**Colorado Special Districts
Property and Liability Pool**

2025 RENEWAL GUIDE

Workers' Compensation

Updated August 2024

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

If you can't find it, please reach out to your broker or the CSD Pool as soon as possible; renewal application is due on **October 18.**

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

Employee Payroll Schedule

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

Please note:
- Report budgeted payroll for 2025. If you do not have a budget or it hasn't been finalized, please use your best projection. You may come back later in the year with more accurate figures for a revision.
- Required fields are Estimated Annual Payroll, Official Job Title, Employment Status, and Class Code.
- Under Employment Status (FT, PT, Vol.), as always for volunteers, list only those positions the district intends to cover for workers' compensation, and pay a corresponding contribution.
- If a budgeted position has yet to be filled, employee name should be listed as "Open." This applies to all seasonal positions to be filled.
- Identical positions must be listed separately on the schedule. This means that if a district has 20 life guards, there should be a corresponding line item for each of the 20 distinct life guard positions, each with individual payroll denoting the same class code assignment.
- If an employee's current payroll is reported in multiple classifications (split class codes), then the employee should be listed on multiple lines representing each class code with the corresponding payroll assigned.
- If the district anticipates an employee will be leaving employment during the year, they must still be listed on the employee schedule with the anticipated prorated payroll.
- Only report budgeted overtime on a straight pay basis

Certificates of Coverage

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

Volunteer Firefighter/EMT Roster (for fire and EMS operations only)

Similar to employee payroll schedule, the roster lists current volunteer firefighters/EMTs as well as open positions to be filled in the future. To add or modify volunteer firefighter or EMT information, please make sure name, stipend (if any), and position type are filled in. You may also remove volunteer firefighters/EMTs by marking them delete pending.

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