may request a hearing by the Hearings Division of the Workers' Compensation Board ~~in accordance with under~~ ORS Chapter 656 and the Board's Rules of Practice and Procedure for Contested Cases under the Workers' Compensation Law except where otherwise provided in ORS Chapter 656.

(2) Any party as described in section (1) aggrieved by a proposed order or proposed assessment of civil penalty of the director or division issued under ORS 656.254, 656.735, 656.745, or 656.750 may request a hearing by sending a written request to the Workers' Compensation Division's administrator within 60 days after the order was mailed.

(3) A hearing will not be granted if the request:

(a) Fails to state the specific grounds for which the party contests the proposed order or assessment; or

(b) Is mailed or delivered to the administrator more than 60 days after the order was mailed.

(4) Under ORS 656.704(2) and 731.240(1), any party that disagrees with an action or order of the director or division under these rules, other than as described in section (2), may request a hearing by filing a request for hearing as provided in OAR 436-001-0019 within 30 days of the mailing date of the order or notice of action. OAR 436-001 applies to the hearing.

(5) Any party described in section (1) aggrieved by an action taken under these rules by another person except as described in sections (1) through (3) above may request administrative review ~~by the division on behalf of the director. The process for administrative review of such matters shall be as follows:~~

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~~(a) The by submitting a written request for administrative review shall be made in writing to the administrator, of the Workers' Compensation Division within 90 days of the action. No administrative review shall be granted unless ~~†~~The request must specify the grounds upon which the action is contested and ~~is~~be received by the administrator within 90 days of the contested action unless the ~~director or his designee~~administrator determines that there was good cause for delay or that substantial injustice may otherwise result.~~

~~(b) The review, including whether the request is timely and appropriate, may be conducted by the administrator, or the administrator's designee, on behalf of the director.~~

~~(c) In the course of said review, the person conducting the review may request or allow such input or information from the parties as he or she deems to be helpful.~~

**Stat. Auth:** ORS 656.704, 656.726(4), and 656.745

**Stats. Implemented:** ORS 656.254, 656.735, 656.740, 656.745, and 656.750

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0015      Suspension and Revocation of Authorization to Issue Workers' Compensation Insurance Policies**

(1) Under ORS 656.447, the director may suspend or revoke the insurer's authority to renew or issue workers' compensation insurance policies upon a determination that the insurer has failed to comply with its obligations under the policy or that it has failed to comply with the law, rules, or orders of the director.

(2) For the purpose of this rule:

(a) "Suspend" or "suspension" means a stopping by the director of the insurer's authority to issue new workers' compensation insurance policies for a specified period of time.

(b) "Revoke" or "revocation" means a permanent revocation by the director of an insurer's authority to renew or issue workers' compensation insurance policies.

(c) "Show-cause hearing" means an informal meeting with the director or designee in which the insurer ~~shall~~will be provided an opportunity to be heard and present evidence regarding any proposed orders by the director to suspend or revoke an insurer's authority to issue workers' compensation insurance policies.

(3) Suspension or revocation under this rule will not be made until the insurer has been given notice and the opportunity to be heard through a show-cause hearing before the director and show cause why it should be permitted to continue to issue workers' compensation insurance policies.

(4) A show-cause hearing may be held at any time the director finds that an insurer has failed to comply with its obligations under a workers' compensation insurance policy or has failed to comply with law, rules, or orders of the director.

(5) Following a show-cause hearing, the director may rescind the proposed order if the insurer establishes to the director's satisfaction its ability and commitment to comply with ORS Chapter 656 and these rules.

(6) A suspension may be in effect for a period of up to 18 months. A suspended insurer

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may continue to serve existing accounts and renew any existing policy, unless the policy nonrenews or is canceled during the period of suspension.

(7) After 12 months of the suspension has elapsed, the division may audit the performance of the insurer. If the insurer is in compliance, the administrator may request the director to lift the suspension before the 18 months has elapsed. If the insurer is not in compliance, the ~~Workers' Compensation Division's~~ administrator may request the director revoke the insurer's authority to issue workers' compensation insurance policies.

(8) When an insurer's authority to issue workers' compensation insurance policies has been revoked, the insurer may serve an existing account only until the policy is canceled or until the next renewal date, whichever first occurs.

(9) After a revocation of an insurer's authority to issue workers' compensation insurance policies has been in effect for five years or longer, it may petition the director to restore its authority by submitting a plan ~~in the form prescribed by the director~~, demonstrating its ability and commitment to comply with the workers' compensation law, these rules, and orders of the director.

(10) Appeal of proposed and final orders of suspension and revocation issued under this rule may be made as provided in OAR 436-050-0008.

(11) Any order of suspension or revocation issued ~~by a referee or other person~~ under ORS 656.447 and this rule is a preliminary order subject to revision by the director.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.447

**Hist:** Amended 6/22/01 as WCD Admin. Order 01-054, eff. 7/1/01

Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0025 Service of the Notice of Civil Penalty Orders**

When the director issues a civil penalty order, it will be served by certified mail, return receipt requested, or in any other manner provided by Oregon Rules of Civil Procedure (7)(D).

**Proof of service may include a hard copy signed receipt or electronic verification.**

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.704, 656.726, and 656.740

**Hist:** Adopted 6/12/08 as Admin. Order 08-057, eff. 7/1/08

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0040 Responsibility for Providing Coverage When a Contract Is Awarded**

(1) In the operation of ORS 656.029 a subject employer who fails to comply with ORS 656.017 is a "noncomplying employer" as defined by ORS 656.005.

(2) For the purposes of this rule:

(a) "Assistance of others" means one or more individuals directly and immediately aiding in a common undertaking.

(b) "Normal and customary part or process of the person's trade or business" refers to the day-to-day activities or operations which are necessary to successfully carry out the business or trade.

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(3) Pursuant to ~~Under~~ **Under** ORS 656.037, a person contracting to pay remuneration for professional real estate activity as defined in ORS chapter 696 to a qualified real estate broker or qualified principal real estate broker, as defined in ORS 316.209, is not an employer of the qualified broker.

**Stat. Auth:** ORS 656.704 and 656.726(4)  
**Stats. Implemented:** ORS 656.029 and 656.037  
**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0045 Non-Subject Workers**

(1) As used in ORS 656.027(1):

(a) "Private employment contract" means direct employment of the worker by the owner of the private home.

(b) As used in this rule, "owner of the private home" means any person who occupies and either owns, leases, or rents the private home, or any person related by blood, marriage, or an Oregon registered domestic partnership to that person, or any person who by direction of that person or by order of a court has become responsible for managing the household affairs of that person.

(2) As used in ORS 656.027(19):

(a) "A person performing foster parent duties" means any person certified by the ~~State Office for Services to Children and Families~~ **Oregon Department of Human Services** under ORS ~~Chapter~~ 418 as a foster parent, or any person employed by that person in the operation of a foster home as defined in ORS ~~Chapter~~ 418 and any rules promulgated thereunder.

(b) "A person performing adult foster care duties" means any person licensed by the ~~Senior and Disabled Services Division or the Mental Health and Developmental Disability Services Division~~ **Oregon Department of Human Services or Oregon Health Authority** to operate an adult foster home, or any person employed by the operator to perform services of assistance to the residents of the adult foster home.

(3) As used in this rule, "adult foster home" means any family home or facility, licensed under ORS 443.705 to 443.825, in which room, board, and 24-hour care services are provided, for compensation, to five or fewer adults who are not related to the operator by blood or marriage.

**Stat. Auth:** ORS 656.704 and 656.726(4)  
**Stats. Implemented:** ORS 656.027  
**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0050 Corporate Officers, Partnerships; Limited Liability Company Members; Subjectivity**

(1) Pursuant to ~~Under~~ **Under** ORS 656.027, a corporation, limited liability company, or partnership must elect in writing to its insurer to provide workers' compensation coverage for otherwise nonsubject workers. ~~Such~~ **The** election must be made at the inception of a coverage policy and remain in effect until a revised written designation is given to the insurer. A self-insured employer must file the election with the director. If an entity does not file its initial

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election, or is not in compliance pursuant to under ORS 656.017 and 656.407, then those exempt individuals ~~shall~~will be determined in the following order:

(a) For a corporation:

- (A) President;
- (B) Secretary, if any;
- (C) Vice President, if any;
- (D) Secretary/Treasurer, if any;
- (E) Treasurer, if any;
- (F) All other officers, if any.

(b) For a limited liability company or partners of a partnership:

- (A) The member or partner with the largest ownership interest;
- (B) The next largest ownership interest.

(c) If there is more than one person or the ownership interest is the same in any of the offices listed in subsections (a) and (b) of this rule, the sequence of those persons will be determined by whose birthday falls earlier in a year.

(2) Noncomplying corporations, noncomplying limited liability companies, or noncomplying partnerships, regardless of the number of employees, are limited to two exempt officers, members, or partners to be determined in accordance with section (1) of this rule.

(3) For purposes of clarifying terms used in ORS 656.027:

(a) "Commercial harvest of timber" means all commercial activities relating to harvest of timber from a parcel of property including, but not limited to, road building, marking of trees to be cut, timber falling, slash removal, and transportation of timber to the location where it will be processed into lumber or other products.

(b) "Director" means a person elected or appointed to a corporation's board of directors in accordance with its articles of incorporation or bylaws.

(c) "Eligible officer" means a corporate officer who is also a director of the corporation and who has a substantial ownership interest in the corporation.

(d) "Eligible partner" or "eligible member" means a partner or member who has substantial ownership in the business entity.

(e) "Noncomplying" means an employing legal entity of subject workers which is in violation of ORS 656.017(1).

**Stat. Auth:** ORS 656.704 and ORS 656.726(3)

**Stats. Implemented:** ORS 656.027

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0055 Extraterritorial Coverage**

(1) Criteria to be used in determining whether a worker is temporarily in or out of state

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pursuant to ~~under~~ ORS 656.126 may include, but are not limited to:

- (a) The extent to which the worker's work within the state is of a temporary duration;
- (b) The intent of the employer in regard to the worker's employment status;
- (c) The understanding of the worker in regard to the employment status with the employer;
- (d) The permanent location of the employer and its permanent facilities;
- (e) The circumstances and directives surrounding the worker's work assignment;
- (f) The state laws and regulations to which the employer is otherwise subject;
- (g) The residence of the worker;
- (h) The extent to which the employer's work in the state is of a temporary duration, established by a beginning date and expected ending date of the employer's work; and
- (i) Other information relevant to the determination.

(2) Within 30 days after coverage of an Oregon employer is effective, the insurer providing the coverage ~~shall~~ **must** notify the employer in writing of the provisions of ORS 656.126 and this rule.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.126

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0060 Transition from Guaranty Contract Filings to Policy-Based Proof of Coverages**

- (1) Proof of coverage reporting requirements are prescribed by OAR 436-162.
- (2) An active guaranty contract on file with the director on or after July 1, 2009 meets the Oregon proof of coverage requirement until it is replaced by a proof of coverage filing for renewal or new coverage effective on or after July 1, 2009, or until canceled under ORS 656.423 or 656.427. Active guaranty contracts on file with the director will not serve as proof of coverage on or after July 1, 2010.
- (3) Filings for policies with a coverage effective date before July 1, 2009 create, endorse, cancel, or reinstate a guaranty contract. Filings for policies with a coverage effective date on or after July 1, 2009 establish, endorse, cancel, or reinstate proof of coverage filings.
- (4) A guaranty contract in effect on or after July 1, 2009 is canceled the earliest of:
  - (a) The employer obtaining other Oregon workers' compensation coverage and causing the insurer to make a coverage filing with the director;
  - (b) The employer providing the insurer 30 days written notice of cancellation; or
  - (c) The insurer mailing notice of cancellation to the employer at least 45 days prior to the cancellation effective date, 90 days notice if the cancellation is based on an insurer's decision not to offer insurance to employers with a specific premium category, or 10 days notice if the cancellation is based on nonpayment of premium.

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Stat. Auth: ORS 656.704 and 656.726(4)  
 Stats. Implemented: ORS 656.419, 656.427  
 Hist: Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04  
 Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09

**436-050-0110 Notice of Insurer's Place of Business in State; Coverage Records Insurer Must Keep in Oregon**

(1) Every insurer that is authorized to issue workers' compensation coverage to subject employers as required by ORS ~~Chapter~~ 656 ~~shall~~ **must** give the director notice of the location, mailing address, telephone number, and any other contact information in this state where the insurer processes claims and keeps written records of claims and proof of coverage as required by ORS 731.475. **The insurer may not have more than eight locations at any one time where claims are processed or records are maintained.** ~~The insurer must provide the director contact information for a designated person or position within the company who will assure payment of penalties and resolution of collections issues resulting from orders issued by the director.~~ While the insurer may have more than one location in this state, the information provided to the director must reasonably lead an inquirer to a person who can respond to inquiries as to workers' compensation insurance policy, **claim filing, and claims processing location** information and to access an in-state Oregon certified claims examiner who can respond within a reasonable time to specific claims processing inquiries. A response time of ~~forty-eight (48)~~ hours or less, not including weekends or legal holidays, would satisfy a reasonable expectation.

(2) Notice under section (1) of this rule ~~shall~~ **must** be filed with the director within 30 days after the insurer becomes authorized and starts writing workers' compensation insurance policies for Oregon subject employers, **and must also include contact information for:**

**(a) A designated person or position within the company who will assure payment of penalties and resolution of collections issues resulting from orders issued by the director; and**

**(b) A designated person or position within the company who can respond to workers' compensation policy and proof of coverage filing inquiries.**

(3) If an insurer elects to use a service company to satisfy the purposes of ORS 731.475 with respect to all or any portion of its business, the insurer ~~shall, prior to its effective date,~~ **must, prior to using the service company in Oregon,** file with the ~~division~~ **director** a copy of the agreement between the insurer and each company **for approval**, and ~~shall~~ **must** give the ~~division~~ **director** notice of the location and mailing address of each service company. **The service agreement must:**

**(a) Be between the underwriting insurer and a service company that is incorporated in or authorized to do business in Oregon, and must not be between any other third parties;**

**(b) Identify the insurer by company name, or if multiple insurers related by ownership, by the name of the group if it includes all affiliates;**

**(c) Identify the service company by name;**

**(d) Grant the service company a power of attorney to act for the insurer in workers' compensation claims proceedings under ORS chapter 656; and,**

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**(e) Contain only those provisions for workers' compensation activities that are allowed in Oregon.**

~~(4) For the purpose of this section, those activities conducted at designated in-state location(s) and by the authorized representative(s) of the insurer shall include, but need not be limited to:~~

~~(a) Processing and keeping complete records of claims for compensation;~~

~~(b) Responding to specific claims processing inquiries;~~

~~(c) Keeping records of payments for compensation;~~

~~(d) Keeping records in a written form, not necessarily original form, and making those records available upon request; and~~

~~(e) Accommodating periodic in-state audits by the director.~~

~~(5)~~**(4) If the insurer's or its service company's place of business or contact information that of a service company elected in lieu of an in-state place of business is will changed, the insurer shall must notify the director of the new location, mailing address, telephone number, and any other contact information of the place of business at least 30 days prior to before the effective date of the change.**

~~(6)~~**(5) When an insurer changes claims processing locations, service companies, or self-administration, the insurer must provide at least 10 days prior notice to workers with open or active claims, their attorneys, and attending physicians. The notice must provide the name of a contact person, telephone number, and mailing address of the new claim processor. The insurer must also notify provide at least 10 days prior notice to the director of which claims will be transferred. The notice to the director must include:**

**(a) Contact information for both the sending processor and receiving processor of the claims to include a contact person, telephone number, mailing address, and physical address where the claims are to be processed; and**

**(b) Verification of whether the claims to be transferred include closed claims; and**

~~(b)~~**(c) A listing of the claims being transferred which that identifies the sending processor's claim number, underwriting insurer, employer, claimant name, and date of injury, and sending processor's claim number. The list should also include the employer number and claim file number assigned by the Workers' Compensation Division, if known.**

**(6) For the purpose of this rule, those activities conducted at designated in-state location(s) and by the authorized representative(s) of the insurer must include, but need not be limited to:**

**(a) Processing and keeping complete records of claims for compensation;**

**(b) Responding to specific claims processing inquiries;**

**(c) Keeping records of payments of compensation;**

**(d) Keeping records, including records of claims processed by prior service companies, in a written form, not necessarily original form, and making those records**

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**available upon request; and****(e) Accommodating periodic in-state audits by the director.**

(7) Records every insurer is required to keep in this state include all the written records of the insurer that show its insured employers have complied with ORS 656.017, including the records described by OAR 436-050-0120.

**Stat. Auth:** ORS 731.475, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 731.475

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0120 Records Insurers Must Keep in Oregon; Removal and Disposition**

(1) The records of claims for compensation that each insurer is required to keep in this state include:

- (a) Written records used and relied upon in processing claims;
- (b) A written record of all payments made as a result of any claim including documentation of the date the payment was mailed. Documentation may be the actual mailing date, or an explanation of the time period between the date of issuance and mailing; and
- (c) A written record as to whether supplemental temporary disability benefits, as required under ORS 656.210(5) for workers employed in more than one job, were approved or denied.

(2) Records of a denied claim may be removed from this state after all the appellate procedures have been exhausted and the denial has been affirmed by operation of law.

(3) Records of any claim for a compensable injury may be removed from this state after the expiration of the aggravation rights or not less than one year following the final payment of compensation, whichever is the last to occur.

(4) When a denied claim is found to be compensable, the records of ~~such~~the claim are ~~thereafter~~ subject to section (3) of this rule.

(5) **The insurer may destroy** ~~Claims records may be destroyed when~~ **the insurer can verify that** all potential for benefits to the ~~injured worker~~ **or the worker's beneficiaries** is gone.

(6) The records relating to proof of coverage that insurers are required to keep in the state include:

- (a) A written record of each workers' compensation insurance policy and related endorsements, reinstatements, or cancellations issued as required under the ~~W~~workers' ~~C~~compensation ~~L~~law;
- (b) Written records of premiums due and premiums collected by the insurer from its insured employers as a result of coverage issued under the ~~W~~workers' ~~C~~compensation ~~L~~law; and
- (c) Written records that segregate and show specifically for each employer the amounts due from the employer and all such money collected and paid by the insurer for premiums for insurance coverage, premium assessments, and any other moneys due the director or required to be remitted to the director.

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(7) If all remittances have been made, proof-of-coverage records may be disposed of after the next Insurance Division examination under ORS 731.300 or the end of three full calendar years following the calendar year in which the workers' compensation insurance policy cancels or is not renewed, whichever occurs later.

**Stat. Auth:** ORS 731.475, 656.704, and 656.726(4)  
**Stats. Implemented:** ORS 731.475  
**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08  
 Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09  
Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13

**436-050-0150      Qualifications of a Self-Insured Employer**

(1) To qualify as a self-insured employer, the employer must ~~An employer shall qualify as a self-insured employer by:~~

- (a) ~~Establishing~~ proof that the employer has an adequate staff qualified to process claims;
- (b) ~~Establishing~~ proof of the financial ability to make certain the prompt payment of all compensation and other payments due under ORS chapter 656;
- (c) ~~Obtaining~~ excess insurance coverage in the amounts approved by the director; and
- (d) ~~Being~~ registered and authorized to do business in this state ~~pursuant to~~ under ORS ~~C~~ chapters 58, 60, 62, 63, 65, 67, 70, and 648, as applicable.

(2) An employer ~~shall~~ establishes proof of an adequate staff qualified to process claims by:

- (a) Employing and retaining at each claims processing location, at least one person that is qualified in accordance with OAR 436-055-0070 and is actually involved in the claims processing function; or
- (b) Contracting the services of one or more service companies that employ at each claims processing location in this state, at least one person qualified in accordance with OAR 436-055-0070 and that is actually involved in the self-insured employer's claims processing.

(3) An employer ~~shall~~ establishes proof of financial ability by providing a security deposit that the director determines is acceptable in accordance with OAR 436-050-0165, and in an amount as determined in accordance with OAR 436-050-0180.

(4) Failure of a certified self-insured employer to maintain the qualifications required in this rule ~~shall~~ will result in revocation of the employer's self-insured certification. The employer will be given 30 days written notice of the intent to revoke the self-insured certification, to be effective 30 days from the date of receipt of the revocation notice. If the employer complies with the qualification requirements within the 30-day period, the revocation will be canceled and the certification will remain in effect.

**Stat. Auth:** ORS 656.407, 656.704, and 656.726(4)  
**Stats. Implemented:** ORS 656.407  
**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04  
Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13

**436-050-0160      Applying for Certification as a Self-Insured Employer**

(1) An employer applying for certification as a self-insured employer must submit ~~the~~

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following information:

(a) ~~An application in a form and format prescribed by the director to become a self-insured employer~~ **A completed "Application for Self-Insurance" (Form 440-1868);**

(b) Proof of the employer's claims processing ability by employing and retaining at each claims processing location, at least one person that is actually involved in the claims processing function and is qualified in accordance with OAR 436-055-0070; or by contracting with a service company that will have at least one person qualified in accordance with OAR 436-055-0070, that will be processing the employer's claims in this state, ~~pursuant to~~ **under** ORS 656.455(1);

(c) The employer's audited financial statements or audited annual reports for the last three fiscal or calendar years. If the audited financial statements of a parent company are provided in lieu of statements for the employer, the director will not authorize the individual employer to be self-insured under its own program, unless a parental company guarantee can be obtained. Otherwise, it will be necessary for the parent company to be the self-insured employer or to separately insure the employer. In the context of this section, a parent company is a legal entity ~~which~~ **that** owns a majority interest in the employer, or owns a majority interest in another entity or succession of entities ~~which~~ **that** owns a majority interest in the employer;

(d) The employer's most recently ~~promulgated~~ experience rating modification worksheet and supporting documentation. Applicants with prior Oregon experience who do not submit this data will be assigned a 1.50 experience rating modification pending receipt of the data. All those without prior Oregon experience will be assigned a 1.00 experience rating modification;

(e) The type, retention, and limitation levels of excess workers' compensation insurance the employer is planning to obtain as required by OAR 436-050-0170;

(f) If applicable, within 30 days after the date of certification, a service agreement between the employer and service company that has been signed by both parties. The agreement ~~shall~~ **must** also contain the location, mailing address, telephone number, and any other contact information of the service company;

(g) Evidence from a surety bond company; admitted to do surety business in this state; that they will issue a surety bond for the employer, as Principal, and the Oregon Department of Consumer and Business Services, Workers' Compensation Division, as Oblige; or evidence from a qualified bank that they will issue an irrevocable standby letter of credit for the employer with the Oregon Department of Consumer and Business Services; as the beneficiary;

(h) Evidence of an occupational safety and health loss control program in accordance with OAR 437-001 as required by ORS 656.430(10); and

(i) Evidence of authorization to do business in this state ~~pursuant to~~ **under** ORS chapters 58, 60, 62, 63, 65, 67, 70, and 648, as applicable.

(2) Within 30 days of receipt of all information required in section (1) of this rule, the director will review the application and notify the employer that the request for certification as a self-insured employer is denied and the reason therefore; or, that the employer is qualified as a self-insured employer. If the employer qualifies as a self-insured employer, the notice ~~shall~~ **will** include:

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- (a) The type and the amount of the security deposit required;
- (b) Approval of the type, retention, and limitation levels of the excess insurance; or
- (c) The type, retention, and limitation levels of excess insurance required.

(3) If approved, the certification of self-insurance will be issued upon receipt of the security deposit and the appropriate excess insurance binder.

(4) Unless a later date is specified by the applicant, the effective date of certification will be the first day of the month following the date the requirements of section (3) of this rule are met.

(5) Notwithstanding subsection (1)(c) of this rule, an employer making application may submit certified financial statements in lieu of audited financial statements or annual reports. However, the director may require the employer to submit audited financial statements if the certified financial statements submitted are insufficient to evaluate the employer's financial status.

**Stat. Auth:** ORS 656.430, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 656.430

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0165 Security Deposit Requirements**

(1) For the purposes of this rule:

- (a) "Employer" includes employer groups;
- (b) "Self-insured employer" includes self-insured employer groups; and
- (c) "ISLOC" means irrevocable standby letter of credit.

(2) A self-insured employer is required to provide a security deposit that is acceptable to the director, to establish proof of its financial ability, and to be qualified and certified as a self-insured employer or to be certified as a self-insured employer group. In accordance with ORS 656.407, a surety bond or an irrevocable standby letter of credit (ISLOC) may be accepted for the required security deposit if it complies with the following conditions and requirements:

(a) An ISLOC may be approved by the director as all or part of the security deposit. The director may approve the ISLOC if the issuing bank and the ISLOC meet the requirements of this rule:

(A) The ISLOC ~~shall~~ **must** be issued by or confirmed by an Oregon state chartered bank **or a federally chartered bank** from which funds will be immediately payable on demand ~~or a federally chartered bank that has an Oregon branch office, from which funds will be immediately payable on demand~~. The bank issuing ~~an~~ **the** ISLOC ~~shall~~ **must**, ~~have~~ at the time of issuance, **have** a credit rating as set forth below:

(i) An "Aaa", "Aa", or "A" long term certificate of deposit (CD) rating in the current monthly edition of "Moody's Statistical Handbook" prepared by Moody's Investors Service Inc., New York; or

(ii) An "AAA", "AA" or "A" long term certificate of deposit (CD) rating in the current

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quarterly edition or monthly supplement of "Financial Institutions Ratings" prepared by Standard & Poors Corporation, New York.

(B) Federally chartered instrumentalities of the United States operating under authority of the Farm Credit Act of 1971 as amended, are acceptable without rating.

(C) An ISLOC issued by a bank that does not meet the credit rating set forth in paragraph (A) at the time of issuance ~~shall~~ **will** only be accepted with a confirming ISLOC issued by an Oregon state chartered bank or federally chartered bank ~~with an Oregon branch office meeting the credit criteria of paragraph (A).~~ The confirming ISLOC ~~shall~~ **must** state that the confirming bank is primarily obligated to pay on demand the full amount of the ISLOC regardless of reimbursement from the bank whose ISLOC is being confirmed.

(D) The issuing bank must use the Irrevocable Standby Letter of Credit, Form 440-3640, issued by the director.

(E) The ISLOC will be automatically extended without amendment for an additional one (1) year from the expiry date, or any subsequent expiry date, unless, at least 60 days before the expiry date, the director is notified in writing by registered mail or overnight delivery, that the bank has elected not to extend the ISLOC for another period.

(F) If the issuing bank or any confirming bank is closed at the time of expiry of the ISLOC for any reason that would prevent delivery of a demand notice during its normal hours of operation, the ISLOC will be automatically extended for a period of 30 days commencing on the next day of operation.

(G) The ISLOC can be called immediately if:

(i) The self-insured employer has defaulted in payment of its workers' compensation liabilities or obligations, or in payments due to the director under ORS **chapter** 656;

(ii) The self-insured employer has filed for bankruptcy;

(iii) The self-insured employer has failed to renew or provide acceptable substitute security by fifteen (15) days prior to the expiry date of the ISLOC; or

(iv) The beneficiary has determined the existing security is deemed inadequate, that additional or replacement security must be provided by the self-insured employer, and that neither has been provided, notwithstanding written notice to the self-insured employer.

(H) The credit ~~shall~~ **must** be available by presentation of the beneficiary's draft drawn at sight on the issuing bank, payable within three business days, when accompanied by one of the statements contained in 436-050-0165(2)(a)(G) signed by the director of the Department of Consumer and Business Services, or the administrator of the Workers' Compensation Division, or their designated authorized representative.

(I) The ISLOC is not subject to any qualifications or conditions by the issuing bank or confirming bank and is each bank's individual obligation, which is in no way contingent upon reimbursement.

(J) An ISLOC ~~shall~~ **must** include a statement that the funds provided by the ISLOC are not construed to be an asset of the self-insured **and employer** and a statement that if legal

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proceedings are initiated by any party with respect to the payment of any ISLOC, it is agreed that such proceedings ~~shall~~ **must** be subject to the jurisdiction of Oregon courts and Oregon ~~l~~aw.

(K) Payment of any amount under an ISLOC ~~shall~~ **must** be made only by wire transfer in the name of the "Department of Consumer and Business Services In Trust For [the legal name of the certified self-insured employer]" to a department account, with the State Treasurer, at a designated bank.

(L) An ISLOC ~~shall be~~ **is** subject to the International Standby Practices 1998 (ISP98), ICC Publication No. 590, which is hereby incorporated by reference, and a reference to this publication ~~shall~~ **must** be included in the text of the ISLOC. ICC Publication 590 may be obtained from the International Chamber of Commerce website: <http://iccwbo.org/policy/banking/>.

(M) All bank charges for the ISLOC are for the account of the applicant.

(N) Any amendment to the ISLOC must be approved and accepted by the director before the amendment is effective.

(O) If a bank's rating subsequent to the issuance of the ISLOC falls below the acceptable rating level as set forth in paragraph (A), the self-insured employer ~~shall be required~~ **must**, within 60 days of the publication of the lower credit rating ~~to~~:

(i) Replace the ISLOC with a new ISLOC issued by an Oregon state chartered bank or with a federally chartered bank ~~with an Oregon branch office~~ with an acceptable credit rating;

(ii) Confirm the ISLOC by an Oregon state chartered bank or a federally chartered bank ~~with an Oregon branch office~~ that has an acceptable credit rating; or

(iii) Replace the ISLOC with a policy of insurance or a surety bond of equal amount that is approved by the director, as substitute security for the ISLOC, if the policy of insurance or surety bond covers all workers' compensation liabilities and obligations that would have been covered by the ISLOC.

(P) Each self-insured employer that submits an acceptable ISLOC as its security deposit, ~~shall~~ **must** furnish a memorandum of understanding with the ISLOC, on the department's Form 440-3529, ~~which~~ **that** affirms the self-insured employer's acceptance of all of the following requirements:

(i) An ISLOC is furnished to the director instead of a surety bond or other forms of security that may be determined to be acceptable for certification as a self-insured employer or for continuing as a certified self-insured employer;

(ii) The self-insured employer understands the ISLOC will be automatically extended without amendment for an additional one (1) year from the expiry date, or any subsequent expiry date, unless, at least 60 days before the expiry date, the director is notified in writing by the bank that the ~~irrevocable standby letter of credit~~ **ISLOC** will not be renewed;

(iii) The ISLOC may be replaced with an ISLOC or surety bond of equal amount or a policy of insurance that is accepted by the director as substitute security for the ISLOC, if the new ISLOC or surety bond or policy of insurance covers all workers' compensation liabilities and obligations that would have been covered by the ISLOC to be replaced;

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(iv) The self-insured employer ~~shall~~ affirms that the ISLOC, in the amount required, is being offered with the understanding that the ISLOC can be called immediately, at the director's discretion, if the director receives notice that the ISLOC will not be renewed; if the self-insured employer fails to pay its workers' compensation liabilities, obligations, or payments due to the director under ORS **chapter** 656; or the self-insured employer files bankruptcy; or the self-insured employer fails to renew or provide acceptable substitute security by fifteen (15) days prior to the expiry date of the ISLOC; or the director has determined the existing security is deemed inadequate, that additional or replacement security must be provided by the self-insured employer and that neither has been provided, notwithstanding written notice to the self-insured employer; and

(v) If legal proceedings are initiated by any party with respect to payment of any ISLOC, then it is agreed that the proceedings ~~shall~~ **will** be subject to the jurisdiction of Oregon courts and application of Oregon ~~l~~aw(s).

(b) A surety bond may be accepted by the director as a security deposit or substitute security deposit for an ISLOC, government securities, monies, or time deposits. A surety bond may be accepted as all or part of the security deposit. The director, in each particular case, will determine if the surety bond submitted is acceptable, if the issuing ~~S~~surety is acceptable, and if its language and format are acceptable.

(A) The surety bond must be issued by a ~~S~~surety company authorized to transact surety business in Oregon;

(B) Surety Bond Form 440-824 ~~shall~~ **must** be used for all surety bonds;

(C) Surety bonds submitted for the self-insured employer's security deposit ~~shall~~ **must** be continuous in form;

(D) Surety bonds may be terminated by the surety company by giving the director and the Principal written notice stating that on a date not less than thirty days after the date the notice is received by the director, such termination ~~shall~~ **will** be effective. Such termination ~~shall~~ in no way ~~limits~~ the liability of the Surety for subsequent defaults of the Principal's liability and/or obligations incurred under ORS **chapter** 656 prior to the effective date of such termination;

(E) Surety Bond Rider Form 440-1810 ~~shall~~ **must** be used for all department required increases or authorized decreases in the penal sum of the surety bond. The surety bond rider is not effective until it is accepted by the department;

(F) Surety bonds and all riders to the surety bonds ~~shall~~ **must** be executed by the surety company's attorney in fact and the attorney in fact's appointment and power of attorney must accompany all surety bonds and riders submitted. The power of attorney must authorize the attorney in fact to execute the surety bond in the amount of the penal sum of the bond;

(G) The liability of a surety company under its surety bond may only be discharged in the event that:

(i) The Principal files acceptable substitute security as the security deposit that is accepted by the director as substitute security for the surety bond to be released, covering all past, present, existing, and potential liability of the Principal under ORS **chapter** 656 and

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covering all the Surety's liability under the surety bond to be released, in an amount required by the director; and

(ii) The surety bond is released as documented in writing from the director or the administrator of the Workers' Compensation Division, or their designated authorized representative.

(iii) A policy of insurance or an ISLOC of equal amount that is acceptable by the director, may be accepted as substitute security for the surety bond, if the policy of insurance or ISLOC covers all workers' compensation liabilities and obligations that would have been covered by the surety bond.

(H) The surety company or its parent ~~shall~~**must** have and maintain an acceptable credit rating in accordance with the following:

- (i) Standard and Poors Insurer Financial Strength Rating of A or better rating, or
- (ii) A.M. Best Company, Financial Strength Rating of B+ or better rating.

(I) A surety bond ~~shall~~**must** be replaced by the self-insured employer with an acceptable type of security deposit, within 30 days, after notice from the department that the Surety has been placed in conservatorship, ~~or~~ is seized, or declares insolvency, or the current credit rating is below the ratings required in subsection (H).

(c) Government securities, certificates of deposit, or time deposit accounts that were accepted by the director as a self-insured employer's or a self-insured employer group's required security deposit prior to January 1, 2004, may remain as the security deposit until the maturity date of those investments. At that time, the government securities, certificates of deposit, or time deposit accounts pledged to the department as security deposits must be replaced by a surety bond or ISLOC acceptable to the director. A self-insured employer that has government securities, certificates of deposit, or time deposit accounts as all or part of its security deposit ~~shall~~**must** complete a "Security Agreement and Notice to Intermediary," Form 440-4023, granting the department a security interest in and control over those financial assets.

(d) Government securities, certificates of deposit, or time deposit accounts will not be accepted as security deposits for certified self-insured employers who must increase their security deposit, or for employers whose self-insurance certification ~~is~~**was** granted ~~subsequent to~~**after** January 1, 2004.

**Stat. Auth:** ORS 656.430, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 656.430

**Hist:** Adopted 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0170 Excess Insurance Requirements**

(1) A self-insured employer must have excess workers' compensation insurance coverage appropriate for the employer's potential liability under ORS 656.001 to 656.990 with an insurer authorized to do business in ~~the~~**this** state. The policy providing such coverage and any endorsements thereto must be filed with the director not later than 30 days after the date the coverage is effective. A self-insured public utility with assets in excess of \$500 million as reflected by the employer's audited financial statement submitted in accordance with OAR 436-

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050-0160 or 436-050-0175, may obtain the required excess workers' compensation insurance coverage from an eligible surplus lines insurer.

(2) The excess insurance:

(a) Must include a provision for reimbursement to the director of all expenses paid by the director on behalf of the employer ~~pursuant to~~ **under** ORS 656.614 and 656.443 in the same manner as if the director were the insured employer, subject to the policy limitations or amounts and limits of liability to the insured employer; and

(b) Coverage must be continuous and remain in effect from the date of certification until the certification is revoked or canceled; and

(c) Coverage must be specific on a per occurrence basis; and

(d) Coverage may include aggregate excess insurance; and

(e) Coverage may include a deductible endorsement acceptable to the director.

(3) When an excess insurance policy is canceled by the excess insurer or the employer, a copy of such notice ~~shall~~ **must** be filed with the director 30 days prior to the effective date of cancellation.

(4) Changes in the self-insured retention level and policy limits of the excess insurance require prior approval of the director. The director may require a reduction in the self-insured retention level or an increase in the policy limits. Those items considered in determining and approving the retention and limitation levels of the excess insurance will be the employer's:

(a) Financial status;

(b) Risk and exposure;

(c) Claim history; and

(d) The amount of the required security deposit.

(5) A self-insured employer will be allowed a period, not to exceed 30 days, within which to comply with an order of the director to the employer to reduce the self-insured retention level or increase the policy limitation or amounts and limits of liability of the excess insurance.

(6) Excess insurance obtained under this section does not relieve any self-insured employer from full responsibility for claims processing and the payment of compensation required under ORS **chapter** 656 and these rules. Regardless of the types and amounts of excess coverage a self-insured employer ~~shall~~ **must** not transfer claims to the excess insurer(s) for processing.

(7) If a self-insured employer ~~fails to~~ **does not** comply with the requirements of this section, the employer's certification as a self-insured will be revoked. The employer will be given written notice of such revocation which will be effective 30 days from receipt of ~~such~~ **the** notice. If the required excess insurance is obtained within the 30 days, the revocation ~~is~~ **will be** canceled and certification **will** remain in effect.

**Stat. Auth:** ORS 656.430, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 656.430

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

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Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13

**436-050-0175 Annual Reporting Requirements**

(1) To determine the financial status of a self-insured employer and to evaluate the employer's continuity of operation, a self-insured employer ~~shall~~must file annually with the director an audited financial statement or annual report with audited financial statement, including SEC Form 10K if issued, for the just completed fiscal year. A self-insured employer that is not a municipality must make the filing within 120 days of the fiscal year end and a self-insured employer that is a municipality must make the filing within 180 days of the fiscal year end. All financial statements and annual financial reports filed, as required by this section, ~~shall~~will be retained by the director for a period of at least three years. In lieu of an audited financial statement or annual report, a self-insured employer may file a financial statement certified by the employer that the financial statement is true, and accurate and presents the employer's financial condition and results of operations as of the date of the statement.

~~(2) Each self-insured employer shall submit an annual endorsement to their application for self-insurance in the form prescribed by the director. The endorsement shall be filed by March 1 of each year.~~

~~(3)~~ (2) Notwithstanding section (1) of this rule, the director may require an employer to submit an audited financial statement if the certified financial statement submitted is insufficient to evaluate the employer's financial status.

~~(4)~~ (3) The self-insured employer ~~shall~~must report claim loss data described in Bulletin 209 necessary by March 1 of each year for the purposes of experience rating modification, retrospective rating calculations, and determining deposits.

(a) The report must be certified to be true and accurate by an authorized representative of the self-insured employer, and must include:

(A) A report of losses for each year in the experience rating period. The report must cover all claims incurred during the reporting period, and must be valued as of January 1 of the current year. Reports must include:

- (i) Contract medical expenses;
- (ii) Total medical deductible;
- (iii) Number of claims for which the medical deductible is claimed;
- (iv) For claims with incurred losses of \$5,000 or less, total paid, outstanding reserves, and total incurred losses;
- (v) Number of claims with incurred losses of \$5,000 or less; and
- (vi) For each claim with incurred losses exceeding \$5,000, worker's name, date of injury, claim number, total paid, outstanding reserves, and total incurred losses. Claims must be listed in alphabetical order.

(B) A report of losses covering the self-insured period prior to the experience rating period. The report must list all open claims, and must be valued as of January 1 of the current year. The report must include:

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- (i) The worker's name, listed in alphabetical order;
- (ii) Date of injury;
- (iii) Claim number;
- (iv) Total paid;
- (v) Outstanding reserves; and
- (vi) Total incurred losses.

(C) Identification of claims involving catastrophes, Workers with Disabilities Program, permanent total disability or fatal benefits, third party recoveries, and claims where the total incurred has or is expected to exceed the self-insured retention of the self-insured employer's excess insurance policy.

**(D) The total annual paid losses for the previous four fiscal years valued as of January 1 of the current year.**

(b) ~~The director will, by Bulletin 209,~~ provides guidelines for self-insured employers and their authorized representatives to use in submitting the required data.

(c) Each self-insured city or county that is exempted from the security deposit requirements ~~in accordance with~~ under ORS 656.407(3) and OAR 436-050-0185 ~~shall~~ must, in addition to the above, provide the procedures, methods, and criteria used in the process of determining the amount of their actuarially sound workers' compensation loss fund, including procedures for determining the amount for injuries incurred but not reported.

**(4) Notwithstanding section (3) of this rule, the director may require a self-insured employer to submit claim loss data more frequently if the nature of the self-insured employer's business has changed since the last annual loss report for reasons including, but not limited to, mergers or acquisitions, changes in employment level, nature of employment, or incurred claims costs.**

(5) If a self-insured employer fails to comply with the requirements of sections (1), (2), (3), or (4) of this rule, the director may impose any or all of the following sanctions:

- (a) Require the self-insured employer to increase ~~their~~ its deposit and premium assessments by 25%;
- (b) Conduct an audit to obtain the necessary loss information at the self-insured employer's expense;
- (c) Assess civil penalties ~~for~~ of up to \$250 per day that the information is not provided beyond the deadline; or
- (d) Revoke the employer's certification as a self-insured.

(6) To ensure each self-insured employer's claims are valued appropriately for use in deposit, experience rating, and retrospective rating calculations, the director will perform routine test audits. If a self-insured employer's total claims values are found to be 10 percent or more below the director's determined values, the current experience rating will be recalculated using the director's determined values and will be used in the security deposit and retrospective rating

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calculations. In addition, penalties may be assessed.

**Stat. Auth:** ORS 656.407, 656.430, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 656.407 and 656.430

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0180 Determination of Amount of Self-Insured Employer's Deposit; Effective Date of Order to Increase Deposit**

(1) The deposit a self-insured employer is required by ORS 656.407 to maintain with the director ~~shall~~**must** be an amount not less than the greater of:

(a) \$100,000; or

(b) Future claim liability, including losses incurred but not reported (IBNR), a claims processing administrative cost, and the anticipated assessments payable to the director for the employer's next fiscal year; or

(c) The annual incurred losses for the self-insured's last fiscal year, including IBNR, a claims processing administrative cost, and anticipated assessments payable to the director for the employer's next fiscal year.

(2) Notwithstanding section (1) of this rule, if the employer is applying for self-insurance, the amount of the deposit ~~shall~~**must** not be less than the greater of:

(a) The anticipated assessments payable to the director for the employer's next fiscal year; ~~;~~ plus an amount equal to 65 percent of the annual premium the employer would pay if carrier-insured using the applicable occupational base rate premium, as such rate is applied to the anticipated payroll of the employer's Oregon operations for the employer's next fiscal year; or

(b) \$300,000 plus \$30,000 additional for each \$100,000 the employer's net worth is below \$2 million; or

(c) The amount of the approved self-insured retention level for the employer's excess workers' compensation insurance.

(3) In determining the amount of deposit the director will take into consideration:

(a) ~~The F~~**financial** ability of the employer to pay compensation and other payments due;

(b) ~~The E~~**employer's** probable continuity of operation;

(c) Retention and limitation levels of the employer's excess insurance in relation to the employer's financial status; ~~and~~

**(d) Changes in the employer's business including, but not limited to, mergers or acquisitions, changes in employment level, nature of employment, incurred claims costs, or material growth in self-insured exposure; and**

~~(d)~~**(e) The B**alance of the Self-Insured Employers Adjustment Reserve.

(4) Assessments payable to the director referred to in this section include moneys and assessments due ~~pursuant to~~**under** ORS 656.506, 656.612, and 656.614.

(5) A self-insured employer will be allowed a period, not to exceed 30 days, within which

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to comply with an order of the director to the employer to increase the amount of its deposit.

(6) "Claims processing administrative cost" ~~shall~~**will** be determined by developing a percentage rate to be applied against the employer's "unpaid losses." The rate will be based upon the information contained in Schedule P, Part ID of the Annual Statement for the previous calendar year as reported to the Insurance Commissioner by SAIF Corporation and the 20 private insurers who had the highest earned premium reported for the preceding calendar year. The rate will be computed annually to be effective for the subsequent fiscal year. The rate will be 105 percent of the median of ratios determined as follows for each of these insurers:

- (a) "Loss ~~E~~xpenses ~~U~~npaid" for losses incurred in the latest eight years, divided by
- (b) "Losses ~~U~~npaid" for losses incurred in the latest eight years.

(7) "Incurred but not reported" (IBNR) ~~shall~~**will** be calculated by applying a loss development factor against the employer's annual ~~incurred~~ **paid** losses. The loss development factor will be calculated annually by the director. **An IBNR may be included in the security deposit calculation when the director identifies factors including, but not limited to, a decrease in the self-insured employer's credit rating, a negative net worth, negative cash flow, high debt-to-equity ratio, or material growth in self-insured exposure.**

**Stat. Auth:** ORS 656.407, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 656.407

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0185      Deposit Exemption for Self-Insured Cities and Counties, Qualifications, Application Procedures, Conditions and Requirements, Revocation and Requalification**

(1) A self-insured city or county may ~~make application~~ to be exempt from the security deposit requirements of ORS 656.407(2). Pursuant to **Under** ORS 656.407(3), the requirements to qualify for exemption are as follows:

(a) The city or county must be a certified self-insured employer, not a member of a self-insured employer group, in compliance with ORS 656.407(2) and OAR 436-050-0180 as an independently self-insured employer for the three consecutive years immediately prior to ~~making application~~ **making application** for the exemption; and

(b) The city or county must have in effect a workers' compensation loss reserve account that is actuarially sound and that is adequately funded as determined by the annual audit under ORS 297.405 to 297.740 to pay all compensation to injured workers and amounts due the director ~~pursuant to~~ **under** ORS ~~C~~chapter 656. The workers' compensation loss reserve account ~~shall~~ **must** also be dedicated to and expended only for payment of compensation and amounts due the director by the city or county under ORS ~~C~~chapter 656.

(2) A written application requesting exemption from ORS 656.407(2) ~~shall~~ **must** be submitted to the director no later than 45 days prior to the date the exemption is desired to become effective. The application ~~shall~~ **must** include the following supporting documentation for review and approval:

(a) A copy of the city's or county's most recent annual audit as filed with the Secretary of State under ORS 297.405 to 297.740 that identifies the actuarially sound funded amount in the

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dedicated workers' compensation loss reserve if not previously filed as required by OAR 436-050-0175(1);

(b) A copy of the city's or county's current fiscal year's approved budget that states the budgeted amount for the funded workers' compensation loss reserve account;

(c) A resolution or ordinance passed by the city's or county's governing body that establishes an actuarially sound and adequately funded workers' compensation loss reserve account that dedicates the workers' compensation loss reserve account to and limits expenditures to only the payment of compensation and amounts due the director under ORS ~~Chapter~~ 656. The resolution ~~shall~~ **must** also include the director's first lien and priority rights to the full amount of the workers' compensation loss reserve account required to pay the present discounted value of all present and future claims under ORS ~~Chapter~~ 656; and

(d) A statement giving the amount of the current reserves for present and future liabilities, the amount funded in the workers' compensation loss reserve account, the procedures, methods, and criteria used in the process of determining the amount funded in their actuarially sound workers' compensation loss fund, including procedures for determining the amount for injuries incurred but not reported. The statement ~~shall~~ **must** include the city's or county's certification that the loss reserve account is actuarially sound and adequately funded if an actuarial study is not available.

(3) Within 45 days of receipt of all information required ~~in~~ **by** section (2) of this rule, the director will review the application and supporting documentation and notify the city or county that the request for exemption under ORS 656.407(3) is approved or denied.

(a) If denied, the notice will provide the reasons for the denial, any requirements for reconsideration, and the right to administrative review as provided by OAR 436-050-0008.

(b) If approved, the notice ~~shall~~ **will** include:

(A) The confirmation of the effective date of exemption;

(B) Authorization for cancellation of any surety bond or ISLOC held as security ~~pursuant to~~ **under** ORS 656.407(2) and OAR 436-050-0180; and

(C) Procedures for release of any government securities or time deposits held as security ~~pursuant to~~ **under** ORS 656.407(2) and OAR 436-050-0180.

(4) Probable cause to believe the workers' compensation loss reserve account is not actuarially sound includes but is not limited to: ~~the~~ **the** annual audited financial statement under ORS 297.405 to 297.740 not containing a statement by the auditor that the workers' compensation loss reserve account is adequately funded, or containing a disclaimer regarding the auditor's qualifications or ability to determine adequacy of the loss reserve account.

(5) A city or county that has been exempted from ORS 656.407(2) and desires to terminate its self-insurance certification or elects to discontinue maintaining an actuarially sound and adequately funded workers' compensation loss reserve ~~shall~~ **must**:

(a) Submit **a** written request to the director at least 60 days prior to: the desired effective date the self-insured certification is requested to be terminated; or **60 days prior to** the effective date that the qualifying workers' compensation loss reserve account is to be discontinued;

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(b) If the self-insured certification is to be terminated, the request for termination ~~shall~~**must** comply with the requirements of OAR 436-050-0200. Prior to the effective date of termination the city or county ~~shall~~**must** provide a security deposit, as required by the director, in an amount determined ~~pursuant to~~**under** OAR 436-050-0180 and ORS 656.443; and

(c) If the city or county desires to remain self-insured, the city or county ~~shall~~**must** requalify for self-insurance certification by depositing, prior to the date the qualifying workers' compensation loss reserve account is to be discontinued, a security deposit as required by the director ~~pursuant to~~**under** ORS 656.407(2) and OAR 436-050-0180. ~~Pursuant to~~**Under** ORS 656.407(3)(e) failure to deposit the required security deposit with the director prior to the date of discontinuance of the qualifying workers' compensation loss reserve account ~~shall~~**will** cause the city's or county's self-insurance certification to be automatically revoked as of that date.

**Stat. Auth:** ORS 656.407, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 656.407

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0190 Using Self-Insured Employers Security Deposit/Self-Insured Employers Adjustment Reserve/Self-Insured Employer Group Adjustment Reserve**

(1) In the event a self-insured employer fails to or is unable to make all payments due under ORS ~~C~~chapter 656, the director ~~shall~~**will**, on behalf of the employer, assure continued payments in accordance with ORS 656.407, 656.443, and 656.614 and in such a manner as to ensure minimum delay in the processing of injured workers' claims.

(2) If a self-insured employer defaults and is being serviced by one or more service companies, the director will, on behalf of the employer, designate those service companies to continue processing claims in accordance with the contracts in effect. At least 90 days prior to the time the contract expires, the service company can submit a proposal to continue processing the claims. The director will consider such proposal along with other options which may include referral of the claims for processing to an ~~A~~assigned ~~C~~claims ~~A~~agent as secured ~~selected~~**selected** under ORS 656.054.

(3) If a self-insured employer defaults and is self-administering, the director ~~shall~~**will**, on behalf of the employer, negotiate to have the employer's claims processed or may refer the claims for processing to an ~~A~~assigned ~~C~~claims ~~A~~agent as secured under ORS 656.054.

(4) In the event a self-insured employer reorganizes its business, assumes additional liability, acquires new operations, buys an additional business, merges with another business, files bankruptcy, emerges from bankruptcy, or otherwise changes its operation in any manner that affects its workers' compensation claims liability, the self insured employer must notify the director of the modification of business within 30 days of the event.

(5) For the purposes of this rule:

(a) "Employer" includes employer groups.

(b) "Self-insured employer" includes self-insured employer groups.

**Stat. Auth:** ORS 656.407, 656.704, and 656.726(4)

**Stats. Implemented:** ORS 656.407, 656.443, and 656.614

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

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Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13

**436-050-0195 Requirements for Self-Insured Entity Changes**

(1) If there is any change in the legal entity, changes in addresses, telephone numbers, and points of contact, or ownership changes, a self-insured employer ~~shall~~**must** notify the director in writing within 30 days after the change occurs.

(2) A self-insured employer ~~shall~~**must** submit requests to add or delete entities under its self-insured certification ~~in the form and format, or manner, as prescribed by the director, and by~~ **submitting a completed "Endorsement to Self-Insured Group Application" (Form 440-1869)** signed by an officer of the company. Each entity to be approved for inclusion in a self-insured employer's certification must enter into an agreement, signed by an officer of the entity being included in the self-insured employer's certification, making the entity jointly and severally liable for the payment of any compensation and moneys due to the director by the certified self-insured employer ~~and/or~~ any other entity included in the self-insured employer's certification.

(3) The director will determine, based on the information provided, the effect of the change on the deposit required and whether the entities can be combined for experience rating purposes.

(4) Failure to provide notification as required by this section may result in assessment of penalties ~~and/or~~ **revocation of** self-insurance certification ~~revocation, or both.~~

**Stat. Auth:** ORS 656.407, ORS 656.430, ORS 656.704 and ORS 656.726(3)

**Stats. Implemented:** ORS 656.407 and ORS 656.430

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0200 Self-Insured Certification Cancellation; Revocation**

(1) A certification to a self-insurer issued by the director remains in effect until:

(a) Revoked as provided by OAR 436-050-0150 through 436-050-0230 and ORS 656.440; or

(b) Canceled by the employer with the approval of the director.

(2) If a self-insured employer wishes to cancel certification as a self-insured or cancel self-insurance for any legal entity included under the self-insurance certification, the employer ~~shall~~**must** make written request to the director. Such a request ~~shall~~**must** be submitted at least 60 days prior to the desired date of cancellation and include:

(a) What arrangements have been made to process present and future claims for which the employer is responsible;

(b) A statement of all present and future claims liabilities for all liabilities incurred during the period of self-insurance; and

(c) Any reports and/or moneys due the director ~~pursuant to~~ **under** ORS 656.506, 656.612, and 656.614.

(3) If the employer will continue to have subject workers after the cancellation date, the employer must provide the director, prior to the desired date of cancellation, one of the

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following:

(a) An insurer filed proof of coverage for a workers' compensation insurance policy under ORS 656.017 and ~~ORS~~ 656.419;

(b) Evidence of a worker leasing arrangement as allowed under ORS 656.850; or

(c) An assigned risk binder that demonstrates compliance with ORS 656.052.

(4) If the self-insured employer fails to provide the director evidence of subsequent coverage under section (3) prior to the desired date of cancellation, the self-insurance certification, including reports and moneys due the director under ORS 656.506, 656.612, and 656.614, will remain in effect.

(5) If a workers' compensation insurance policy is in effect and an active self insurance certification is on file with the director for the same employer for the same time period, the self-insured employer ~~shall have~~ has the responsibility of processing claims occurring during the time period as provided under the self insurance certification.

(6) The certification of a self-insured employer may be revoked if:

(a) The employer fails to comply with ORS 656.407 or 656.430 and ~~the~~ applicable rules adopted pursuant thereto; or

(b) The employer commits any violation for which a civil penalty could be assessed under ORS 656.745.

(7) Except as provided in OAR 436-050-0170 (7), notice of certificate revocation will be issued in accordance with the provision of ORS 656.440.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.434 and 656.440

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0205 Notice of Self-Insurer's Personal Elections**

When a person makes an election under ORS 656.039, 656.128, or 656.140, the self-insured ~~shall~~ must notify the director in writing ~~in ten form~~ of the election and of any cancellation of the election within 30 days of the effective date.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.039, 656.128 and 656.140

**Hist:** Amended 6/22/01 as WCD Admin. Order 01-054, eff. 7/1/01

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0210 Notice of Self-Insurer's Place of Business in State; Records Self-Insured Must Keep in Oregon**

(1) Every employer certified as a self-insured employer ~~shall~~ must give the director notice of the location, mailing address, telephone number, and any other contact information of at least one location in this state where claims will be processed and claim records kept as well as other records as required by this rule and OAR 436-050-0220. The employer ~~shall~~ must give notice of the location, mailing address, telephone number, and any other contact information upon application for certification. **The employer may not have at any one time more than**

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**three locations where claims are processed or records are maintained.**

**(2) Notice under section (1) of this rule must include contact information for a designated person or position within the company who will assure payment of penalties and resolution of collections issues resulting from orders issued by the director.**

~~(2)~~**(3)** With the approval of the director, a self-insured employer may use one or more service companies as authorized by ORS 656.455 instead of establishing its own place of business in this state. To obtain approval or to change or add service locations, the employer shall ~~shall~~ **must** file with the director a copy of the agreement entered into between the employer and each company, and shall ~~shall~~ **must** give the director notice of the location, mailing address, telephone number, and any other contact information of each service company.

~~(3) For the purpose of this section, those activities conducted at designated in-state location(s) and by the authorized representative(s) of the self-insured employer shall include, but need not be limited to:~~

- ~~(a) Processing, and keeping complete records of, claims for compensation;~~
- ~~(b) Responding to specific claims processing inquiries;~~
- ~~(c) Keeping records of payments for compensation;~~
- ~~(d) Keeping of records in a written form, not necessarily original form, and making those records available upon request; and~~
- ~~(e) Accommodating periodic in-state audits by the director.~~

~~(4) If a self-insured employer's or its or service company's for a self-insured employer changes its place of business or contact information will change, the self-insured employer shall must~~ notify the director of the new location, mailing address, telephone number, and any other contact information 30 days ~~prior to~~ **before** the effective date of the change.

~~(5) When a self-insured employer changes claims processing locations, service companies, or self-administration, the employer must provide at least 10 days prior notice to:~~

~~(a) Workers with open or active claims, their attorneys, and attending physicians. The notice must provide the name of a contact person, telephone number, and mailing address of the new claim processor;~~

~~(b) The director of which claims will be transferred. The notice must include:~~

~~(A) Contact information for both the sending processor and receiving processor of the claims to include a contact person, telephone number, mailing address, and physical address where the claims are to be processed; and~~

**(B) Verification of whether the claims to be transferred include closed claims; and**

~~(B)(C) A listing of the claims being transferred which that identifies the sending processor's claim number, claimant name, and date of injury. The list should also include the employer's WCD number and WCD's claim number, if known.~~

**(6) For the purpose of this rule, those activities conducted at designated in-state location(s) and by the authorized representative(s) of the self-insured employer must**

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**include, but need not be limited to:**

**(a) Processing and keeping complete records of claims for compensation;**

**(b) Responding to specific claims processing inquiries;**

**(c) Keeping records of payments for compensation;**

**(d) Keeping records, including records of claims processed by prior service companies, in a written form, not necessarily original form, and making those records available upon request; and,**

**(e) Accommodating periodic in-state audits by the director.**

~~(6)~~**(7)** Written records every self-insured employer is required to keep in this state include, but are not limited to, the records described by OAR 436-050-0220.

~~(7)~~**(8)** Notwithstanding section (1) of this rule, the director may approve up to two additional claims processing locations, if the self-insured employer can show:

(a) That meeting the requirements of section (1) of this rule will impose a financial or operational hardship on the employer;

(b) That such additional locations will result in improved claims processing performance of the employer; and

(c) That the auditing functions of the director can be met without unnecessary expense to the director.

~~(8)~~**(9)** If, upon review of a self-insured employer's claims processing performance, the performance has not remained at the levels as described in OAR 436-060, approval for additional locations provided in section (6) ~~shall~~**will** be withdrawn.

~~(9)~~**(10)** Notwithstanding section (1) of this rule, a self-insured employer may, with the prior approval of the director, make compensation payments from a single location other than the designated claims processing location. Approval of such a location may be revoked if at any time:

(a) Timeliness of compensation payment falls below the minimum standards as established in OAR 436-060;

(b) Written record of compensation payments is not available; or

(c) There is not sufficient written documentation to support the issuance of a check for compensation.

~~(10)~~**(11)** Notwithstanding section (1) of this rule, a self-insured employer may, with prior approval of the director, have one additional location, in or out of state, for maintaining payroll records pertaining to premium assessments and assessment/contributions.

**Stat. Auth:** ORS 656.455, 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.455

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

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**436-050-0220      Records Self-Insured Employer Must Keep in Oregon; Period to be Retained, Removal and Disposition**

(1) ~~A self-insured employer must notify the director of the location, mailing address, telephone number, and any other contact information where records are or will be kept and where claims are or will be processed in Oregon. The self-insured employer must provide the director contact information for a designated person or position within the company who will assure payment of penalties and resolution of collections issues resulting from orders issued by the director.~~ The written records self-insured employers are required to keep in this state to ensure compliance with ORS 656.506, 656.612, 656.614, and 656.622 include:

(a) A record of payroll by National Council on Compensation Insurance classification; and

(b) Complete records of all assessments, employer and employee contributions, and all such money due the director.

(2) The self-insured employer must maintain at a place of business in this state, those written records relating to ~~their~~ its safety and health program as required by ORS 656.430(10) and ~~in accordance with~~ OAR 437-001.

(3) The records of claims for compensation that each self-insured employer is required to keep in this state include, but are not limited to:

(a) Written records used and relied upon in processing claims;

(b) A written record of all payments made as a result of any claim including documentation of the date the payment was mailed. Documentation may be the actual mailing date; or an explanation of the time period between the date of issuance and mailing;

(c) A written record as to whether supplemental temporary disability benefits, as required under ORS 656.210(5) for workers employed in more than one job, were approved or denied; and

(d) A summary sheet for each claim showing all payments made, separated into disability, medical, and vocational assistance payments with cumulative totals. The record of disability payments should be limited to statutory benefits and not include any additional employer obligations. Expenses must not be included in any of the three columns required on the summary sheet. "Expenses" are defined in National Council on Compensation Insurance, Workers' Compensation Statistical Plan, Part IV.

(4) Records of a denied claim may be removed from this state after all the appellate procedures have been exhausted and the denial ~~has been affirmed~~ is final by operation of law.

(5) Records of any claim for a compensable injury may be removed from this state after the expiration of the aggravation rights or not less than one year following the final payment of compensation, whichever is the last to occur.

(6) Notwithstanding sections (4) and (5) of this rule, if administrative or judicial review is requested, the claim records may not be removed from this state or disposed of until after either the review is concluded and the time for an appeal from such review has expired or at least one year after final payment of compensation has been made, whichever is the last to occur.

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(7) During administrative or judicial review, if a denied claim is found to be compensable the records of ~~such~~the claim are ~~thereafter~~ subject to section (5) of this rule.

(8) **The self-insured employer may destroy** ~~C~~claim records ~~may be destroyed~~ when **the self-insured employer can verify that** all potential for benefits to the injured worker **or the worker's beneficiaries** is gone.

(9) Records retained as required by section (1) of this rule may be removed from the state or destroyed at the end of three full calendar years after the calendar year in which the money was remitted.

**Stat. Auth:** ORS 656.455, 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.455

**Hist:** Amended 6/12/08 as Admin. Order 08-057, eff. 7/1/08

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0230 Out-of-State Recordkeeping and Claims Processing by Self-Insured Employer; Conditions and Procedure for Permit; Revocation**

(1) Notwithstanding OAR 436-050-0220, if a self-insured employer wishes to keep the claims records and process claims at a location outside this state, the employer may apply to the director for permission to do so. The application shall contain the reasons for the request and the location, mailing address, telephone number, and any other contact information where the records will be kept and the claims processed. The application must provide the director contact information for a designated person or position within the company who will assure payment of penalties and resolution of collections issues resulting from orders issued by the director. Upon receipt, the director will review the application and notify the employer that the request has been denied and the reason therefor; or, that the employer will be allowed to process claims from outside this state.

(2) The director may grant permission to the self-insured employer unless the employer has committed acts or engaged in a course of conduct that would be grounds for revocation of permission or that are contrary to any of the provisions of section (3) of this rule.

(3) A self-insured employer that keeps claims records and processes claims at a location outside this state ~~shall~~ **must**:

- (a) Process claims in an accurate and timely manner;
- (b) Make reports to the director promptly as required by ORS ~~C~~chapter 656 and the director's administrative rules;
- (c) Pay to the director promptly all assessments and other money as it becomes due;
- (d) Increase or decrease its security deposit promptly when directed to do so by the director ~~pursuant to~~ **under** ORS 656.407(2); and
- (e) Comply with the rules and orders of the director in processing and paying claims for compensation.

(4) After notice given as required by ORS 656.455(2), permission granted under this section will be revoked by the director if the employer has committed acts or engaged in a course of conduct that are in violation of any provisions of section (3) of this rule.

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(5) A self-insured employer ~~shall~~**must** provide written records which have been removed from this state to the director as requested within a reasonable time not to exceed 14 days or as otherwise negotiated.

**Stat. Auth:** ORS 656.455, 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.455

**Hist:** Amended 12/5/05 as WCD Admin. Order 05-075, eff. 1/1/06

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0260      Qualifications of a Self-Insured Employer Group**

Five or more employers may qualify as a self-insured employer group if the employers as a group:

(1) Incorporate or are a cooperative ~~pursuant to~~**under** ORS ~~C~~chapter 60, 62, or 65. If the group is a governmental subdivision, it must have formed a governmental entity as provided under ORS 190.003 to 190.110;

(2) Designate a board of trustees and an administrator;

(3) Demonstrate a combined net worth of \$1 million or more and have excess insurance with a retention of \$100,000 or more; or the combined net worth of the employers as a group may be less than \$1 million if the employers as a group obtain excess insurance with less than a \$100,000 retention, in which case the net worth required may be reduced by the same percentage the retention is reduced below \$100,000;

(4) Obtain excess insurance coverage of the type and amounts approved by the director;

(5) Demonstrate that accident prevention is likely to improve through self-insurance;

(6) Engage an adequate staff ~~pursuant to~~**under** OAR 436-055-0070 qualified to process claims;

(7) Develop a method approved by the director to notify the director of:

(a) The commencement or termination of membership by employers in the group, and the effect thereof on the net worth of the employers in the group; and

(b) Whether an employer who terminates membership in the group continues to be a subject employer; and if the employer remains a subject employer what arrangements have been made to continue coverage;

(8) Establish a safety and health loss prevention program as required by OAR 437-001;

(9) Create a common claims fund approved by the director;

(10) Designate an entity within or for the group responsible for centralized claims processing, payroll records, safety requirements, recording and submitting assessments and contributions and making such other reports as the director may require. With the approval of the director, a self-insured employer group may use service companies as authorized by ORS 656.455 instead of establishing its own place of business in this state. To obtain approval or to change or add service locations, the employer group ~~shall~~**must** file with the director a copy of the agreement entered into between the employer group and each company, and ~~shall~~**must** give the director notice of the location, mailing address, telephone number, and any other contact

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information of each service company;

(11) Establish proof of financial ability by providing a security deposit that the director determines is acceptable in accordance with OAR 436-050-0165; and in an amount as determined in accordance with OAR 436-050-0180; and

(12) Comply with the requirements of OAR 436-050-0165, 436-050-0170, 436-050-0175, 436-050-0180, 436-050-195, 436-050-0200, 436-050-0205, 436-050-0210 and 436-050-0220. Failure to comply with these requirements will result in the actions prescribed in those rules.

(13) Every self-insured employer group ~~shall~~ **must** maintain at least one place of business in this state where the employer processes claims, keeps written records of claims and other records as required by OAR 436-050-0210 to 436-050-0220.

(14) Failure of a certified self-insured employer group to maintain the qualifications required in this rule ~~shall~~ **will** result in revocation of the self-insured employer group's certification. The group will be given 30 days written notice of the intent to revoke the self-insured certification, to be effective 30 days from the date of receipt of the revocation notice. If the self-insured employer group complies with the qualification requirements within the 30-day period, the revocation will be canceled and the certification will remain in effect.

**Stat. Auth:** ORS 656.407, 656.430, 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.407 and 656.430

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0270      Applying for Certification as a Self-Insured Employer Group: Private Employers**

(1) Employers applying for certification as a self-insured employer group must submit:

(a) ~~An application for the group applying for self insurance in a form and format prescribed by the director~~ **A complete "Application to Become a Self-Insured Employer Group: Private Employers" (Form 440-1867);**

(b) Proof in the form of a certificate from the **Secretary of State's** Corporation Division showing the employer group as a corporation or cooperative;

(c) A copy of the bylaws or corporate minutes which include:

(A) Designation of specific individuals as trustees for the corporation or cooperative and naming an administrator to administer the financial affairs of the group who, as obligee, ~~shall~~ **must** furnish a fidelity bond with the group in an amount sufficient to protect the group against the misappropriation or misuse of any moneys or securities; and

(B) The criteria utilized by the trustees and administrator when approving applications for new membership and requests for withdrawal by members of the group;

(d) A current financial statement of each member making application which taken collectively shows the following:

(A) The combined net worth of all members making application for coverage ~~shall~~ **must** not be less than \$1 million unless the employers as a group have obtained excess insurance

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coverage with less than a \$100,000 retention in which case the net worth will be reduced by the same percentage the retention is reduced below \$100,000; and

(B) Working capital in an amount establishing financial strength and liquidity of the business;

(e) An individual report by employer showing the employer's payroll by class and description and loss information for the last four calendar years;

(f) **A completed "Group Self-Insured Indemnity Agreement" (Form 440-1866), or another form authorized by the director, that** ~~With the exception of governmental subdivisions, an agreement jointly and severally binding each member for the payment of any compensation and moneys due to the director by the group and/or any member of the group. The agreement shall be in a form and format prescribed by the director.~~ **Government subdivisions do not need to submit this agreement;**

(g) Evidence of a safety and health loss prevention program designed to demonstrate that accident prevention will improve due to self-insurance;

(h) Proof of an adequate staff qualified to process claims by:

(A) Employing and retaining at each claims processing location, at least one person that is actually involved in the claims processing function and is qualified in accordance with OAR 436-055-0070; or

(B) Contracting the services of one or more service companies that employ, at each claims processing location, at least one person that is qualified in accordance with OAR 436-055-0070 and is actually involved in the self-insured employer's claims processing. If one or more service companies are used, a service agreement between the employer group and each service company, that meets the requirements of OAR 436-050-0260(10), must be submitted for approval of the director;

(i) The type, retention and limitation levels of excess insurance the employers as a group are planning to obtain in accordance with OAR 436-050-0170;

(j) A procedure for notifying the director of:

(A) The commencement or termination of employers within the group and the effect on the net worth of the group; and

(B) Arrangements made by an employer leaving the group to continue insurance coverage.

(k) A program whereby each employer within the group contributes to a common claims fund in accordance with OAR 436-050-0300; and

(L) The type of security deposit the employer group wishes to provide, with appropriate justification.

(2) Notwithstanding subsection (1)(d) of this rule, the director may require an audited financial statement before considering an application by a group for self-insurance.

(3) Within 60 days of receipt of all information required in section (1) of this rule, the

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director will review the application and notify the employer group that the request for certification as a self-insured employer group is denied and the reason therefore; or, that the group is qualified as a self-insured employer group. The notice ~~shall~~**must** include:

- (a) The amount of security deposit required;
- (b) Approval of the type, retention and limitation levels of the excess insurance as determined ~~pursuant to~~**under** OAR 436-050-0170; and
- (c) The type, retention and limitation levels of excess insurance required.
- (4) The certification of self-insurance will be issued upon receipt of the security deposit and the appropriate excess insurance binder.
- (5) Unless a later date is specified by the applicant, the effective date of certification will be the first day of the month following the date the requirements of section (4) of this rule are met.

**Stat. Auth:** ORS 656.407, 656.430, 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.407 and 656.430

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0280      Applying for Certification as a Self-Insured Employer Group:  
Governmental Subdivisions**

(1) Governmental subdivisions applying for certification as a self-insured employer group must submit:

- (a) An application for the group applying for self-insurance in a form and format prescribed by the director;
- (b) Proof that the governmental subdivisions have formed an intergovernmental entity as provided under ORS 190.003 to 190.110;
- (c) An intergovernmental agreement which includes:
  - (A) Designation of specific individuals as trustees for the group and naming an administrator to administer the financial affairs of the group who, as obligee, ~~shall~~**must** furnish a fidelity bond with the group in an amount sufficient to protect the group against the misappropriation or misuse of any moneys or securities; and
  - (B) The criteria to be used by the trustees and administrator when approving applications for new membership and requests for withdrawal by members of the group;
- (d) A current financial statement of each member making application which taken collectively shows the combined net worth of all members making application for coverage ~~shall~~**must** not be less than \$1 million unless the employers as a group have obtained aggregate excess insurance coverage with less than a \$100,000 retention in which case the net worth will be reduced by the same percentage the retention is reduced below \$100,000;
- (e) An individual report by employer showing the governmental subdivision's payroll by class and description and loss information for the last four calendar years;
- (f) A resolution by the governing body of each governmental subdivision binding it to be

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liable for the payment of any compensation and other amounts due to the director under ORS Chapter 656 incurred by that governmental subdivision during the period of group self-insurance;

(g) Evidence of a safety and health loss prevention program designed to demonstrate that accident prevention will improve due to self-insurance;

(h) Proof of an adequate staff qualified to process claims by:

(A) Employing and retaining at each claims processing location, at least one person that is actually involved in the claims processing function and is qualified in accordance with OAR 436-055-0070; or

(B) Contracting the services of one or more service companies that employ, at each claims processing location, at least one person that is actually involved in the self-insured group's claims processing, that is certified in accordance with OAR 436-055-0070. If service companies are used, a service agreement between the group and each service company, that meets the requirements of OAR 436-050-0260(10), must be submitted;

(i) The type, retention and limitation levels of excess insurance the employers as a group are planning to obtain in accordance with OAR 436-050-0170;

(j) A procedure for notifying the director of:

(A) The commencement or termination of governmental subdivisions within the group and the effect on the net worth of the group; and

(B) Arrangements made by a governmental subdivision leaving the group to continue insurance coverage;

(k) A program whereby each employer within the group contributes to a common claims fund in accordance with OAR 436-050-0300; and

(L) The type and amount of security deposit the group wishes to provide, with appropriate justification. In no case ~~shall~~ **will** the amount be less than \$300,000.

(2) Notwithstanding subsection (1)(d) of this rule, the director may require an audited or certified financial statement before considering an application by a group for self-insurance.

(3) Within 60 days of receipt of all information required in section (1) of this rule, the director will review the application and notify the group that the request for certification as a self-insured employer group is denied and the reason therefore; or, that the group is qualified as a self-insured employer group. The notice ~~shall~~ **must** include:

(a) The amount of the security deposit required; and

(b) Approval of the type, retention and limitation levels of the excess insurance as determined ~~pursuant to~~ **under** OAR 436-050-0170; and the type, retention and limitation levels of excess insurance required.

(4) The certification of self-insurance will be issued upon receipt of the security deposit, the appropriate excess insurance binder and if applicable, a service agreement between the employer and service company that has been signed by both parties.

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(5) Unless a subsequent date is specified by the applicant, the effective date of certification will be the date the certification is issued.

**Stat. Auth:** ORS 656.407, 656.430, 656.704 and 656.726(4)  
**Stats. Implemented:** ORS 656.407 and 656.430  
**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0290 Commencement/Termination of Employers with a Self-Insured Employer Group; Effect on Net Worth; Extension of Coverage; Change in Entity; Change of Address; Recordkeeping**

(1) Prospective new members of a self-insured employer group ~~shall~~ **must** submit an application to the board of trustees, or its administrator. The trustees, or administrator, may approve the application for membership ~~pursuant to~~ **under** the bylaws of the self-insured group. Once approved, the administrator or board of trustees ~~shall~~ **must** submit to the director ~~an endorsement, within 30 days of the effective date of membership,~~ **a completed "Endorsement to Self-Insured Group Application" (440-1869) or a form approved by the director, in a form and format as approved by the director which** ~~shall~~ **must** be accompanied by:

(a) A current financial statement of the employer applying;

(b) An agreement signed by the administrator of the self-insured group and the employer, making the employer jointly and severally liable for the payment of any compensation and moneys due to the director by the group ~~and/or~~ any member of the group; or, if a governmental subdivision self-insured group, a resolution by the governing body of each governmental subdivision binding it to be liable for the payment of any compensation and other amounts due to the director under ORS Chapter 656 incurred by that governmental subdivision during the period of group self-insurance;

(c) A statement showing the effect on the net worth of the group; and

(d) The employer's payroll by class and description and loss information for the last four fiscal or calendar years.

(2) Incomplete submissions or incorrectly completed endorsements to add new members received by the director will not be considered filed. Failure to file a correct and complete endorsement with the required supporting documentation within 30 days of the effective date of membership may result in the assessment of civil penalties.

(3) Individual members may elect to terminate their participation in a self-insured group or be subject to cancellation by the group ~~pursuant to~~ **under** the bylaws of the group. Such cancellation or termination ~~shall~~ **will** not be effective prior to approval by the director and only after the self-insured group has submitted the following information for review:

(a) A statement showing the effect of ~~said~~ termination on the net worth of the group;

(b) Evidence that the employer requesting termination has made alternate arrangements for coverage if the employer continues to employ; ~~and~~

**(c) Evidence that the employer requesting termination has been provided a written reminder about its potential future liability as described in section (1)(b) of this rule; and**

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~~(e)~~**(d)** The requested date of cancellation or termination.

(4) Upon receipt of the required information, the director may approve the cancellation or termination of the employer provided:

(a) ~~Such~~**The** cancellation or termination does not adversely affect the net worth of the group to the extent that the group would no longer qualify for a self-insured status; and

(b) Sufficient evidence has been presented to ~~insure~~**ensure** that the employer, if employing, retains workers' compensation coverage.

(5) Once approved, the group will be notified in writing of the effective date of cancellation or termination.

(6) An employer within a group ~~shall~~**must**, if there is a change in the employing legal entity, again apply for membership within the group, in accordance with this rule. A change in legal entity includes, but is not limited to:

(a) When a partner joins or leaves the partnership;

(b) When the employer is a sole proprietorship, partnership, or corporation, and changes to a sole proprietorship, partnership, or corporation; or

(c) When an employer sells an existing business to another person(s), except in the case of a corporation.

(7) An employer within a group ~~shall~~**must**, within 10 days after there is a change of address or assumed business name, notify the board of trustees, or administrator, of the change. The administrator or board of trustees ~~shall~~**must**, within 10 days, submit to the director an endorsement as notice of the change. A change of address includes, but is not limited to:

(a) Establishment of a new or additional location; or

(b) Termination of an existing location.

(8) The endorsement required by section (7) of this rule ~~shall~~**must** state specifically which location is being deleted ~~and~~/or which is being added. It ~~shall~~**must** also identify the type of address, whether it is mailing, operating, or the principal place of business.

(9) The employer group is responsible for maintaining coverage records relating to each member, to include:

(a) The employer's application for membership in the group, with original signatures;

(b) The employer's liability agreement ~~pursuant to~~**under** OAR 436-050-0270(1)(f), or resolution ~~pursuant to~~**under** OAR 436-050-0280(1)(f), with original signatures;

(c) Cancellation or termination notices;

(d) Reinstatement applications and notices; and

(e) Records on the whereabouts of employers that have been canceled or have terminated their participation in the group.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.434 and 656.440

**Hist:** Amended 12/3/03 as WCD Admin. Order 03-062, eff. 1/1/04

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Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13

**436-050-0300 Self-Insured Employer Group, Common Claims Fund**

(1) A self-insured employer group ~~shall~~**must** establish, under the direction and control of the board of trustees and administrator, a common claims fund for the sole purpose of ensuring the availability of funds to make certain the prompt payments of all compensation and all other payments that may become due from such self-insured employer group under the workers' compensation law.

(2) Except as provided in section (5) of this rule, the balance of the common claims fund ~~shall~~**must** be maintained in an amount at least equal to ~~30~~ **100** percent of the average of the group's paid losses for the previous four years.

(3) The ~~director may require the~~ self-insured group ~~may, from time to time, be required by the director to~~ increase the amount maintained in the common claims fund.

(4) By March 1 of each year, a self-insured employer group ~~shall~~**must** provide the director with adequate documentation to validate the balance in the common claims fund **or notice that the amount calculated in section (2) or (5) of this rule must be included in the determination of the self-insured employer group's security deposit under OAR 436-050-0180.**

(5) For governmental subdivisions certified as a self-insured employer group, the balance of the common claims fund ~~shall~~**must** be maintained in an amount at least equal to 60 percent of the average of the group's yearly paid losses for the previous four years.

**Stat. Auth:** ORS 656.704 and 656.726(4)

**Stats. Implemented:** ORS 656.430

**Hist:** Amended 6/22/01 as WCD Admin. Order 01-054, eff. 7/1/01

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0340 Group Self-Insurance Revocation**

Notwithstanding ORS 656.440, the certification of a self-insured employer group may be revoked by the director after giving 30 days notice if:

(1) The employer group ~~fails to~~**does not** comply with ORS 656.430(7) or (8); ~~or the requirements contained in~~ OAR 436-050-0260, 0270, 0280, 0290, or 0300;

(2) **There are fewer than five** employers within a group ~~number less than five~~;

(3) The net worth of the group falls below that required by OAR 436-050-0260(3);

(4) The employer group commits any violation for which a civil penalty could be assessed under ORS 656.745; or

(5) **The employer group or any member of the group submits** ~~A~~ any false or misleading information ~~is submitted by the employer group or any member of the group.~~

**Stat. Auth:** ORS 656.704 and 656.726(4);

**Stats. Implemented:** ORS 656.434 and 656.440

**Hist:** Amended 6/22/01 as WCD Admin. Order 01-054, eff. 7/01/01

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

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**436-050-0400 Responsibility for Providing Coverage under a Lease Arrangement**

(1) Every worker leasing company providing workers to a client ~~shall~~**must** satisfy the requirements of ORS 656.017, 656.407, or 656.419.

(2) Every worker leasing company providing leased workers to a client ~~shall~~**must** also provide workers' compensation insurance coverage for any subject workers of the client, unless the client has an active workers' compensation insurance policy proof of coverage on file with the director or is certified under ORS 656.430 as a self-insured employer. In the latter circumstance, the client's insurer or the self-insured employer will be deemed to provide insurance coverage for all leased workers and subject workers of the client.

(3) If an insured client allows its workers' compensation insurance policy to cancel or does not obtain a renewal of the policy, or if a self-insured client allows its certification to terminate, and the client continues to employ subject workers or has leased workers, the client ~~shall~~**will** be considered a noncomplying employer unless the worker leasing company has made the filing with the director as ~~provided in~~**under** OAR 436-050-0410(1).

(4) A client can obtain leased workers from only one worker leasing company at a time unless the client has an active workers' compensation insurance policy proof of coverage on file with the director or is certified under ORS 656.430 as a self-insured employer.

(5) A worker leasing company ~~shall~~**must** not provide workers' compensation coverage for another worker leasing company **doing business in Oregon whether or not any of the worker leasing companies involved is licensed for worker leasing in Oregon.**

**(6) A client employer may not obtain workers by contract and for a fee on a non-temporary basis from an unlicensed worker leasing company.**

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855; **Stats. Implemented:** ORS 656.850 and 656.855

**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07

Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0410 Notice to Director of Lease Arrangement; Termination**

(1) Within 14 days after the effective date of the lease arrangement or contract, a worker leasing company must file written notice with the director and its insurer, using Form 440-2465, that it is providing leased workers to a client and workers' compensation coverage. The notice must be correct and complete, and must include:

- (a) The client's:
  - (A) Legal name;
  - (B) FEIN or other tax reporting number;
  - (C) Type of ownership;
  - (D) Primary nature of business;
  - (E) Mailing address; and
  - (F) Street address in Oregon;
- (b) The worker leasing company's:

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- (A) Legal name;
- (B) Mailing address;
- (C) FEIN or other tax reporting number;
- (D) WCD worker leasing license number, if any;
- (E) Workers' compensation insurer's name (or "self-insured");
- (F) Effective date of leasing contract;
- (G) Contact name and phone number; and
- (H) A signature of a representative of the worker leasing company.

(2) A worker leasing company may terminate its obligation to provide workers' compensation coverage by giving to its insurer, its client, and the director written notice of the termination. A notice of termination ~~shall~~**must** state the effective date and hour of termination, but the termination will be effective not less than 30 days after the notice is received by the director. Notice to the client under this section must be given by mail, addressed to the client at its last-known address.

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855  
**Stats. Implemented:** ORS 656.850 and 656.855  
**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0420 Temporary Worker Distinguished from Leased Worker**

(1) A person who provides a worker to work for a client will be considered to be providing the worker on a "temporary basis" only if there is contemporaneous written documentation, ~~retained by either the client or the temporary service provider, which~~**that** indicates the duration of the work to be performed and **that** the worker is provided **for a client's special situation pursuant to under** ORS 656.850(1)(b). **Contemporaneous documentation means documents that are created at the time the temporary service provider and the client employer make the arrangements for placement of the worker. Upon the director's request, the documentation must be provided to the director by either the temporary service provider or the client. Contemporaneous documentation in support of workers being provided on a temporary basis includes** ~~under~~ one or more of the following conditions:

(a) ~~Special situations~~**To** cover employee absences or employee leaves, including but not limited to such things as maternity leave, vacation, jury duty, or illness from which the permanent worker will return to work;

(b) To fill a professional skill shortage, **including but not limited to, professionals such as engineers, architects, electricians, plumbers, pharmacists, nurses, or other professions, whether licensed or not, to supplement or satisfy a shortage of that skill for a known duration. Supporting documentation may include license information and whether the worker is supplementing or satisfying a client employer's need for the skill;**

(c) To staff a seasonal **or sporadic increase in** workload, **indicated by a temporary increase in demand upon an employer's normal workload that requires additional assistance to meet the demand. When the increased demand ends, the additional positions**

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**are eliminated. Documentation must include what constitutes the demand establishing why this special situation is beyond the norm;**

(d) To staff a special assignment or project **outside of the routine activities of the business** where the worker will be terminated or assigned to another temporary project upon completion. **For example, a construction contractor may need assistance on a construction site to help clear branches and other debris after a windstorm so the regular construction crew can continue its work. Documentation must describe the project and why it is unusual;**

(e) **To hire** ~~Aa~~ student worker **that will be** provided and paid by a school district or community college through a work experience program. **Documentation must include the name of the school and the work experience program;** or

(f) **To cover special situations where** ~~the~~ **worker has a reasonable expectation of transitioning to permanent employment with the client employer and the client employer uses a pre-established probationary period in its** ~~work contract is part of the client's overall employment selection program,~~ ~~such as where new workers must satisfactorily pass a probationary period before being granted permanent employee status.~~ **Documentation must include copies of the client employer's written program or other evidence supporting the pre-established probationary period and overall employment selection program.**

(2) If a person provides workers, by contract and for a fee, to work for a client and any such workers are not provided on a "temporary basis," that person will be considered a worker leasing company.

(3) If a person provides both leased workers and workers on a temporary basis, that person ~~shall~~ **must** maintain written records that show specifically which workers are provided on a temporary basis. If the written records do not specify which workers are provided on a temporary basis, all workers are deemed to be leased workers.

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855  
**Stats. Implemented:** ORS 656.850 and 656.855  
**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

### **436-050-0440      Qualifications, Applications, and Renewals for License as a Worker Leasing Company**

(1) Each person applying for initial license or renewal as a worker leasing company ~~shall~~ **must**:

(a) Be either an Oregon corporation or other legal entity registered with the Oregon Secretary of State, Corporations Division to conduct business in this state;

(b) Maintain workers' compensation coverage ~~pursuant to~~ **under** ORS 656.017; and

(c) Upon application approval and prior to licensure, pay the required licensing fee of \$2,050.

(2) Each person applying for initial license or renewal as a worker leasing company must submit an ~~a~~ application for **Oregon Worker Leasing License** ~~on~~ Form 440-2466. The form and accompanying documentation must include:

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- (a) Legal name;
- (b) Mailing address;
- (c) In-state and out-of-state phone numbers;
- (d) FEIN or other tax reporting number;
- (e) Type of business;
- (f) Physical address for Oregon principal place of business;
- (g) Assumed business names;
- (h) Name of workers' compensation insurer (or "self-insured") and policy number;
- ~~(i) WCD employer number, if any;~~
- ~~(j) Name(s) and contact information of the representative(s) at the Oregon location(s);~~
- ~~(k) List of controlling persons, **and in the case of privately held entities all owners,** including their names, titles, residence addresses, telephone numbers, email addresses, and dates of birth;~~

~~(k)~~ For a person applying for an initial license, ~~a letter of verification and good standing from the controlling regulatory agency of those states in which a license or certification to provide workers by contract and for a fee was previously, or is currently held~~ **a list of all states where the person operates as a leasing company or professional employer organization (PEO), copies of licenses, registrations, recognitions, or certifications from states that require those actions, and a verifiable statement that the remaining states of operation, if any, do not require licensure, registration, recognition, or certification to provide worker leasing or PEO services;**

~~(m)~~ Verification of compliance with tax laws from Oregon Employment Department, Oregon Department of Revenue, and the Internal Revenue Service, using Attachments A, B, and C of Form 440-2466, the worker leasing license application;

~~(n)~~ A record of any present or prior experience of providing workers by contract and for a fee in any state, by the person or any controlling person, and an explanation of that experience;

~~(o)~~ A record of any bankruptcies, liens, or any actions involving **or demonstrating dishonesty or misrepresentation, including but not limited to: fraud, theft, burglary, embezzlement, deception, perjury, forgery, counterfeiting, bribery, extortion, or money laundering, or securities, investments, or insurance violations** on the part of the person or any controlling person; **Records of** such actions ~~may~~ **must** include:

- ~~(A) Criminal convictions~~ **Charges, guilty pleas, or pleas of no contest;**
- ~~(B) Lawsuits~~ **Criminal convictions;**
- ~~(C) Guilty pleas; or~~ **Lawsuits;**
- ~~(D) Judgments; or~~
- (E) Discharges or permitted resignations based on allegations of these actions.**

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(~~po~~) Full details regarding any bankruptcy, liens, or action under subsection (~~on~~) of this section, including:

(A) The nature and dates of the action(s);

(B) Outcomes, sentences, and conditions imposed;

(C) Name and location of the court or jurisdiction in which any proceedings were held or are pending, and the dates of the proceedings; and

(D) The designation and license number for any actions against a license;

(~~qp~~) Full details of any administrative actions against the person by a regulatory agency of any state regarding matters referenced listed in ~~OAR 436-050-0440(2)~~ subsection(2)(~~on~~) or worker leasing activities;

(~~rq~~) A plan of operation ~~which~~ that demonstrates how the worker leasing company will meet the requirements of ORS chapter 654, The Oregon Safe Employment Act; ~~and~~

**(r) A plan of operation that demonstrates how the worker leasing company will collect and report the information necessary to establish each client's separate experience rating to the insurer providing workers' compensation coverage for each client, or to the National Council on Compensation Insurance for a self-insured worker leasing company;** and

(s) A notarized signature of an authorized representative of the applicant.

(3) The director may request additional information to further clarify the information and documentation submitted with the application. Under ORS 656.850(2), no person ~~shall~~ may perform services as a worker leasing company in Oregon without first being licensed to do so.

(4) The director will review complete applications, and may conduct a background investigation of the person applying for a license, an owner, or any controlling person. Information learned through a background investigation, or other information submitted during the application process, may be the basis for the director to refuse to issue or renew a license, or to disqualify the person from making further application.

(5) If the application is approved, the director will issue a license. Each license issued under these rules ~~shall~~ will automatically expire two years after the date of issuance unless renewed by the licensee. ~~A request for renewal of a worker leasing license must be submitted at least 45 days before the expiration date of the current worker leasing license.~~ **To renew a license, the worker leasing company must submit a renewal application to the director at least 90 days before the expiration of the current worker leasing license. Any supplemental material, whether requested by the director or submitted by the worker leasing company to establish a complete application, must be received by the director at least 45 days before expiration of the current license.**

(6) The director may refuse to issue or renew a license or may disqualify a person, controlling person, or worker leasing company from applying for a license in the future for misrepresentation, ~~or~~ failure to meet any of the requirements of ORS 656.850, 656.855, or these rules, or for reasons including, but not limited to:

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**(a) Denial of a previous application for, or prior suspension or revocation of, a worker leasing license by the director;**

**(b) Denial, suspension, or revocation of a license, registration, or certification, or other discipline by any governmental agency or entity;**

**(c) Having exercised authority, control, or decision-making responsibility concerning any worker leasing company at the time that company had its authorization to provide worker leasing services denied, suspended, revoked, or restricted;**

**(d) Having been the subject of an order, adverse to the person, controlling person, or worker leasing company, by any governmental agency or entity in connection with any worker leasing activity;**

**(e) Having been found by any governmental agency or entity to have made a false or misleading statement, material misrepresentation, or material omission, or to have failed to disclose material facts;**

**(f) Violations of worker leasing statutes or regulations;**

**(g) Failure to establish minimum experience, training, or education that demonstrates competency in providing worker leasing services;**

**(h) Having been the subject of a complaint, investigation, or proceeding related to an action in subsection (2)(n) of this rule;**

**(i) Having been charged with, convicted of, or pleaded guilty or no contest to any felony or misdemeanor specified in subsection (2)(n) of this rule; or**

**(j) Having failed to provide documents the director has requested.**

~~(7) A person may appeal the director's refusal to approve and issue or renew a license under this rule as provided in OAR 436-050-0008 and OAR 436-001.~~

~~(87) "Disqualification," as used in this rule, means a **person or a** prospective worker leasing company may reapply no sooner than two years from the disqualification date.~~

~~(98) A disqualification may apply to any new worker leasing company created through the sale, transfer, or conveyance of ownership or of the worker leasing company's assets to another person, **owner**, or controlling person.~~

**(9) A person may appeal the director's refusal to approve and issue or renew a license, or a disqualification, under this rule as provided in OAR 436-050-0008 and OAR 436-001.**

Stat Auth: ORS 656.704, 656.726(4), 656.850 and 656.855

Stats. Implemented: ORS 656.850 and 656.855

Hist: Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07

Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13

#### **436-050-0450 Recordkeeping and Reporting Requirements**

(1) Every licensed worker leasing company must give notice to the director of one Oregon location where Oregon leasing records are kept **and made available for review by the director**. The notice must include the physical address, mailing address, telephone number, and

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any other contact information in this state.

(2) Every licensed worker leasing company must have at least one representative of the worker leasing company at the Oregon location authorized to respond to inquiries and make records available **by the date specified in the director's request or demand for information** regarding leasing arrangements and client contracts.

(3) The following records must be kept **and made available for review** at the Oregon location:

(a) Copies of signed worker leasing notices **for the most recent three years**;

(b) Copies of signed notices of termination of leasing arrangements **for the most recent three years**;

(c) Copies of signed contracts between the worker leasing company and clients **for the most recent three years**; and

(d) Payroll records **for the most recent seven years** for all workers that identify leased workers subject to coverage by the worker leasing company; leased workers not subject to coverage by the worker leasing company; and, written records for all regular and temporary employees of the worker leasing company.

(4) The worker leasing company must notify the director within 30 days of the effective date of a change in any items listed in OAR 436-050-0440(2).

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855

**Stats. Implemented:** ORS 656.850 and 656.855

**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0455 Reporting Requirements of a Self-Insured Worker Leasing Company**

(1) A self-insured worker leasing company ~~shall~~ **must** maintain and report to the National Council on Compensation Insurance separate statistical data for each client whose coverage is provided by the self-insured employer. Reporting ~~shall~~ **must** be according to the uniform statistical plan prescribed by the director according to ORS 737.225(4).

(2) Records relating to the client statistical data for self-insured worker leasing companies ~~shall~~ **must** be made available for review by the National Council on Compensation Insurance upon request.

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855

**Stats. Implemented:** ORS 656.850 and 656.855

**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07

**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

#### **436-050-0460 Suspension or Revocation of License**

(1) Reasons for suspension or revocation of a worker leasing license include, but are not limited to:

(a) Insolvency, whether the worker leasing company's liabilities exceed their assets or the worker leasing company cannot meet its financial obligations;

(b) Judgments against or convictions, within the last ten years, of any worker leasing

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company or controlling person for the reasons identified in OAR 436-050-0440(2)(~~en~~);

(c) Administrative actions involving worker leasing activities resulting from failure to comply with the requirements of any state;

(d) Nonpayment of taxes, fees, assessments, or any other monies due the State of Oregon;

(e) If the worker leasing company **or controlling person** has failed to comply with any provisions of ORS ~~C~~ chapters 654, 656, 659, 659A, 731 or 737; or any provisions of these rules; or

(f) If the worker leasing company **or controlling person** is permanently or temporarily enjoined by a court from engaging in or continuing any conduct or practice involving any aspect of the worker leasing business.

(2) For the purposes of this rule:

(a) "Suspension" means a stopping by the director of the worker leasing company's **or controlling person's** authority to provide leased workers to clients for a specified period of time. A suspension may be in effect for a period of up to two years. When the suspension expires, the worker leasing company **or controlling person** may petition the director to resume its worker leasing company activities.

(b) "Revocation" means a permanent stopping by the director of the worker leasing company's **or controlling person's** authority to provide leased workers to clients. After a revocation has been in effect for five years or longer, the worker leasing company **or controlling person** may reapply for license.

(c) "Show-cause hearing" means an informal meeting with the director in which the worker leasing company ~~shall~~ **will** be provided an opportunity to be heard and present evidence regarding any proposed actions by the director to suspend or revoke a worker leasing company's authority to provide leased workers to clients.

(3) The director may revoke a license upon discovery of a misrepresentation in the information submitted in the worker leasing application.

(4) Suspension or revocation under this rule will not be made until the worker leasing company has been given notice and the opportunity to be heard through a show-cause hearing before the director and "show cause" why it should be permitted to continue to be licensed as a worker leasing company.

(5) A show-cause hearing may be held at any time the director finds that a worker leasing company has failed to comply with its obligations under a leasing contract or that it failed to comply with the rules or orders of the director.

(6) Appeal of proposed and final orders of suspension or revocation issued under this rule may be made as provided in OAR 436-050-0008 and OAR 436-001.

(7) Notwithstanding section (4) of this rule, the director may immediately suspend or refuse to renew a license by issuing an "emergency suspension order" if the worker leasing company fails to maintain workers' compensation coverage; or if the director finds there is a serious danger to public health or safety.

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(8) A suspension or revocation may apply to any new worker leasing company created through the sale, transfer, or conveyance of ownership or of the worker leasing company's assets to another person.

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855; **Stats. Implemented:** ORS 656.850 and 656.855  
**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0470 Monitoring/Auditing**

(1) The division will monitor and conduct periodic audits of employers as necessary to ensure compliance with the worker leasing company licensing and performance requirements.

(2) All pertinent records of the worker leasing company required by these rules must be disclosed upon request of the director.

(3) ~~Pursuant to~~ **Under** ORS 656.726 and 656.758, the director may inspect the books, records and payrolls of employers pertinent to the administration of these rules. Employers must provide the director with all pertinent books, records and payrolls upon request.

(4) For the purposes of this rule, both the worker leasing company and its clients ~~shall~~ **will** be considered employers.

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855; **Stats. Implemented:** ORS 656.850 and 656.855  
**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07  
**Amended 10/4/12 as WCD Admin. Order 12-056, eff. 1/1/13**

**436-050-0480 Assessment of Civil Penalties**

(1) Failure to provide timely notice to the director for proof of coverage and cancellation of workers' compensation insurance policies under ORS 656.419 or OAR 436-162, **or failure to provide timely worker leasing notice to the director under ORS 656.850(5) and OAR 436-050-0410,** may result in civil penalties under ORS 656.745.

(2) The director may assess a civil penalty **under ORS 656.745** against an employer who fails to respond to requests for information ~~and~~ **or** fails to meet the requirements of 436-050-0470. ~~The matrix attached to these rules in Appendix "A" will be used in assessing these penalties.~~ Assessment of a penalty does not relieve the employer of the obligation to provide a response.

(3) An employer failing to meet the requirements set forth in OAR 436-050-0410, 436-050-0450, and 436-050-0455, may be assessed a civil penalty ~~based on the matrix in Appendix "B", attached to these rules~~ **under ORS 656.745.**

(4) An employer who is found to be operating a worker leasing company without having obtained a license or **after** having failed to renew a license, **or who continues to operate in Oregon as a worker leasing company after a prior Oregon license expired,** pursuant to ORS 656.850(2), may be assessed a civil penalty ~~based on the matrix attached to these rules in Appendix "C"~~ **for each violation under ORS 656.745.**

(5) For the purposes of ORS 656.850(2), a violation is defined as any month or part of a month **for each client** in which an employer provides leased workers to a client without having first obtained a worker leasing license.

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**(6) An employer obtaining workers by contract and for a fee from an unlicensed worker leasing company on a non-temporary basis may be subject to penalties under ORS 656.745. Upon a subsequent or continuing violation where written notice of such violation has been served, penalties under ORS 656.745 will be assessed against the employer.**

**(67)** Any person or controlling person may also be subject to penalties under ORS 656.990.

**Stat Auth:** ORS 656.704, 656.726(4), 656.850 and 656.855;

**Stats. Implemented:** ORS 656.850 and 656.855

**Hist:** Amended 11/1/07 as WCD Admin. Order 07-063, eff. 11/28/07

Amended 9/17/08 as WCD Admin. Order 08-061, eff. 7/1/09

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APPENDIX A

~~OAR 436-050-0480~~

~~Penalty Matrix For Failure To Respond To Information Requests~~

NUMBER OF DAYS LATE	NUMBER OF VIOLATIONS				
	1	2	3	4	5+
1-7	\$0	\$50	\$100	\$200	\$300
8-14	\$50	\$100	\$200	\$400	\$800
15-21	\$100	\$200	\$400	\$800	\$1000
22+	\$200	\$400	\$800	\$1000	\$1250

APPENDIX B

~~OAR 436-050-0480~~

~~Penalty Matrix For Recordkeeping Violations~~

TYPE OF RECORD	NUMBER OF OCCURRENCES			
	1	2	3	4
<del>Signed client contract</del>	<del>\$50 each violation \$250 max</del>	<del>\$100 each violation \$500 max</del>	<del>\$150 each violation \$750 max</del>	<del>\$200 each violation \$1000 max</del>
<del>Worker Leasing Notice Filed With WCD In 14 Days</del>	<del>\$100 each violation \$500 max</del>	<del>\$150 each violation \$750 max</del>	<del>\$200 each violation \$1000 max</del>	<del>\$300 each violation \$1500 max</del>
<del>Worker Leasing Notice In File</del>	<del>\$50 each violation \$250 max</del>	<del>\$100 each violation \$500 max</del>	<del>\$150 each violation \$750 max</del>	<del>\$200 each violation \$1000 max</del>
<del>Effective Date On Worker Leasing Notice Same As On Client Contract</del>	<del>\$50 each violation \$250 max</del>	<del>\$100 each violation \$500 max</del>	<del>\$150 each violation \$750 max</del>	<del>\$200 each violation \$1000 max</del>
<del>Cancellation of Worker Leasing Notice In File</del>	<del>\$50 each violation \$250 max</del>	<del>\$100 each violation \$500 max</del>	<del>\$150 each violation \$750 max</del>	<del>\$200 each violation \$1000 max</del>

APPENDIX C

~~OAR 436-050-0480~~

~~ORS 656.850 (2)~~

~~Penalty Matrix For Operating as a Worker Leasing Company Without a License~~

MONTHS

Up to 1 MONTH	2-3 MONTHS	4-5 MONTHS	6+ MONTHS
\$500	\$1,000	\$1,500	\$2000