

## Specifications for volunteer opportunities for disability recipients and election workers

### Who should read this notice

Employers who may have volunteer positions or who hire election workers

### Situation overview

Employers recently received an *Employer Notice* with overview information about rules changes. The following additional information is provided for two rules of which all employers need to be aware:

**Administrative Rule 145-2-21** details the circumstances under which an individual who is receiving an OPERS disability benefit can provide volunteer services to a public employer without losing his/her disability benefit .

The volunteer position must be:

- Not more than 10 hours per week,
  - A non-compensated position (remember, disability benefit recipients cannot waive earnable salary), and
  - Not a position related to the one from which the disability benefit recipient was found to be disabled.
- Disability recipients must:
    - Complete the *Volunteer Service with Public Employer Request Form* (DR-VOLREQPUB), and once their employer has completed Sections 3 and 4, return the form to OPERS to obtain approval prior to providing volunteer services to a public employer. The form can be found on the member forms section of [www.opers.org](http://www.opers.org).
  - Employers must:
    - Complete Sections 3 and 4 of the *Volunteer Service with Public Employer Request Form* (DR-VOLREQPUB) prior to volunteer placement of an individual who is receiving an OPERS disability benefit.
  - **OPERS Approval process:** After review, the prospective volunteer will receive a letter from OPERS approving or denying the request. The employer should request a copy of the letter from the volunteer prior to the employer allowing the individual to provide volunteer services.

Additionally, the employer may be liable for the overpayment of disability benefits if the recipient's benefits are terminated due to not meeting the requirements for OPERS-approved volunteer service.

**Administrative Rule 145-1-44** clarifies the term *election worker* as an individual who provides services to the Board of Elections as a poll worker when the polls are open. A disability benefit recipient can serve in this capacity as long as the individual earns less than \$500 per year.

Both rules were effective as of July 7, 2013.

### Note:

As a precaution, OPERS suggests any public employer using volunteers in any capacity review this information with their volunteers.

The Volunteer Service with Public Employer Request Form (DR-VOLREQPUB) is located on the member forms section of [www.opers.org](http://www.opers.org).



1-888-400-0965

[www.opers.org](http://www.opers.org)

More on back

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**What employers need to do**

Review the form and processes now in place to ensure you are compliant. Remember, OPERS must pre-authorize volunteer work of disability recipients. Lack of compliance may cause you to inadvertently jeopardize the OPERS status of your volunteer workers.

**Need more information?**

After you review this *Employer Notice*, contact Employer Outreach with questions or comments at 888-400-0965, or by e-mail at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

**For a current listing of OPERS Board members, please visit [www.opers.org](http://www.opers.org)**

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