



**Primary Workers Compensation Program  
Office of Self-Insurance Programs Reporting Survey**

**Instructions**

Please complete the highlighted cells in the form below and answer each question for each fiscal year. If your agency is not a educational entity, you may leave the educational employer fields blank. Please send the form with your responses back to [underwriting@csac-eia.org](mailto:underwriting@csac-eia.org) by **Friday, August 14, 2020**. See the frequently asked questions below or reach out to the Underwriting department at PRISM ([underwriting@csac-eia.org](mailto:underwriting@csac-eia.org); 916-850-7300) if you have any questions.

**PWC Member:**

	Fiscal Year		
	2019/20 Actual	2020/21 Budgeted	2021/22 Estimated
<b>Employees &amp; Volunteers</b>			
1. Total number of paid employees? #			
2. Number of Public Safety Employees (LC 4800 et seq.)? #			
3. Total number of volunteers? #			
4. Number of volunteers for whom employer provides elective coverage? #			
5. Estimated number of persons entitled to coverage when performing court-ordered community service, services in exchange for public benefits, or similar reasons? #			

**Educational Employers (Ed Code)**

1. Number of Certified Employees (FTEs)?			
2. Number of Classified Employees (FTEs)?			

**Salary continuation benefits & industrial disability leave**

1. Were any public safety employee salary continuation benefits provided in the fiscal year? Y/N	
2. Was any Industrial Disability Leave provided (in lieu of WC TD) in the fiscal year? Y/N	

2020/21 and 2021/22 information is not required for these questions

**Frequently asked questions:**

What is full time equivalency (FTE)?

An FTE is a calculation used to convert the hours worked by part time and full time employees into the number of employees that are equivalent to working a standard 40-hour workweek. This numerical value takes into account the hours worked by part time and full time employees to determine how many full time staff their time represents.

How do I calculate full time equivalency (FTE)?

FTE is calculated by dividing the employee's total hours worked by the total number of full time working hours there are in a year or 2,080 (40 hours per week x 52 weeks in a year = 2,080 total full time working hours in a year). For example, if an employee is scheduled to work 26 hours per week, that is 1,352 working hours per year (26 hours per week x 52 weeks in a year = 1,352), this divided by the total number of full time working hours in a year of 2,080 calculates an FTE of 0.65. Thus a full time employee working a 40-hour workweek, would constitute a FTE value of 1, and a part-time employee working a 20-hour workweek, would constitute a FTE value of 0.5.

What is LC 4800 et seq?

This is referring to the Labor Code section 4800 regarding workers compensation benefits for public safety employees. Please refer to the labor code section here: [http://leginfo.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=4800.&lawCode=LAB](http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=4800.&lawCode=LAB)