



**PENNSYLVANIA WORKERS  
COMPENSATION  
MANUAL  
Of  
RULES, CLASSIFICATIONS  
AND RATING VALUES  
FOR  
WORKERS COMPENSATION  
AND FOR EMPLOYERS  
LIABILITY INSURANCE  
Effective October 1, 2021**

**PENNSYLVANIA COMPENSATION RATING BUREAU**

**PENNSYLVANIA COMPENSATION RATING BUREAU**

**Manual Information Page**

**October 1, 2021 Manual**

**Section 1**

---

- **Rule IX: Updates to Pennsylvania Construction Classification Premium Adjustment Program**

**PREFACE**

- A. In accordance with Section 654 of The Insurance Company Law of May 17, 1921, P.L. 682, as amended and the Pennsylvania Workers' Compensation Act of June 2, 1915, P. L. 736, as amended, the Insurance Commissioner has approved this Manual of risk classes, underwriting rules, PCRB rating values and rating plans, to become effective 12:01 a.m., **October 1, 2021** with respect to all policies, the effective date of which is **October 1, 2021** or thereafter, subject to the following express conditions, for the State Workers' Insurance Fund and for the insurance companies, corporations, associations and exchanges enumerated in the attached list and for no other insurance company, corporation, association or exchange.

The Pennsylvania Compensation Rating Bureau shall hereinafter be referred to as the "PCRB".

**B. Organization of Manual**

This Manual has six sections:

- Section 1 – Underwriting Rules
- Section 2 – Rating Values and Classifications/General Auditing and Classification Information
- Section 3 – Endorsements
- Section 4 – Retrospective Rating Plans
- Section 5 – Experience Rating Plan
- Section 6 – Merit Rating Plan

**C. Definitions**

The following words are referenced in the Pennsylvania Workers' Compensation Act of June 2, 1915, P. L. 682, as amended, (Act) or have been used in this Manual with meanings intended to be consistent with the requirements of that Act. For purposes of improving the understanding of the Manual, definitions of these words as used elsewhere in this Manual are set forth below.

1. **PCRB Data Card** – PCRB Data Cards are issued by the Pennsylvania Compensation Rating Bureau. These data cards provide the risk name, location, PCRB file number, authorized classification(s) and if applicable the risk's experience modification for a minimum of one year.  
  
Risks approved for the Pennsylvania Construction Classification Premium Adjustment Program and any other applicable credit programs will be shown on these data cards.
2. **PCRB Loss Costs** – Dollar amounts per unit of exposure attributable to the payment of losses under workers compensation and employers liability coverages, filed by the PCRB based on the aggregate experience of all PCRB members and approved by the Insurance Commissioner.
3. **PCRB Rating Values** – All parameters filed by the PCRB and approved by the Insurance Commissioner, and which are used either mandatorily or by option of carriers for purposes of pricing workers compensation and employers liability coverages. Such PCRB rating values include PCRB Loss Costs, experience rating plan values such as Expected Loss Cost Factors, Credibility, Maximum Value of One Accident, and Credibility Weighted Maximum Value Charge, retrospective rating plan values such as the Table of Expected Loss Ranges, Excess Loss Pure Premium Factors, Retrospective Pure Premium Development Factors, and expense parameters applicable to U.S.L.&H.W. coverages such as Premium Discounts, Expected Loss Ratio, Expense Ratios, Tax Multipliers and Loss Conversion Factors.
4. **Carrier Rate** – The amount per unit of exposure which an insurance carrier charges for workers compensation and employers liability insurance.
5. **Carrier Rating Values** – All parameters used by carriers for purposes of pricing workers compensation and employers liability insurance coverages. Such parameters may be either PCRB Rating Values

adopted by a carrier for its own use or values independently determined by a carrier.

6. **Loss Cost** – Dollar amounts per unit of exposure attributable to the payment of losses under workers compensation and employers liability coverages. Loss Costs may be developed either by the PCRB based on the aggregate experience of all PCRB members or may be established by individual carriers based on their own supporting information.
7. **Provision for Claim Payment** – Historical aggregate losses projected through development to their ultimate value and through trending to a future point in time, but excluding all loss adjustment or claim management expenses, other operating expenses, assessments, taxes and profit or contingency allowances. In this Manual the term "Loss Cost" is synonymous with Provision for Claim Payment.
8. **Rating Value** – A parameter or number used in pricing workers compensation or employers liability insurance coverages. Rating Values may be established by the PCRB or by individual carriers. Where individual carriers have established Rating Values different from those of the PCRB, the carrier's values supersede those of the PCRB for purposes of that insurer's policies.
9. **Rating Effective Date (RED)** is the earliest date that a specific experience rating or merit rating adjustment is applied to a policy.

The Pennsylvania Compensation Rating Bureau shall hereinafter be referred to as the "PCRB".

**D. Pennsylvania Compensation Rating Bureau Membership List**

- ACADIA Insurance Company
- Accident Fund General Insurance Company
- Accident Fund Insurance Company of America
- Accident Fund National Insurance Company
- Accredited Surety And Casualty Company, Inc.
- ACE American Insurance Company
- ACE Fire Underwriters Insurance Company
- ACE Property & Casualty Insurance Company
- ACIG Insurance Company
- ACUITY, A Mutual Insurance Company
- Advantage Workers Compensation Insurance Company
- AIG Assurance Company
- AIG Property Casualty Company
- AIU Insurance Company
- Alea North America Insurance Company
- All America Insurance Company
- Alleghenypoint Insurance Company
- Alliance National Insurance Company
- Allied Eastern Indemnity Company
- Allied Property and Casualty Insurance Company
- Allmerica Financial Alliance Insurance Company
- Allmerica Financial Benefit Insurance Company
- Allstate Indemnity Company
- American Interstate Insurance Company of Texas
- Allstate Insurance Company
- Allstate Northbrook Indemnity Company
- AMCO Insurance Company
- American Alternative Insurance Corporation
- American Automobile Insurance Company
- American Business & Personal Insurance Mutual, Inc.
- American Casualty Company of Reading
- American Centennial Insurance Company
- American Compensation Insurance Company
- American Country Insurance Company
- American Economy Insurance Company
- American European Insurance Company
- American Family Home Insurance Company
- American Fire & Casualty Company
- American Guarantee and Liability Insurance Company
- American Home Assurance Company
- American Insurance Company, The
- American Interstate Insurance Company
- American Liberty Insurance Company
- American Manufacturers' Mutual Insurance Company
- American Mining Insurance Company
- American Modern Home Insurance Company
- American Motorists Insurance Company
- American Select Insurance Company
- American Sentinel Insurance Co
- American States Insurance Company
- American States Insurance Company of Texas
- American Zurich Insurance Company
- Amerisure Insurance Company
- Amerisure Mutual Insurance Company
- Amerisure Partners Insurance Company
- Amguard Insurance Company
- AmTrust Insurance Company of Kansas, Inc.
- Arch Indemnity Insurance Company
- Arch Insurance Company
- Arch Property Casualty Insurance Company
- Argonaut Great Central Insurance Company
- Argonaut Insurance Company
- Argonaut-Midwest Insurance Company
- Ashmere Insurance Company
- Associated Indemnity Corporation
- Association Insurance Company
- Atlantic Specialty Insurance Company
- Atlantic States Insurance Company
- Automobile Insurance Company of Hartford, CT
- Auto-Owners Insurance Company
- Bankers Standard Insurance Company
- Bedivere Insurance Company
- Benchmark Insurance Company
- Berkley National Insurance Company
- Berkley Regional Insurance Company
- Berkshire Hathaway Direct Insurance Company
- Berkshire Hathaway Homestate Insurance Company
- BITCO General Insurance Corporation
- BITCO National Insurance Company
- Bloomington Compensation Insurance Company
- Brethren Mutual Insurance Company, The
- BrickStreet Mutual Insurance Co – Highmark Novation
- BrickStreet Mutual Insurance Company
- Brotherhood Mutual Insurance Company
- California Insurance Company
- Camden Fire Insurance Association, The
- Carolina Casualty Insurance Company
- Carolina Mutual Insurance Company
- CastlePoint National Insurance Company
- Central Mutual Insurance Company
- Century Indemnity Company
- Charter Oak Fire Insurance Company
- Cherokee Insurance Company
- Chiron Insurance Company
- Chubb Indemnity Insurance Company
- Chubb National Insurance Company
- Church Mutual Insurance Company
- Cincinnati Casualty Company
- Cincinnati Indemnity Company
- Cincinnati Insurance Company, The
- Citizens Insurance Company of America
- Clarendon National Insurance Company
- CM Regent Insurance Company
- Colonial Surety Insurance Company
- Colony Specialty Insurance Company
- Commerce and Industry Company

- Commercial Casualty Insurance Company
- Companion Property & Casualty Insurance Company
- Continental Casualty Company
- Continental Indemnity Company
- Continental Insurance Company, The
- Continental Western Insurance Company
- Corepointe Insurance Company
- Crestbrook Insurance Company
- Crum & Forster Indemnity Company
- Cumberland Insurance Company, Inc.
- Dakota Truck Underwriters
- Depositors Insurance Company
- Diamond State Insurance Company
- Discover Property & Casualty Insurance Company
- Donegal Mutual Insurance Company
- Eastern Advantage Assurance Company
- Eastern Alliance Insurance Company
- Eastguard Insurance Company
- Electric Insurance Company
- EMC Property and Casualty Company
- Emcasco Insurance Company
- Employers Assurance Company
- Employers Compensation Insurance Company
- Employers Preferred Insurance Company
- Employers Preferred Insurance Company
- Employers' Fire Insurance Company
- Employers' Insurance Company of Wausau
- Employers' Mutual Casualty Company
- Endurance Assurance Corporation
- Erie Insurance Company
- Erie Insurance Company of New York
- Erie Insurance Exchange
- Erie Insurance Property & Casualty Company
- Everest Denali Insurance Company
- Everest National Insurance Company
- Everest Premier Insurance Company
- Everett Cash Mutual Insurance Company
- Excelsior Insurance Company
- Explorer Insurance Company
- Fairfield Insurance Company
- Falls Lake National Insurance Company
- Farm Family Casualty Insurance Company
- Farmers Insurance Exchange
- Farmington Casualty Company
- Farmland Mutual Insurance Company
- Federal Insurance Company
- Federated Mutual Insurance Company
- Federated Reserve Insurance Company
- Federated Rural Electric Ins Exchange
- Federated Rural Service Insurance Company
- Fidelity and Deposit Company of Maryland
- Fidelity and Guaranty Insurance Company
- Fidelity and Guaranty Insurance Underwriters, Inc.
- Fireman's Fund Insurance Company
- Firemen's Insurance Company of Washington, D.C.
- First Dakota Indemnity Company
- First Liberty Insurance Corporation
- First National Insurance Company of America
- First Nonprofit Insurance Company
- Firstcomp Insurance Company
- Firstline National Insurance Company
- Flagship City Insurance Company
- Florists' Insurance Company
- Florists' Mutual Insurance Company
- Foremost Insurance Company Grand Rapids, Michigan
- Foremost Property and Casualty Insurance Company
- Foremost Signature Insurance Company
- Frank Winston Crum Insurance Company
- Freedom Advantage Insurance Company
- Freestone Insurance Company
- Frontier Insurance Company
- General Casualty Company of Wisconsin
- General Casualty Insurance Company
- General Insurance Company of America
- General Star National Insurance
- Genesis Insurance Company
- Glens Falls Insurance Co
- Goodville Mutual Casualty Company
- Grange Mutual Casualty Company
- Granite State Insurance Company
- Graphic Arts Mutual Insurance Company
- Gray Insurance Company, The
- Great American Alliance Insurance Company
- Great American Assurance Company
- Great American Insurance Company
- Great American Insurance Company of New York
- Great American Spirit Insurance Company
- Great Divide Insurance Company
- Great Midwest Insurance Company
- Great Northern Insurance Company
- Great West Casualty Company
- Greater New York Mutual Insurance Company
- Greenwich Insurance Company
- Grinnell Mutual Reinsurance Company
- Guarantee Insurance Company
- GuideOne Elite Insurance Company
- GuideOne Mutual Insurance Company
- GuideOne Specialty Mutual Insurance Company
- Hamilton Mutual Insurance Company
- Hanover American Insurance Company
- Hanover Insurance Company, The
- Harco National Insurance Company
- Harford Mutual Insurance Company
- Harleysville Insurance Company
- Harleysville Insurance Company of New Jersey
- Harleysville Preferred Insurance Company
- Harleysville Worcester Insurance Company
- Hartford Accident and Indemnity Company
- Hartford Casualty Insurance Company
- Hartford Fire Insurance Company
- Hartford Insurance Company Of Illinois
- Hartford Insurance Company of the Midwest
- Hartford Insurance Company of the Southeast
- HDI-Gerling America Insurance Company

Hartford Underwriters Insurance Company	Motorists' Mutual Insurance Company
HDI Global Insurance Company	Mutual Benefit Insurance Company
Highlands Insurance Company	National American Insurance Company
Highview National Insurance Company	National Builders Insurance Company
Housing and Redevelopment Insurance Exchange	National Casualty Company
Illinois Casualty Company	National Fire Insurance Company of Hartford
Illinois Insurance Company	National Interstate Insurance Company
Illinois National Insurance Company	National Liability and Fire Insurance Company
Imperium Insurance Company	National Specialty Insurance Company
Indemnity Insurance Company of North America	National Surety Corporation
Insurance Company of Greater New York	National Union Fire Insurance Company of Pittsburgh
Insurance Company of North America	Nationwide Agribusiness Insurance Company
Insurance Company of the State of Pennsylvania, The	Nationwide Assurance Insurance Company
Insurance Company of the West	Nationwide General Insurance Company
Intrepid Insurance Company	Nationwide Insurance Company of America
Key Risk Insurance Company	Nationwide Mutual Fire Insurance Company
Kookmin Best Insurance Company, Ltd.	Nationwide Mutual Insurance Company
Lackawanna American Insurance Company	Nationwide Property and Casualty Insurance Company
Lackawanna Casualty Company	Netherlands Insurance Company
Lackawanna National Insurance Company	New Hampshire Insurance Company
Lamorak Insurance Co	New Jersey Manufacturers' Insurance Company
Lancer Indemnity Company	New York Marine and General Insurance Company
Lancer Insurance Company	NGM Insurance Company
Laundry Owners' Mutual Liability Insurance Association	Norguard Insurance Company
Laurier Indemnity Company	Normandy Insurance Company
Le Mars Insurance Company	North American Elite Insurance Company
Lebanon Valley Insurance Company	North American Specialty Insurance Company
Liberty Insurance Corporation	North Pointe Insurance Company
Liberty Mutual Fire Insurance Company	North River Insurance Company, The
Liberty Mutual Insurance	Northern Assurance Company of America, The
Lion Insurance Company	NorthStone Insurance Company
LM Insurance Corporation	NOVA Casualty Company
Lumbermen's Mutual Casualty Company	Nutmeg Insurance Company
Mag Mutual Insurance Company	Oak River Insurance
Main Street America Assurance Company	OBI America Insurance Company
Maine Employers' Mutual Insurance Company	OBI National Insurance Company
Manufacturers Alliance Insurance Company	Ohio Casualty Insurance Company
Markel Insurance Company	Ohio Farmers Insurance Company
Massachusetts Bay Insurance Company	Ohio Security Insurance Company
Medmarc Casualty Insurance Company	Old Dominion Insurance Company
MEMIC Casualty Company	Old Republic General Insurance Corporation
MEMIC Indemnity Company	Old Republic Insurance Company
Mercer Insurance Company	Old Guard Insurance Co
Merchants Mutual Insurance Company	OneBeacon America Insurance Company
Merchants Preferred Insurance Company	OneBeacon Insurance Company
Meridian Security Insurance Company	Oriska Insurance Company
Mid-Century Insurance Company	Owners Insurance Company
Middlesex Insurance Company	Pacific Employers' Insurance Company
Midwest Employers Casualty Company	Pacific Indemnity Company
Midwest Family Mutual Insurance Company	Patriot General Insurance Company
Midwest Family Advantage Insurance Company	Peerless Indemnity Insurance Company
Milford Casualty Insurance Company	Peerless Insurance Company
Milwaukee Casualty Insurance Company	Peninsula Indemnity Company
Mitsui Sumitomo Insurance Company of America	Peninsula Insurance Company, The
Mitsui Sumitomo Insurance USA, Inc.	Penn Millers Insurance Company
Montgomery Mutual Insurance Company	Penn National Security Insurance Company
Motorists Commercial Mutual Insurance Company	Penn-America Insurance Company

---

Pennsylvania Insurance Company	St. Paul Fire and Marine Insurance Company
Pennsylvania Lumbermens Mutual Insurance Company	St. Paul Guardian Insurance Company
Pennsylvania Manufacturers' Association Ins Company	St. Paul Mercury Insurance Company
Pennsylvania Manufacturers Indemnity Company	St. Paul Protective Insurance Company
Pennsylvania National Mutual Casualty Insurance Co	Standard Fire Insurance Company, The
Pharmacists Mutual Insurance Company	Star Insurance Company
Phoenix Insurance Company, The	StarNet Insurance Company
PinnaclePoint Insurance Company	Starr Indemnity & Liability Company
Plaza Insurance Company	Starr Specialty Insurance Company
Praetorian Insurance Company	StarStone National Insurance Company
Preferred Employers Insurance Company	State Auto Property & Casualty Insurance Company
Preferred Professional Insurance Company	State National Insurance Company, Inc.
Princeton Insurance Company	State Workers' Insurance Fund
Property and Casualty Insurance Company of Hartford	State Automobile Mutual Insurance Company
Protective Insurance Company	State Farm Fire and Casualty Company
Public Service Insurance Company	Statesman Insurance Company
QBE Insurance Corporation	Stonewood National Insurance Company
Red Rock Insurance Company	Stonington Insurance Company
Redwood Fire and Casualty Insurance Company	Strathmore Insurance Company
Regent Insurance Company	SummitPoint Insurance Company
Republic-Franklin Insurance Company	Sussex Insurance Co
Riverport Insurance Company	Synergy Comp Insurance Company
RLI Insurance Company	T.H.E. Insurance Company
Rockwood Casualty Insurance Company	Technology Insurance Company
Rural Trust Insurance Company	TNUS Insurance Company
SAFECO Insurance Company of America	Tokio Marine America Insurance Company
Safety First Insurance Company	Tower Insurance Company of New York
Safety National Casualty Corp	Tower National Insurance Company
Sagamore Insurance Company	Trans Pacific Insurance Company
Samsung Fire & Marine Insurance Co, Ltd US Branch	Transguard Insurance Company of America, Inc.
SeaBright Insurance Company	Transportation Insurance Company
SECURA Insurance, A Mutual Company	Travelers Casualty and Surety Company
Security National Insurance Company	Travelers Casualty and Surety Company of America
Select Risk Insurance Company	Travelers Casualty Company of Connecticut
Selective Insurance Co Of New York	Travelers Casualty Insurance Company of America
Selective Insurance Company of America	Travelers Commercial Insurance Company
Selective Insurance Company of America	Travelers Indemnity Company of America
Selective Insurance Company of New York	Travelers Indemnity Company of Connecticut, The
Selective Insurance Company of South Carolina	Travelers Indemnity Company, The
Selective Insurance Company of the Southeast	Travelers Property Casualty Company of America
Selective Way Insurance Company	Tri-State Insurance Company of Minnesota
Seneca Insurance Company, Inc.	Triumphe Casualty Company
Sentinel Insurance Company, Ltd	Truck Insurance Exchange
Sentry Casualty Company	Trumbull Insurance Company
Sentry Insurance, A Mutual Company	Trustgard Insurance Company
Sentry Select Insurance Company	Twin City Fire Insurance Company
Service American Indemnity Company	U.S. Specialty Insurance Company
Sequoia Insurance Company	Ullico Casualty Company
Service Lloyds Insurance Company	Union Insurance Company
SFM Mutual Insurance Company	Union Insurance Company of Providence
Sirius America Insurance Company	United Farm Family Insurance Company
Somerset Casualty Insurance Company	United Fire & Casualty Company
Sompo Japan Fire And Marine Insurance Company	United States Fidelity and Guaranty Company
Of America	United States Fire Insurance Company
Sompo Japan Insurance Company Of America	United Wisconsin Insurance Company
Southern Insurance Company	Universal Underwriters' Insurance Company
Southern Insurance Company of Virginia	UPMC Health Benefits, Inc.



Southern States Insurance Exchange  
SPARTA Insurance Company  
UPMC Work Alliance, Inc.  
Utica Mutual Insurance Company  
Utica National Insurance Company of Ohio  
Utica National Insurance Company Of Texas  
Valley Forge Insurance Company  
Vanliner Insurance Company  
Vigilant Insurance Company  
Wausau Business Insurance Company  
Wausau Underwriters' Insurance Company  
Wesco Insurance Company  
West American Insurance Company  
West Bend Mutual Insurance Company  
Westchester Fire Insurance Company  
Westfield Insurance Company  
Westfield National Insurance Company  
Westfield Touchstone Insurance Company  
Westfield Superior Insurance Company  
Westfield Premier Insurance Company  
Westfield Champion Insurance Company  
Westguard Insurance Company  
Westport Insurance Corporation  
Williamsburg National Insurance Company  
Work First Casualty Company  
XL Insurance America, Inc.  
XL Specialty Insurance Company  
Zenith Insurance Company  
ZNAT Insurance Company  
Zurich American Insurance Company  
Zurich American Insurance Company of Illinois

**TABLE OF CONTENTS**

**SECTION 1 – UNDERWRITING RULES**

**RULE I - GENERAL**

- A. Workers Compensation
- B. Standard Policy
- C. Endorsement Forms
- D. Endorsement Forms Section
- E. Application of Manual Rules
- F. Effective Date
  - 1. Manual
  - 2. Changes
- G. Policy Effective Date
  - 1. Definition
  - 2. Long Term Policies
- H. Filing Requirements
  - 1. Policy
  - 2. Policy Writing Procedures
  - 3. Endorsements
  - 4. Standard Endorsement Filing Procedure
  - 5. Binders
- I. Policy Corrections
- J. Medical Contracts

**RULE II – EXPLANATION OF COVERAGE AND METHODS OF INSURING**

- A. Part One – Workers Compensation Insurance
  - 1. Description of Coverage A
  - 2. Pennsylvania Coverage
  - 3. Longshore Coverage
- B. Coverage Requirements
- C. Part Two – Employers Liability Insurance
  - 1. Description of Coverage B
  - 2. Employers Liability for Diseases
  - 3. Admiralty Law or Federal Employers’ Liability Act
  - 4. Employers Liability Insurance with Workers Compensation Insurance
  - 5. Employers Liability Insurance without Workers Compensation Insurance
- D. Voluntary Compensation Insurance
  - 1. Description of Voluntary Compensation Insurance
  - 2. How Provided
- E. Part Three – Other States Insurance
  - 1. Description of Other States Coverage
  - 2. States Where Not Available
  - 3. Restriction on Use
  - 4. Premium
- F. Deductible Coverage
- G. Group Deductible or Retrospective Rating Plan Coverage

**RULE III – POLICY PREPARATION – INSURED, POLICY PERIOD AND STATE OF OPERATIONS**

- A. Explanation of Terms
  - 1. Employer/Entity
  - 2. Insured
  - 3. Majority Interest

- 4. Risk
- B. Name, Address and Other Work-Places of Insured
  - 1. Combination of Legal Entities
  - 2. Name of Insured
  - 3. Pennsylvania Locations
- C. Policy Period
  - 1. Normal Policy Period
  - 2. Policy for One Year
  - 3. Policy Longer than One Year
  - 4. Renewal Certificates/Agreements
  - 5. Three Year Fixed Carrier Rating Value Policy Option
  - 6. Annual Rating Endorsements
- D. State Laws Designated in the Policy
  - 1. Listing of Pennsylvania
  - 2. Longshore Act
  - 3. Additional States

**RULE IV - CLASSIFICATIONS**

- A. General Explanation
  - 1. Objective
- B. Classifications
  - 1. Basic Classifications
  - 2. Standard Exception Classification
    - a. Clerical Office Employees
    - b. Salespersons, Collectors or Messengers, Outside
  - 3. General Inclusions
  - 4. General Exclusions
- C. Assignment of Classifications
- D. Show the Classifications in Item 4 of the Information Page

**RULE V – PREMIUM BASIS**

- A. Basis of Premium – Total Remuneration
- B. Remuneration – Payroll
  - 1. Definition
  - 2. Inclusions
  - 3. Exclusions
  - 4. Payroll
  - 5. Employee Savings Plans
- C. Estimated Payrolls
  - 1. Estimated Payrolls by Classification
  - 2. Determination of Estimated Payrolls
  - 3. Approval of Estimated Payrolls
- D. Whole Dollars - Payrolls
- E. Payroll Limitation
  - 1. How Payroll Limitation Applies
  - 2. Partial Week
- F. Basis of Premium – Additional Information
  - 1. Employee Expense Reimbursements
  - 2. Salary Reduction Plans
  - 3. Strike Periods (W ages Paid)
  - 4. Traveling Time Payments
  - 5. Wages Paid for Idle Time
  - 6. Religious Exclusions
  - 7. Members of Religious Orders

- 8. Subcontractors
- 9. Outworkers/Homeworkers

**RULE VI – RATING VALUES AND PREMIUM DETERMINATION**

- A. PCRB Rating Values
  - 1. PCRB Loss Cost
  - 2. Disease or Radiation Loading
  - 3. Premium Adjustment Factor
  - 4. Experience Rating Factor
  - 5. Terrorism
  - 6. Catastrophe (other than Certified Acts of Terrorism)
  - 7. Employer Assessment Pursuant to Act 57 of 1997
- B. Carrier Rating Values
- C. Premium
- D. Whole Dollars - Premium
- E. Premium Modification – Experience Rating Plan
- F. Premium Determination for Federal and Maritime Insurance
- G. Premium Algorithm

**RULE VII – PREMIUM DISCOUNT**

- A. Explanation
- B. Combination of Policies
  - 1. Combination Permitted
  - 2. Combination Procedure
- C. Wrap-Up Construction Projects

**RULE VIII – LIMITS OF LIABILITY**

- A. Workers Compensation and Employers Liability Policy
  - 1. Part One – Workers Compensation
  - 2. Part Two – Employers Liability
    - a. Standard Limits
    - b. Increased Limits
    - c. Accident Limit
    - d. Disease Limit
    - e. Show Limit on the Information Page
- B. Voluntary Compensation Insurance
  - 1. Standard Limits
  - 2. Increased Limits
  - 3. Premium Determination
  - 4. Payroll Records

**RULE IX – SPECIAL CONDITIONS OR OPERATIONS AFFECTING COVERAGE AND PREMIUM**

- A. Executive Officers
  - 1. Definition
  - 2. Law and Status
  - 3. Executive Officer Exclusion Procedure
  - 4. Executive Officers- Multiple Corporate Enterprises
  - 5. Executive Officer Remuneration – Treatment of:
  - 6. Premium Determination
  - 7. Assignment of Payroll
  - 8. Flight Duties
  - 9. Professional Employer Organization (PEO) – Corporate Clients

- B. Real Estate Sales Person/Broker Licensed Insurance Agent – Exception
- C. Professional or Semi-Professional Athletic Teams – Class Codes 970 and 991
- D. Sole Proprietors, Partnerships and Members of Limited Liability Companies
- E. Subcontractors
  - 1. Law on Contractors and Subcontractors
  - 2. Coverage
  - 3. Premium for Uninsured Subcontractors
  - 4. Drivers, Chauffeurs and Helpers Under Contract
- F. Ex-Medical Coverage
- G. Truckers – Interstate
- H. Pennsylvania Construction Classification Premium Adjustment Program
- I. Certified Safety Committee Credit Program

**RULE X - CANCELLATION**

- A. Who May Cancel
- B. Premium Determination – Cancellation by the Insurance Carrier
  - 1. Carrier Rating Values and Payroll
  - 2. Experience Rating
- C. Premium Determination - Cancellation by the Insured when Retiring from Business
- D. Premium Determination – Cancellation by the Insured, Except when Retiring from Business
  - 1. Actual Payroll
  - 2. Extended Payroll and Number of Days
  - 3. Carrier Rate
  - 4. Experience Rating
  - 5. Short Rate Percentage
  - 6. Example of Short Rate Cancellation
- E. Short Rate Cancellation Table for Term of One Year, Pro Rate Cancellation Tables – One Year

**RULE XI – THREE YEAR FIXED RATE POLICY OPTION**

**RULE XII – U.S LONG SHORE AND HARBOR WORKERS’ COMPENSATION ACT**

- A. General Explanation
- B. Workers Compensation Insurance – Part One
- C. Employers Liability Insurance – Part Two
- D. Classifications and Rates
  - 1. Classifications
  - 2. Rates for Federal “F” Classifications
  - 3. Rates for Non-Federal “Non-F” Classifications
- E. Extensions of the U.S.L. & H.W. Act
  - 1. Defense Bases Act
  - 2. Civilian Employees of Non-appropriated Fund Instrumentalities Act
  - 3. Premium Determination
  - 4. Outer Continental Shelf Lands Act
- F. Pennsylvania Workers Compensation Voluntary Pool

**RULE XIII – THE ADMIRALTY LAW AND THE FEDERAL EMPLOYERS LIABILITY ACT**

- A. General Explanation
  - 1. Admiralty Law
  - 2. Federal Employers Liability Act (F.E.L.A.)
- B. Description of Coverage Programs
  - 1. Program I
  - 2. Program II
- C. Coverage

1. Admiralty Law Endorsements
  2. Admiralty Law Coverage Options
  3. F.E.L.A. Endorsements
  4. U.S.L. & H.W. Act
- D. Exclusions
1. Exclusion of Admiralty Law Liability
  2. Exclusion of F.E.L.A. Liability
  3. Minimum Premium
- E. Classifications
- F. Waters not under Admiralty Jurisdictions
1. Coverage
  2. Premium Determination
  3. Admiralty Law or U.S.L. & H.W. Act Liability

**RULE XIV – AGRICULTURAL, DOMESTIC WORKERS - RESIDENCES**

- A. Definitions
1. Inside Domestic Workers
  2. Outside Domestic Workers
  3. Occasional Domestic Workers
- B. Coverage
1. Workers Compensation and Employers Liability Insurance
  2. Voluntary Compensation Insurance
- C. Name of Insured
- D. Classifications
1. Domestic Workers
  2. Maintenance, Repair or Construction Operations
- E. PCRB Rating Values and Premium
1. PCRB Rating Values
  2. Records Required
  3. Full Time Domestic Workers
  4. Occasional Domestic Workers

**RULE XV – FINAL EARNED PREMIUM DETERMINATION**

- A. Actual Payroll
- B. Premium Determination
- C. Audit Rights to Carrier
- D. Authorized Classifications
- E. Audit Noncompliance Charge

**RULE XVI – APPEALS FROM APPLICATIONS OF THE RATING SYSTEM PROCEDURE**

**RULE XVII – MEMBER CARRIER DISPUTES (DISPUTE RESOLUTION CONFERENCE)**

**RULE XVIII – PROFESSIONAL EMPLOYER ORGANIZATIONS, PROFESSIONAL EMPLOYER AGREEMENTS AND PROFESSIONAL EMPLOYER SERVICES**

- A. Definitions
- B. Policy Issuance
- C. Methods of Coverage
1. Option One
  2. Option Two
  3. Option Three
- D. Client Policy Obligations
- E. PEO Policy Obligations

- F. Cancellation Provisions
  - 1. Cancellation by the Professional Employer Organization (PEO)
  - 2. Cancellation by Client
  - 3. Notification Requirements

**RULE I – GENERAL**

**A. WORKERS COMPENSATION**

Workers Compensation as used in this Manual means workers compensation and occupational disease law of Pennsylvania.

**B. STANDARD POLICY**

Standard Policy means the Standard Provisions Workers Compensation and Employers Liability Policy and the Information Page approved by the Pennsylvania Insurance Department.

**C. ENDORSEMENT FORMS**

Endorsement forms mean standard endorsements contained in the Endorsement Forms Section. A standard endorsement must be used in the form prescribed in Section 3.

**D. ENDORSEMENT FORMS SECTION (SECTION 3)**

Refer to the Endorsement Forms Section for complete description of coverages and instructions on use of the endorsement forms.

**E. APPLICATION OF MANUAL RULES**

Rules apply separately to each policy, except as allowed by Rule VII – PREMIUM DISCOUNT

**F. EFFECTIVE DATE**

**1. Manual**

This Manual applies only from the policy effective date which occurs on or after the effective date of this Manual.

**2. Changes**

The effective date of a change in any rule, classification or PCRB rating value is 12:01 a.m. on the date approved for use. Any change will be highlighted and linked to the appropriate PCRB circular announcing the change. Unless specified otherwise, each change applies only from the policy effective date which occurs on or after the effective date of the change.

**G. POLICY EFFECTIVE DATE**

**1. Definition**

The policy effective date is the effective month, day and year of the policy in effect.

**2. Long Term Policies**

For application of policy effective dates on policies issued for a term in excess of one year, refer to Rule III - C.

**H. FILING REQUIREMENTS**



**1. Policy**

An exact copy of every Workers Compensation Policy showing the state of Pennsylvania on the Information Page shall be electronically submitted to the Pennsylvania Compensation Rating Bureau within thirty days after the effective date of the policy.

**2. Policy Writing Procedures**

**a. Policy Numbers**

The policy number designated by the carrier at policy issuance must remain constant and must be used on all endorsements and other documents related to that policy. If a portion of the policy number is designated at inception as the "key" policy number, such designation must be clearly identified on the policy information page and the "key" number must be used on all endorsements and other documents related to that policy.

**b. Renewal Policy Numbers**

The information page of each renewal policy shall identify the policy number of the policy which it renews, in accordance with a. above. This procedure also applies to rewritten policies. The word "same" should be used to indicate that the same policy number has been used on renewal. The word "new" should be used to indicate a newly issued policy.

**3. Endorsements**

An exact copy of all endorsements or agreements attached to the policy at its inception date or issued subsequent to the inception date of the policy must be electronically submitted to the PCRB within thirty days after the date of issue of such endorsement or agreement.

**4. Standard Endorsement Filing Procedure**

- a. Any endorsement filed with the Insurance Department on behalf of the PCRB members by the PCRB must be electronically submitted for approval by the PCRB. For filing procedure details refer to Section 3.
- b. Non Standard Endorsements filing procedure, refer to Section 3.

**5. Binders**

- a. A copy of the binder must be electronically submitted to the PCRB on an approved form with all required endorsements attached no later than thirty days after its date of inception.
- b. The binder must contain the classification codes and Carrier Rating Values applicable to the employer in accordance with the assignment issued by the PCRB or in accordance with the Classification Rules of this Manual if no specific PCRB assignment has been made.
- c. A binder must be replaced with a short-term policy covering the amount of time the binder was in effect or replaced with a full-term policy including the time period the binder was in effect.

**I. POLICY CORRECTIONS**

If the PCRB finds that a policy requires correction to conform to Manual rules or classifications, the carrier shall be notified by Electronic error message. Such policy shall be corrected and a copy of the correcting endorsement shall be electronically submitted to the PCRB no later than thirty (30) days after notification.

**J. MEDICAL CONTRACTS**

1. Medical contracts and agreements between insurance carriers and insured employers where medical service or supplies are furnished by the employer in consideration of a reduced premium or other consideration cannot be made.
2. Insurance carriers may not furnish medical equipment or hospital supplies to the insured's employer.

**RULE II – EXPLANATION OF COVERAGES AND METHODS OF INSURING**

**A. PART ONE – WORKERS COMPENSATION INSURANCE**

**1. Description of Coverage A**

Workers compensation insurance provides coverage for the statutory obligation of an employer to provide benefits for employees as required by:

- a. Workers compensation law or occupational disease law of any state or territory of the United States, including the District of Columbia, and
- b. United States Longshore and Harbor Workers' Compensation Act.

**2. Pennsylvania workers compensation insurance may be provided only by the Standard Policy.**

**3. Longshore Coverage**

U.S. Longshore and Harbor Workers' Compensation Act insurance may be provided only by attaching the Longshore and Harbor Workers' Compensation Act Coverage Endorsement (WC 00 01 06A) to the Standard Policy. Refer to Rule XII.

**B. COVERAGE REQUIREMENTS**

**1. Compulsory as to all employments**

Exceptions:

- a. Individual proprietors
- b. Partners of a partnership (including members of a Limited Liability Company (LLC)).  
Note: Pursuant to Act 20 of 2011, a sole proprietor, partner of a legal partnership or member of a Limited Liability Company (LLC) may be able to purchase and/or be insured under a standard workers compensation insurance policy. If a sole proprietor, partner or LLC member wishes to obtain such coverage, a written request must be submitted directly to the carrier providing the existing or new policy under which coverage for the individual in question will be provided. Use WC 00 03 10 – Sole Proprietors, Partners, Officers and Others Coverage Endorsement. Refer to Rule IX, A., 6. for purposes of determining remuneration in computing the premium charge.
- c. Elected officers of the Commonwealth or any of its political subdivisions.
- d. An executive officer of a for profit corporation or an executive officer of a nonprofit corporation who serves voluntarily and without remuneration may, however, elect not to be an “employee” of the corporation. For the purposes of this exclusion, an executive officer of a for-profit corporation is an individual who has either an ownership interest in a Subchapter S corporation as defined by the Act of March 4, 1971 (P.L. 6, No. 2) known as the “Tax Reform Code of 1971,” or an interest of at least five percent in a Subchapter C corporation as defined by the Tax Reform Code of 1971.
- e. Any person who is a licensed real estate salesperson or an associate real estate broker affiliated with a licensed real estate broker or a licensed insurance agent affiliated with a licensed insurance agency, under a written agreement, remunerated on a commission only basis and who qualifies as an independent contractor for State tax purposes or for Federal tax purposes under the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 1 Et Seq.).

- f. Domestic or casual labor
  - g. Outworker (a person to whom articles are given for cleaning, repair, etc. at home).
  - h. Farmer with one employee who works less than 30 days a year or earns less than \$1,200 a Year. A spouse or a child of the farmer employer under eighteen years of age shall not be deemed an employee unless the services of such spouse or child are engaged by the farmer employer under an express written contract of hire which is filed with the Pennsylvania Department of Labor and Industry.
  - i. Elective for members of certain religious sects whose tenets prohibit benefits from insurance, provided the sect makes provisions for its members.
- 2. No insurance carrier is permitted to issue policies which would create duplicate coverage for an employer. Policies of different insurance carriers cannot be written for separate parts of a single risk.
  - 3. When an employer proposes to insure both his accident and occupational disease compensation liability, such liability must be covered by a single policy of one insurance carrier.

**C. PART TWO – EMPLOYERS LIABILITY INSURANCE**

**1. Description of Coverage B**

Employers' liability insurance provides coverage for the legal obligation of an employer to pay damages because of bodily injury by accident or disease, including resulting death, sustained by an employee. Employers liability coverage applies only if the injury or death of an employee arises out of and in the course of employment and is sustained:

- a. In the United States of America, its territories or possessions, or Canada, or
- b. While temporarily outside the United States of America, its territories or possessions, or Canada, if the injured employee is a citizen or resident of the United States or Canada; but suits for damages and actions on judgments must be in or from a court of the United States, its territories or possessions or Canada.

Unless specifically excluded, coverage for the liability of an employer under admiralty law and the Federal Employers Liability Act is provided by employers' liability insurance.

**2. Employers' Liability for Diseases**

Employers' liability insurance for diseases not covered by a workers compensation law or an occupational disease law is provided by the Standard Policy.

**3. Admiralty Law or Federal Employers' Liability Act**

Employers' liability insurance for liability of an employer under admiralty law or Federal Employers Liability Act is not provided by the Standard Policy. Refer to Rule XII for rules and endorsements to cover or limit this exposure.

**4. Employers Liability Insurance With Workers Compensation Insurance**

Employers' liability insurance written with workers compensation insurance is provided by the Standard Policy.

**5. Employers Liability Insurance Without Workers Compensation Insurance**

Employers' liability insurance without workers compensation insurance is prohibited in the state of Pennsylvania.

**D. VOLUNTARY COMPENSATION INSURANCE**

**1. Description of Voluntary Compensation Coverage**

Voluntary compensation insurance does not provide workers compensation coverage and is not available for employments subject to a workers' compensation law. This insurance affords the benefits of a designated compensation law as if the affected employees were subject to that law, even though the law does not require payment of benefits to such employees.

Voluntary compensation insurance shall not provide compensation, medical or other benefits in excess of the statutory requirements in the workers compensation law designated in the standard Voluntary Compensation and Employers Liability Coverage Endorsement.

**2. How Provided**

Voluntary Compensation insurance is provided by attaching the Standard Voluntary Compensation and Employers Liability Coverage Endorsement (**WC 00 03 11A**) to the Standard Policy. Refer to Rule VIII for rules and carrier rating values.

**E. PART THREE – OTHER STATES INSURANCE**

**1. Description of Other States Coverage**

- a. Employers liability insurance and, where permitted by law, workers compensation insurance are provided in other states not listed in Item 3-A of the Information Page by listing states where coverage is to be provided in Item 3-C of the Information Page.
- b. If workers compensation insurance does not apply because the insured or carrier is unable to take the necessary action to bring the insured under a workers compensation law, the carrier will reimburse the insured for all compensation and other benefits required of the insured under such law.
- c. Part Three – Other States Insurance does not provide U.S. Longshore and Harbor Workers' Compensation Act coverage. It may be afforded only in accordance with Rule XII.

**2. States Where Not Available**

Other states coverage is not available in states:

- a. With a monopolistic state fund, or
- b. Where the carrier elects not to write this coverage.

**3. Restriction on Use**

Coverage for operations known or expected to be performed in a state not listed in Item 3-A of the Information Page shall not be provided under Part Three – Other States Insurance.

**4. Premium**

Premium developed for operations covered under Part Three – Other States Insurance shall be based on workers compensation rules and carrier rating values.

**F. DEDUCTIBLE COVERAGE**

The Pennsylvania Workers' Compensation Act of June 2, 1915, as amended, requires an insurer issuing a workers compensation policy to offer a deductible program upon a policyholder's request.

1. Deductible coverage shall be made part of the policy if requested by the policyholder. Underwriting criteria for deductible coverage are to be established by individual carriers.
2. The claimants' benefits will be paid by the insurance carrier without regard to any deductible.
3. The policyholder must agree to reimburse the carrier for the deductible amount for any benefits paid to claimants.
4. Failure of the policyholder to reimburse the carrier for any deductible amount shall be treated as non-payment of premium under the policy.
5. The loss elimination ratio is determined by the hazard group (found in Section 2 of this Manual) of the policy's governing classification. Codes 951, Salesmen and 953, office, cannot be governing classifications unless they are the only classifications on the policy.
6. The premium adjustment for the deductible provisions of the policy shall be reported as a credit which shall be applied prior to experience modification or other carrier premium modifications.
7. If the policy is issued with a deductible provision, the Deductible Endorsement (**WC 37 04 03**) shall be issued and made part of the policy.
8. The Pennsylvania Insurance Department has promulgated three deductible coverage levels of **\$1,000** per claim, **\$5,000** per claim and **\$10,000** per claim respectively. Individual carriers can offer different deductible levels and/or premium credits upon approval of the Pennsylvania Insurance Department.

**G. GROUP DEDUCTIBLE OR RETROSPECTIVE RATING PLAN COVERAGE**

The Pennsylvania Workers' Compensation Act of June 2, 1915, as amended, permits an insurer issuing a workers compensation policy to offer an endorsement for deductible or retrospective rating plans for groups of five or more employers, subject to approval by the Insurance Commissioner and subject to the individual insurer's underwriting criteria for deductible coverage (see F. 1. above)

1. The insurer will issue an individual workers compensation policy for each member of the group
2. Each group member will be held jointly and severally liable for the payment of premiums or deductible amounts with regard to benefits paid for compensable claims of the group as a whole.

**RULE III – POLICY PREPARATION – INSURED, POLICY PERIOD AND STATE OF OPERATIONS**

**Item 1, 2 and 3-A of the Information Page**

**A. EXPLANATION OF TERMS**

**1. Employer/Entity**

Employer may be an individual, partnership, joint venture, corporation, association, or a fiduciary such as a trustee, receiver or executor, or other entity.

**2. Insured**

Insured means the employer designated in Item 1 of the Information Page. If the insured is a professional association, use the Professional Association Act Endorsement in Section 3 of this Manual.

**3. Majority Interest**

Majority Interest as defined in the Experience Rating Plan Section applies. The term majority shall mean more than 50%.

- a. United States Longshore and Harbor Workers' Compensation Act.
- b. Majority of voting stock, or
- c. Majority of members or directors if there is no voting stock, or
- d. Majority participation of general partners in profits of a partnership.

**4. Risk**

Risk means a single legal entity or two or more legal entities which qualify for combination in the state of Pennsylvania.

**B. NAME, ADDRESS, AND OTHER WORKPLACES OF INSURED – ITEM 1**

**1. Name of Insured**

In addition to providing the complete legal name of the insured, carriers shall designate each fictitious name shown on the Information Page by the symbol D.B.A. (doing business as). In addition, if a fictitious name is shown on an endorsement the same designation, D.B.A., shall be shown. A fictitious name is a business name which is not the legal name of the insured.

The effective date of any change, addition or deletion in the name of the insured shall be shown on the endorsement.

Name and address changes should be effected on a separate endorsement and not in conjunction with other policy amendments.

**2. Combination of Legal Entities**

Separate legal entities may be insured in one policy only if the same person, or group of persons, owns the majority interest in such entities.

**3. Pennsylvania Locations**

All locations and operations of the employer in Pennsylvania shall be insured in one policy. Exception: Long Term Construction Projects (Wrap-up). See Rule IX-D.

**C. POLICY PERIOD – ITEM 2**

**1. Normal Policy Period**

The normal policy period is one year. A policy may be issued for any period but not longer than 3 years.

**2. Policy for One Year**

- a. The manual rules are based on a policy period of one year.
- b. A policy issued for a period not longer than one year and 16 days is treated as a one year policy.

**3. Policy Longer Than One Year**

A policy issued for a period longer than one year and 16 days, other than a 3-year fixed carrier rating value policy, is treated as follows:

- a. The policy period is divided into consecutive 12-month units.
- b. If the policy period is not a multiple of 12 months, use the Standard Policy Period Endorsement **(WC 00 04 05)** to specify the first or last unit of less than 12 months as a short-term policy.
- c. All manual rules and procedures apply to each such unit as if a separate policy had been issued for each unit.

**4. Renewal Certificates, Agreements and Continuing Form Policies, should be handled as policies longer than one year.**

**5. Three-Year Fixed Carrier Rating Value Policy Option**

A policy may be issued for a period of 3 years at fixed carrier rating values. Such a policy shall not be issued if the risk is subject to the Experience Rating Plan on the effective date of the policy.

A policy issued under this option shall be known as a Three-Year Fixed Carrier Rating Value Policy and shall be so designated on the Information Page. Refer to Rule XI.

**6. Annual Rating Endorsements**

An "Annual Rating Endorsement" shall be submitted annually for each continuing form policy or policy written for a period in excess of one year but not more than three years to be effective on the annual policy effective date set by such policy. It shall be submitted to the PCRB not later than thirty days subsequent to its inception.

Annual rating endorsements shall also:

- a. Show the name of the carrier providing the insurance. If the names of affiliated carriers are printed on endorsement forms, the particular carrier providing coverage shall be clearly indicated.
- b. Show the policy number, including all printed and typed prefixes to facilitate the identification of the policy to which the Annual Rating Endorsement is related.



- c. If the annual rating endorsement being filed replaces an annual rating endorsement covering the same period, indicate that it is a rewrite.
- d. Show the date of its inception and expiration.
- e. Show the code number(s) and carrier rate(s) applicable. If the carrier rate(s) or experience modification is not effective as of inception date of the endorsement, also show the effective date of such carrier rate(s) or modification.
- f. Show the premium adjustment period, deposit premium and estimated annual premium for the period covered by the Annual Rating Endorsement.

Annual Rating Endorsements shall be used only for the purpose of showing the carrier rates, experience modifications, premium adjustment period, deposit premium and estimated annual premium for each one-year period. They cannot be used to make any other changes in the policy such as, but not restricted to, modifying the name of the insured, adding or eliminating classifications, adding or eliminating locations.

**D. STATE LAWS DESIGNATED IN THE POLICY – Item 3-A**

**1. Listing of Pennsylvania**

Insurance for operations conducted in Pennsylvania is provided by listing the state in Item 3-A of the Information Page.

**2. Longshore Act**

The U.S. Longshore and Harbor Workers Compensation Act shall not be entered in Item 3-A of the Information Page. Refer to Rule XII.

**3. Additional States**

A state may be added after the effective date of the policy. For the additional state operations apply:

- a. Carrier rating values in effect on the effective date of the policy to which the state has been added.
- b. Any change in carrier rating values which apply to outstanding policies for the state being added.
- c. When adding the State of Pennsylvania, the Information Page and attached endorsements shall be prepared so that the Pennsylvania coverage can be clearly determined.

**RULE IV – CLASSIFICATIONS**

**Item 4 of the Information Page**

**A. GENERAL EXPLANATION**

**1. Objective**

The objective of the classification system is to group employers into classifications so that the rating value for each classification reflects the risk of loss common to those employers (See Rule IV, C. 2. & C. 3.). Subject to certain exceptions described later in this rule, it is the business of the insured within Pennsylvania that is classified, not the separate employments, occupations or operations within the business.

**B. Classifications**

Classifications are listed numerically in Section 2 (Classifications) of this Manual. The numeric assignment for a temporary staffing classification is a one-to-one match with a direct employment classification. Temporary staffing classifications are identified by a four-digit number that is 2,000 greater than the associated direct employment classification. For example, for direct employment classification 323, the corresponding temporary staffing classification is 2323.

The classification description, if applicable, and Underwriting Guide entry immediately below a classification’s title pertain to that classification.

**1. Direct Employment Classifications**

All classifications in this Manual, other than the standard exception classifications and the temporary staffing classifications, are direct employment classifications.

Direct employment classifications describe an employer’s field of business as illustrated in the following examples:

<b>INDUSTRY</b>	<b>EMPLOYER’S FIELD OF BUSINESS</b>	<b>DIRECT EMPLOYMENT CLASSIFICATION</b>
Manufacturing	Wood Furniture Manufacturing	323, Furniture Mfg. – Wood
Process	Screen Printing	281, Printing, N.O.C.
Construction or Erection	Residential Carpentry	652, Carpentry – Residential
Service	Airport Operation	7428, Airport Operation – Ground Employees

**2. Subclassifications – Carrier Option**

The Pennsylvania Workers’ Compensation Act of June 2, 1915, as amended, permits an insurer to develop subclassifications to the PCRB’s classification system as approved by the Insurance Commissioner. Any such subclassification shall be filed by the developing insurer with the PCRB and the Insurance Commissioner thirty (30) days prior to its use. The insurer’s filing shall demonstrate that payroll and loss data produced under such subclassification can be reported to the PCRB consistent with the PCRB’s classification system and statistical plan. Otherwise, the Insurance Commissioner shall disapprove the subclassification filing.

**3. Temporary Staffing Classifications**

A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments varying in duration from one day to any period less than one year. Subject to specified exceptions, temporary staff provided by a temporary staffing contractor to a client shall be assigned to the temporary staffing classification corresponding to the client’s assigned direct employment classification. The corresponding temporary staffing classification for each direct employment classification, where applicable, is identified in the direct employment classification’s entry in the Section 2 – Alphabetic Classification Underwriting Guide. Examples of temporary staffing classifications are shown below:

DIRECT EMPLOYMENT CLASSIFICATION	CORRESPONDING TEMPORARY STAFFING CLASSIFICATION
323, Furniture Mfg. – Wood	2323, Furniture Mfg. – Wood – Temporary Staffing
281, Printing, N.O.C.	2281, Printing, N.O.C. – Temporary Staffing
652, Carpentry – Residential	2652, Carpentry – Residential – Temporary Staffing
7428, Airport Operation – Ground Employees	9428, Airport Operation – Ground Employees – Temporary Staffing

Refer to the Temporary Staffing Contractors entry in the General Auditing & Classification Information section of this Manual for additional details regarding the classification procedure for temporary staffing contractors.

**4. Standard Exception Classification**

Some occupations are common to so many businesses that special classifications have been established for them. They are called standard exception classifications. Employees within the definition of a standard exception classification are not included in a basic classification unless the basic classification specifically includes those employees. The standard exception classifications are defined below:

- a. **CLERICAL OFFICE EMPLOYEES – Code 953** – are employees exclusively engaged in keeping the books or records of the insured or conducting correspondence or who are engaged wholly in office work where such books or records are kept or such correspondence is conducted.

This classification shall be applied only to employees herein described who work exclusively in separate buildings or on separate floors or in departments on such floors which are separated from all other workplaces of the employer by floor to ceiling partitions except for retail stores where a partition at least five feet high is required and within which no work is performed other than clerical office duties as defined in this rule.

Telecommuters i.e., employees who work from their home by use of the internet, email and telephone, shall also be considered clerical office employees for purposes of assignment to Code 953.

Office employees shall be separately classified except in connection with those classes which are designated “all employees including office.”

If any clerical office employee (including drafting employees) has any other regular duty, the entire payroll of that employee shall be assigned in accordance with the class to which the business is assigned.

**COVID 19 CORONAVIRUS EXCEPTION:**

An employee's job duties may be temporarily reclassified to Code 953 – Clerical Office Employees during any emergency orders, laws or regulations issued due to COVID–19 (Coronavirus), if separate, accurate, verifiable records are maintained. If such records are not maintained, the employee is assigned to the classification applicable to their duties prior to any emergency orders, laws, or regulations issued due to the COVID–19 (Coronavirus) pandemic. Once normal business operations resume, appropriate classifications should be applied.

This exception is for policies in force on March 1, 2020. The exception will continue to remain in effect and will not expire until determined at a later date as circumstances warrant in consultation with Pennsylvania regulatory authorities.

This classification does not apply to:

- (1) The clerk, such as a counter, front desk, lobby, mall kiosk, time, stock or tally clerk or librarian, whose work is necessary, incidental or part of any operation of the business other than clerical office. Such clerk should be assigned to the basic classification of the business.
- (2) A cashier who is responsible for accepting payment for merchandise or services rendered. The cashier's physical location may include but is not necessarily limited to: a booth, behind a counter or on a sales floor. The cashier or any employee whose regular and frequent duty is accepting payment for merchandise or services rendered should be assigned to the basic classification of the business regardless of the physical work location.

- b. SALESPERSONS – OUTSIDE, Code 951** – are employees either exclusively engaged in sales or collection work away from the employer's premises or who regularly and frequently (as defined in Section 2 of this Manual) are engaged in sales or collection work away from their employer's premises and devote the balance of their time to clerical office duties. Salespersons, collectors or messengers shall be separately classified except in connection with those classifications designated either "all employees including office" or "all employees except office.)

This classification does not apply to:

- (1) Employees delivering merchandise or products. Even though such employees may also collect or solicit, they shall be assigned in accordance with the employer's applicable business classification.
- (2) Floor and/or counter salespersons. Such employees shall be assigned in accordance with the employer's applicable business classification.
- (3) Employees who sell or solicit exclusively by telephone. Such employees shall be assigned to Code 953 except in connection with any classification designated "all employees including office."
- (4) Salespersons in connection with a business classified to Code 814 and automobile auctioneers in connection with a business classified to Code 820. Such employees shall be classified to Code 819. See Code 819 for additional details.

**5. General Inclusions**

- a.** Some operations appear to be separate businesses, but they are included within the scope of all classifications other than the standard exception classifications. These operations are called general inclusions and are:

- (1) Commissaries, restaurants or stores operated for an insured's employees except in connection with construction, erection, lumbering, mining or the recovery of petroleum and/or natural gas.
- (2) Manufacturing of containers such as bags, barrels, bottles, boxes, cans, cartons or packing cases (and the incident printing thereon) to be used by the employer in the packaging of its products.
- (3) Medical facilities operated by the insured for its employees.
- (4) Maintenance or repair and/or cleaning of an insured's buildings, or vehicles or equipment when performed by employees of an insured.
- (5) Printing or lithographing by an insured on its products.
- (6) Stamping or Welding – when an integral technique that is a part of an overall manufacturing process.
- (7) Drilling or Blasting – when conducted by the employees of a surface or underground non-coal mine operator to facilitate mineral extraction. Drilling, re-drilling or deepening conducted by an entity whose field of business is the recovery of petroleum and/or natural gas shall be separately classified.
- (8) Quality control of an insured's products or research laboratories engaged in developing and/or improving products manufactured by an insured.
- (9) Drivers, chauffeurs and their helpers including all employees whose principal duties are the operation and/or the repair of vehicles.
- (10) If a vehicle(s), including drivers (and the owner if the owner of the vehicle is also a driver), chauffeurs and helpers are under contract to an unrelated business and if the owner of such vehicle(s) has not insured his compensation obligation and furnished evidence of such insurance, the actual payroll of the drivers, chauffeurs and helpers shall be included in the payroll of the insured unrelated business at the proper carrier rating value(s) for the operations in which they are engaged. If actual payroll cannot be obtained, one-third (1/3) of the total amount paid for the hire of such vehicles under contract shall be considered as payroll of the drivers, chauffeurs and helpers.

When the contract price does not include the cost of fuel, maintenance, or other services provided to the owner or owner-operator of a vehicle under contract, the value of such goods and services shall be added to the contract price before determining the one-third (1/3) amount.

- (11) Tools, dies, molds or fixtures made and/or repaired by an insured that are used in the insured's product manufacturing operations.
- (12) Aircraft travel by employees, other than members of the flying crew, including employees whose payroll is assigned to the Standard Exception Classifications.
- (13) Child day care services operated by the employer for his employees.
- (14) Warehousing by an employer of its merchandise, products and/or raw materials.
- (15) Security guards protecting their employer's premises and property.

- (16) Heat treating by an insured on its products.
- (17) Counter personnel
- (18) Cashiers

**b** Any operation described by a General Inclusion shall be separately classified only if:

- (1) Such operation constitutes a separate and distinct business of the insured as provided in Rule IV - C. below or
- (2) It is specifically excluded by the classification wording, or
- (3) If the principal business is described by classifications defined as Standard Exceptions, the payroll of all employees not specifically included in the definition for such Standard Exceptions shall be separately classified to Code 971.

**6. General Exclusions**

Some operations in a business are so unusual that they are excluded from basic classifications. They are separately rated unless specifically included in the basic classification wording. These operations are called general exclusions and are:

- (1) Aircraft operation – all operations of the flying and ground crews.
- (2) New construction or structural alterations by the insured's employees.
- (3) Sawmill Operations – sawing logs into lumber by equipment such as circular carriage or band carriage saws, including operations incidental to the sawmill.
- (4) Stevedoring, including tallying and checking incidental to stevedoring.
- (5) Mining and Quarrying, Clay, Gravel or Sand Excavation and Dredging.
- (6) Please refer to the Coal Mine Compensation Rating Bureau of Pennsylvania ([www.cmcrbpa.com](http://www.cmcrbpa.com)) for the classification(s) applicable to the surface or underground mining of coal and/or the above ground operations necessary to prepare previously mined coal for distribution or sale by the mine operator or an independent coal preparation plant and/or coke burning and/or manufacturing.

**C. ASSIGNMENT OF CLASSIFICATIONS**

**1. Object of the Classification Procedure**

- a** The object of the classification procedure is to assign the one basic classification which best describes each distinct business enterprise of the insured within Pennsylvania. Subject to certain exceptions described in this Rule, each classification includes all the various types of labor found in a distinct enterprise. It is the business which is classified, not the individual employments, occupations or operations within a business. Additional classifications shall be assigned as provided below.
- b** The Pennsylvania Workers' Compensation Act of June 2, 1915, as amended, permits an insurer to develop sub classifications to the PCRB's classification system as approved by the Insurance Commissioner. Any such sub classification shall be filed by the developing insurer with the PCRB and the Insurance Commissioner thirty (30) days prior to its use. The insurer's filing shall demonstrate that payroll and loss data produced under such sub classification can be reported to the PCRB consistent with the PCRB's classification system and statistical plan. Otherwise, the Insurance Commissioner shall disapprove the sub classification filing.

**2. Assignment of a Classification**

- a. The policy shall contain only classifications approved by the Pennsylvania Compensation Rating Bureau and in accordance with this Manual.

Each classification is presumed to describe an entire business enterprise. Any policy which contains more than a single classification cannot contain any classifications representing a payroll less than that of one full-time employee, but this rule will not apply in classifications involved in Construction, Erection, Stevedoring, Part-Time Aircraft Operations or if the business' basic and major operations are described by the Standard Exception Classifications and there are employees whose job duties are not assignable to the Standard Exceptions except as specified in classification phraseology.

- b. **Single Enterprise.** If a risk consists of a single operation or a number of separate operations which normally occur in the business described by a single manual classification, or separate operations which are an integral part of or incidental to the main business, that single classification which most accurately describes the entire enterprise shall be applied. The separate operations so covered may not be assigned to another classification even though such operation may be specifically described by some other classification or may be conducted at a separate location.

Division of payroll shall be made as provided in respect to General Exclusions, Standard Exceptions or Special Class Wording. For construction or erection work, see special procedure set forth in Rule IV, C. 5.

**EXCEPTION**

Where a retail outlet is located at the same or contiguous premises as a business' manufacturing facility, the applicable retail store classification shall apply to the payroll of the retail outlet provided that such outlet is operated in an area physically separate from other operations by a floor to ceiling partition and it is separately staffed.

- c. **Authorized Classifications.** When the classification of any insured has been established by the PCRB, no policy shall be issued or endorsed nor adjustment of premium made under any other or conflicting classification.

In any instance where the established classification does not describe the current operations of the insured, the insuring carrier or insured shall draw the matter to the attention of the PCRB in writing with full particulars prior to the application of any other classifications. The reclassification shall not take place until the PCRB Staff has received and reviewed such documentation and has replied in writing to the insured or insuring carrier agreeing with their position or otherwise advising on which class(es) to assign.

The insuring carrier is not relieved of the obligation to apply the class authorized for an insured because of lack of knowledge that the PCRB has established an authorized classification for that insured.

**3. Assignment of Additional Classifications**

- a. **Multiple Classifications/Multiple Enterprises** (Not construction or erection operations – see paragraph 6.)

Additional classifications may be used only when valid evidence supports their authorization or in conformity with the rules stated under "Standard Exceptions" and "Exclusions." Additional classes may not be added without PCRB authorization when their use is in violation of Manual Rules or an existing PCRB data card.

Additional classifications shall be assigned to an insured only if the following conditions exist:

- (1) If the classification wording requires the assignment of an additional classification for specified employees or operations.
- (2) If there are distinct enterprises (meaning thereby businesses, which are specifically classified in this Manual, but not operations that normally occur in the business described by the assigned classifications, nor operations described by any of the General Inclusions), conducted in a given plant by the same insured and the entire work in each enterprise is conducted either in a separate building or on a separate floor or floors of a building, or on the same floor in separate departments divided by floor to ceiling partitions without interchange of labor and the insured conducts each of such enterprises as a separate undertaking with separate records of payroll, then such separate undertakings shall each be separately classified, (and the proper carrier rating value applied to each).
- (3) See Governing Classification rules for assignment of incidental operations that support more than one distinct enterprise.

**b. Governing Classification**

The governing classification is that classification other than the standard exception classifications (which may never be the governing class) which carries the largest amount of payroll exclusive of payroll of miscellaneous employees as defined below.

- (1) This concept shall be utilized not in the initial classification assignment process but to determine how to classify miscellaneous employees when an insured is assigned two or more classifications.
- (2) Miscellaneous employees are employees that either supervise or support all the various undertakings of the insured. The functions performed by miscellaneous employees may include but are not necessarily limited to: maintenance, mailroom, shipping and receiving, yard operations, security, power plant operations, lobby or front desk personnel, elevator operators, porters, foremen, superintendents or timekeepers.
- (3) The entire remuneration of miscellaneous employees is assignable to the governing classification.
- (4) The governing classification in the case of construction or erection operations shall be determined on a job basis within each policy period if payrolls are kept separately by job within the policy period; otherwise on the basis of the entire policy period.
- (5) If the basic and major operations are described by classifications defined as Standard Exceptions, the payroll of all employees not specifically included in the definition for such Standard Exceptions shall be separately classified to Code 971.

**4. Assignment By Analogy**

Any enterprise which is not described by a classification in this Manual shall be assigned to the classification or classifications most analogous from the standpoint of process and hazard. The limitations and conditions of the classification or classifications so assigned and all Manual rules pertaining to the classification shall be applicable.

**5. Payroll Assignment – Multiple Classifications - Interchange of Labor**

Some employees who are not miscellaneous employees may perform duties directly related to more than one classification. When there is such an interchange of labor, the entire payroll of employees who interchange shall be assigned to the insuring carrier's highest-valued classification representing any part of their work.



The payroll of one employee shall not be divided into two or more classes except where specifically described in classification wording as "to be separately rated" or "separately rate" and with no requirement for separate staff. See the paragraph immediately below for the auditing procedure.

**General Exceptions to C. 5. above**

For Construction, Erection, Temporary Staffing or Stevedoring, the payroll of any individual employee may be divided and allocated to more than one such classification provided the entry on the original records of the insured discloses an allocation of each such individual employee's payroll. Estimated or percentage allocation of payroll is not permitted. Only a single stevedoring class shall be applied to all payroll developed in the loading or unloading of a single vessel. For further reference see the material under Stevedoring in Section 2 of the Manual. For Executive Officers see Rule IX, A. 4.

**6. Construction or Erection Operations**

Each distinct type of construction or erection operation at a job or location shall be assigned to the classification which specifically describes such operation provided separate payroll records are maintained for each operation. Estimated or percentage allocation of payroll is not permitted.

Any such operation for which separate payroll records are not maintained shall be assigned to the insuring carrier's highest-valued classification which applies to the job or location where the operation is performed.

A separate construction or erection classification shall not be assigned to any operation which is within the scope of another classification assigned to such a job or location which is assignable to a construction classification designated "all work to completion." All operations of the insured contractor at that job or location shall be assignable to such classification.

**7. NOC**

Please see Definitions Section 2.

**8. Changing Classifications**

a. The PCRB is empowered to determine, revise or modify the classification(s) assigned to any individual insured. No written application by the carrier, agent of record or an insured to change an insured's authorized classification(s) shall be considered by the PCRB until the carrier has issued and filed a copy of its policy Information Page written in accordance with an insured's authorized classification(s). The classification(s) shown in any policy shall be subject to correction or modification, or both, if the PCRB finds by survey or otherwise that the classification(s) shown in the policy are inappropriate to the insured. No written application to change the classification(s) for an insured on the grounds that the insured has been improperly classified shall be considered by the PCRB unless such written application is filed directly with the PCRB by the insured, agent of record or the carrier during the policy period with respect to which the application is made, or within twelve months after the termination thereof.

(1) A change in an insured's classification that results from a recent change in an insured's operations (i.e. an operations change that has taken place during the current policy year or the policy year that has just expired) will be applied pro rata as of the date of the change in the insured's operations, regardless of the premium impact to the insured. When a PCRB review discloses the insured's recent operations change, the PCRB will make written notice to the carrier of record changing the insured's authorized classification(s) for the current policy

- (2) A correction of a misclassification which results in a premium decrease shall be applied to the insured's policy in effect when the application for correction is made and to the prior policy within twelve months after the termination thereof.
- (3) A correction of a misclassification which results in a premium increase shall be applied to the employer's first policy effective at least sixty days subsequent to the date of the PCRB's misclassification notice.
- (4) When the temporary interruption or suspension of normal business activities caused by COVID-19 results in a change in business operations, an employer may be temporarily reassigned to an alternate classification if separate, accurate, verifiable records are maintained. If such records are not maintained, the operations are assigned to the classification applicable to the business prior to any emergency orders, laws, or regulations issued due to the COVID-19 (Coronavirus) pandemic. Once normal business operations resume, appropriate classifications should be applied.

This exception is for policies in force on March 1, 2020. The exception will continue to remain in effect and will not expire until determined at a later date as circumstances warrant in consultation with Pennsylvania regulatory authorities.

- b. Any correction of a misclassification arising from discovery by the carrier of a material misrepresentation or intentional omission by the insured, its agent, employees, officers or directors shall be applied effective the date upon which it would have applied had such material misrepresentation or intentional omission not been made. It is recommended that a carrier claiming material misrepresentation or intentional omission as contemplated in this Rule secure a declaratory judgment from the Common Pleas Court establishing same prior to proceeding with application of this Rule.
- c. The reallocation of payroll by a carrier among an insured's authorized classifications or the PCRB requiring a carrier to reallocate payroll among an insured's authorized classifications or to report payroll under an insured's authorized classifications for an insured's current policy or for the insured's prior policy within twelve months after the termination thereof does not constitute a class change or correction.
- d. Any reclassification pursuant to a revision in classification procedure that PCRB has filed with and that has been approved by the Insurance Commissioner shall be effective only upon any insured's first policy effective on or after the effective date for the revision approved by the Insurance Commissioner.

**9. Carrier Determinations of Employment Status**

A carrier's determination of a person's employment status (including but not necessarily limited to questions regarding a person's designation as an employee, independent contractor, uninsured subcontractor, leased employee or temporary staff) is not subject to the PCRB's review or approval. Where a carrier's determination of a person's employment status results in a request for authorization of a different or additional classification(s), such request must be made in writing. The PCRB will determine the applicability of any requested classification(s) in accordance with the classification guidelines set forth in this Manual. Classifications so approved by the PCRB shall be applied to any policy to which the carrier's determination of the person's employment status applies, if such policy expired or was terminated not more than 12 months before the date on which the PCRB received the carrier's written request.

This rule for determining the policy(ies) to which the approved classification(s) shall be assigned will apply regardless of whether the authorization of the classification(s) increases or decreases premium for the affected policy(ies). This rule shall govern in the event this rule conflicts with any other rule in this Manual.

**10. Classification Appeals**

The PCRB's assignment of an individual employer to a particular classification may be appealed pursuant to Rule XVI, APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE, Section 1 of this Manual.

**11. Mercantile Businesses/Stores**

Where a store or dealer sells several types of merchandise, each of which may be subject to a different classification, such store or dealer shall be assigned on the basis of the principal category of merchandise sold. For mercantile businesses, such as stores or dealers, the single applicable store or dealer classification is determined separately for each location.

**D. SHOW THE CLASSIFICATIONS IN ITEM 4 OF THE INFORMATION PAGE**

Show the proper classification wording, with or without notes, and show the code number in Item 4 of the Information Page. Capitalized classification wording may be used instead of the entire wording. Section 2 of this Manual, Classification Underwriting Guide, may be used for such wording.

**RULE V – PREMIUM BASIS**

**Item 4 of the Information Page - continued**

**A. BASIS OF PREMIUM – TOTAL REMUNERATION**

Premium shall be computed on the basis of the total remuneration paid or payable by the insured for services of employees covered by the policy.

***Exception***

Some classifications have a different premium basis. For example, premium for domestic worker classifications is computed on a per capita basis. Refer to Rule XIV.

**B. REMUNERATION – PAYROLL**

**1. Definition**

Remuneration means money or substitutes for money.

**2. Inclusions**

Remuneration includes:

- a. Wages or salaries;
- b. Total cash received by employees for commissions or draws against commissions;
- c. Bonuses;
- d. Stock bonus plans – market value of stock at the time it is given to employee (refer to Exclusions, m.) as well as the amount by which an employee's salary is reduced to contribute to equity based compensation plans other than stock options;
- e. Extra pay for overtime work;
- f. Pay for holidays, vacations or periods of sickness or accrued sick time;
- g. Payment by an employer of amounts otherwise required by law to be paid by employees to statutory insurance or pension plans, such as the Federal Social Security Act or Medicare;
- h. Payment to employees on any basis other than time worked such as piece work, profit sharing or incentive plans;
- i. Payment or allowance for hand tools or power tools used by hand provided by employees and used in their work or operations for the insured;
- j. The rental value of housing (e.g. an apartment or a house) provided for an employee based on comparable accommodations;
- k. The value of lodging other than an apartment or house received by employees as part of their pay to the extent shown in the insured's records;
- l. The value of meals received by employees as part of their pay to the extent shown in the insured's records;

- m. The value of store certificates, merchandise, credits or any other substitute for money received by employees as part of their pay;
- n. Musicians or entertainers who are not independent contractors shall be included computation of premiums of hotels or restaurants (**maximum of \$1,081 per week for each musician or entertainer**);
- o. Adjustments necessary to bring employees, such as tipped employees, to federal minimum wage as reported by the United States Department of Labor;
- p. Payments for salary reduction, retirement or cafeteria plans (IRC 125), health savings accounts and flexible spending accounts which are made through employee authorized salary reductions from the employee's gross pay;
- q. Prevailing wage payments and fringe benefits paid directly to employees based on required government-specified minimum wage rates, including but not limited to the Davis-Bacon Act or the Pennsylvania Prevailing Wage Act (see Section 2 – General Auditing and Classification Prevailing Wage Payments);
- r. Annuity plans (see Section 1 Rule V, F.2. – Salary Reduction Plans);
- s. Expense reimbursements to employees to the extent that an employer's records do not substantiate that the expense was incurred as a valid business expense (see Section 1 Rule V, F.1 – Employee Expense Reimbursements);
- t. Payment for filming or taping of commercials excluding subsequent residuals which are earned by the commercial participant(s) each time the commercial appears in any type of media;
- u. Automatic Gratuities (See Tips vs. Automatic Gratuities in the General Auditing & Classification Information section);
- v. Deferred or retroactive compensation paid to current employees at time of payment.

**3. Exclusions**

Remuneration excludes:

- a. Payments by an employer to group insurance or group pension plans for employees, other than payments covered by Rule V - B. 2. g.;
- b. Payments made by the employer to a Group Insurance, Pension Plan or a third party administrator as part of a prevailing wage requirement. (For additional information please see the Section 2 General Auditing and Classification Information of this Manual.);
- c. The value of special rewards for individual invention or discovery;
- d. Dismissal or severance payments except for time worked or accrued vacation;
- e. Tips received by employees after minimum wage adjustment has been applied (refer to Inclusions, o.);
- f. Payments for active military duty;
- g. Employee discounts on goods purchased from the employee's employer;

- h. Expense reimbursements to employees to the extent that an employer's records substantiate that the expense was incurred as a valid business expense (see Section 1 Rule V, F.1 – Employee Expense Reimbursements);
- i. Meal money for late work;
- j. Work uniform allowances;
- k. Sick pay paid to an employee by a third party such as an insured's group insurance carrier which is paying disability income benefits to a disabled employee;
- l. Employer provided perquisites ("perks") such as:
  - (1) Use of company-provided automobiles;
  - (2) an airplane flight;
  - (3) a discount on property or services;
  - (4) club memberships;
  - (5) Tickets to entertainment or sporting events;
  - (6) Educational assistance;
  - (7) Relocation and moving expenses;
- m. Stock option plans – difference between market value of stock and lower option price is not included as remuneration;
- n. Board of Directors' fees;
- o. Employer contributions to employee benefit plans such as health savings accounts and flexible spending accounts.
- p. Deferred or retroactive compensation paid to retired or terminated employees not employed during the policy period, provided that records adequately show these employees were no longer employees during the policy period.
- q. Payments made by an employer or any public governmental entity to paid furloughed employees as a result of federal, state, and/or local emergency orders, laws or regulations, issued due to the COVID-19 (coronavirus) pandemic which impact an employer's staffing or business operations. However, any appropriated funds or loans received by an employer as authorized by any law or regulation, or public governmental entity, that are used by an employer specifically to retain or hire working employees are not excluded.

Refer to Rule V.F.10 for the definitions of paid furloughed employees and payments to paid furloughed employees.

Item q. is applicable to policies in force on March 1, 2020. Item q. will continue to remain in effect and will not expire until determined at a later date as circumstances warrant in consultation with Pennsylvania regulatory authorities.

#### **4. Payroll**

Payroll means remuneration. The carrier rating values in this Manual shall be applicable to the remuneration of all employees of the insured without exception, and compensation policies shall not be written except upon the entire payroll of the risk which is the subject of the insurance which risk shall be divided into risk classes where specifically permitted or directed by these rules, but not otherwise. Under no circumstances shall a compensation policy be written on any part of the risk leaving another part of the risk uninsured.

**5. Employee Savings Plans**

**Employee Contributions** made in the form of an employee authorized salary reduction, which are diverted by an employee for payment, by the employer, into a savings plan shall be included as remuneration for premium computation purposes. Such payments made by the employer into the plan, of employee salary reduction contributions, shall not be employer contributions.

**Employer Contributions** of employer funds, made by the employer, the amount which being determined by reference to employee contributions, shall not be considered remuneration for premium computation purposes unless same contributions are reported by the employer as current taxable income to the employee.

**C. ESTIMATED PAYROLLS**

**1. Estimated Payrolls By Classification**

For each classification shown on the Information Page, the estimated total annual payroll shall be stated in the column headed "Premium Basis –Estimated Total Annual Remuneration."

**2. Determination of Estimated Payrolls**

Estimated payrolls shown on the Information Page shall reflect actual remuneration anticipated by the insured during the policy period. Such estimates shall be subject to substantiation by records or inspections.

**3. Approval of Estimated Payrolls**

Adequacy of estimated payrolls is subject to approval by the Pennsylvania Compensation Rating Bureau.

**D. WHOLE DOLLARS - PAYROLLS**

All payrolls shall be shown to the nearest dollar. A remainder of \$.50 shall be rounded to the next higher dollar.

**E. PAYROLL LIMITATION**

**1. How Payroll Limitation Applies**

For executive officers, sole proprietors, partners and members of a Limited Liability Company (LLC) that have obtained coverage and classifications with notes which indicate payroll limitation, the payroll on which premium is based shall exclude that part of the employee's average weekly pay in excess of the applicable weekly limitation, provided:

- a. Books and records are maintained to show separately the total payroll earned by each employee whose average weekly pay for the total time employed during the policy period exceeds the weekly payroll limitation and;
- b. Separate records are maintained in summary by classification for such employees.

**2. Partial Week**

A part of a week shall be treated as a full week in determining average weekly pay.

**F. BASIS OF PREMIUM - ADDITIONAL INFORMATION**

**1. Employee Expense Reimbursements**

Reimbursement expenses (except for hand or power tools as provided for in Rule V., B. 2. i.) paid to employees may be excluded from the audit provided that all three of the following conditions are met:

- a. The reimbursed expenses paid were incurred upon the business of the employer, and;
- b. The amount of each employee's expense payment is shown separately in the records of the employer, and;
- c. The amount of each expense reimbursement reflects the actual expenses incurred by the employee in the conduct of his or her work.

**2. Salary Reduction Plans**

In determining the remuneration to be used for premium computation purposes, no deduction shall be permitted for contributions to employee benefit plans made by employees either directly or through salary reduction agreements. The typical salary reduction plan involves a binding salary reduction agreement through which a specific percentage of the employee's salary is not paid to him or her but is paid into a pension, medical or savings plan (Section 125 IRC).

**3. Strike Periods (Wages Paid)**

Wages paid to employees who are not on strike but who are unable to perform their normal duties because of a strike shall be assigned to the classification applicable to the work usually performed by such employees, except that if any such employees perform absolutely no work for their employer and are not present on their employer's premises during such period, such wages shall be assigned to Code 953, Clerical Office Employees, provided the facts are clearly disclosed by the employer's records.

**4. Traveling Time Payments**

Payments made by an employer to an employee to reimburse him or her for time spent in traveling to or from work or to or from a specific job shall be considered as remuneration in accordance with the provisions of Rule V., B. of the Manual, and such remuneration shall be assigned to the Manual classification which applies to the work normally performed by such employee.

**5. Wages Paid for Idle Time**

Idle time is downtime that occurs when employees are not working and the employer pays the employees for the time not worked. Idle time does not include "paid furloughed employees" or "payments to paid furloughed employees" as defined in Rule V.F.10.

- a. The entire amount of wages paid for idle time shall be included as payroll.
- b. Wages paid for idle time due to the following causes shall be assigned in their entirety to the classification which applies to the work normally performed by the employee involved:
  - 1. Suspension or delay of work on account of weather conditions.
  - 2. Delays while waiting for materials.
  - 3. Delays while waiting for another contractor to complete certain work.
  - 4. Delays arising from breakdown of equipment.
  - 5. "Stand-by" time where employees such as operators of cranes, hoists or other equipment are on the job but their active services are not required continuously.
  - 6. Special union requirements or agreements between employer and employees calling for pay for idle time under specified circumstances.
  - 7. Other cause of similar nature.



- c. Wages paid to key employees of construction, erection or stevedoring risks, such as superintendents, foremen or engineers, for periods during which no jobs are in progress, shall be assigned to the classification applicable to the work which each one normally performs. (Exception: Reference Strike Periods – Wages Paid.)
- d. The entire amount of wages paid for idle time to an employee engaged in work other than construction, erection or stevedoring must be assigned without division to the classification which normally applied to that employee.

**6. Religious Exclusions** (Members of certain religious sects whose tenets prohibit benefits from insurance provided the sect makes provisions for its members).

Workers' compensation insurance is not compulsory for the above individuals. As per Section 304.2(a) "An employer may file an application with the Department of Labor and Industry to be excepted from the provisions of this Act in respect to certain employees. The application shall include a written waiver by the employee of all benefits under the Act and an affidavit by the employee that he is a member of a recognized religious sect or division thereof and is an adherent of established tenets or teachings of such sect or division by reason of which he is conscientiously opposed to the acceptance of the benefits of any public or private insurance which makes payments in the event of death, disability..." Documentation to support the above election must be in evidence at time of audit. Payroll to the above will then be excluded for purposes of premium determination.

**7. Members of Religious Orders**

Refer to Section 2 of the Pennsylvania Workers' Compensation Manual. In Pennsylvania, because of the interest of some of the Catholic dioceses in providing coverage for members of orders on a voluntary basis, specific underwriting procedures as well as per capita rates were adopted by the PCRB.

When such individual is assigned to perform duties in churches, hospitals, schools or other institutions, those institutions may wish to provide coverage as well. Any remuneration paid to the order on behalf of its members would be excluded, and the appropriate per capita rates would be applied.

**8. Subcontractors** (Applicable Contracting Classifications)

Consideration has been given to questions which have arisen regarding the classification procedure for a subcontractor who performs a single type of work on a contracting project or job. This situation is illustrated by Code 603, Sewer Construction, where portions of the work such as excavation may be subcontracted.

Consistent with the classification treatment which has been generally observed, it has been ruled that such subcontracted work shall be classified on the basis of the classification describing the particular type of work involved. Thus, the subcontractor who only performs excavation work in connection with the construction of a sewer would be classified as Code 609, Excavation, rather than as Code 603, Sewer Construction.

The ruling in connection with concrete construction has been continued. This requires that all operations including making and erecting forms, placing reinforcing steel and stripping forms, when done by subcontractors, shall be assigned to the appropriate concrete construction classification.

These rulings apply only to insured subcontractors. Uninsured subcontractors, covered under the principal contractor's policy, will continue to be classified on the basis of the classifications which would apply if the work were performed by the principal's own employees.

**9. Outworkers/Homeworkers**

Under Section 104 of the Pennsylvania Workers' Compensation Act an employee is defined as "All

natural persons who perform services for another for a valuable consideration exclusive of persons to whom articles or materials are given out to be made up, cleaned, washed, altered, ornamented, finished or repaired, or adapted for sale in the workers' own home, or on other premises, not under the control or management of the employer."

A review of the relevant case law by the PCRB counsel indicated the definition of an "employee" is not of significance in disputes over the coverage status for individuals who are injured while working in the home. Instead, the focus is on whether the injury occurred in the furtherance of the business of the employer. Therefore, the ability to resolve disputes involving coverage status for an outworker/homeworker, as defined in the Act, remains a legal question beyond the PCRB's authority. Accordingly, the employee status of an outworker/homeworker is left to the discretion of the individual insurance carrier.

**10. Payments to Paid Furloughed Employees During Federal, State, and/or Local Emergency Orders, Laws, or Regulations Issued Due to the COVID-19 (Coronavirus) Pandemic**

- a. For purposes of this, "paid furloughed employees" and "payments to paid furloughed employees" are defined within this rule. "Paid furloughed employees" means employees who continue to receive payments during a temporary layoff or an involuntary leave and are not performing any work duties for an employer.
- b. "Payments to paid furloughed employees" means payments made by an employer or any public Governmental entity to paid furloughed employees as a result of federal, state, and/or local emergency orders, laws or regulations, issued due to the COVID-19 (coronavirus) pandemic which impact an employer's staffing or business operations. Such payments do not include any appropriated funds or loans received by an employer as authorized by any law or regulation, or public governmental entity, that are used by an employer specifically to retain or hire working employees.
- c. Payments to paid furloughed employees must be assigned to Code 1212, in accordance with the Statistical Plan. Payments to paid furloughed employees made in accordance with this Rule V.F.10 are excluded from the premium, experience rating and merit rating calculations only if the employer keeps separate, accurate, and verifiable records. If separate, accurate, and verifiable records are not maintained, payroll is assigned to the classification for work normally performed by the employee prior to any emergency orders, laws, or regulations issued due to the COVID-19 (coronavirus) pandemic.
- d. If an employee is requested to perform any duties for an employer, the employee is not deemed a paid furloughed employee for any period of time they are performing duties for the employer. If the employee is not deemed a paid furloughed employee, payroll must be assigned to the classification applicable to the work being performed in accordance with Manual Rule IV.A.1.
- e. Rule V.F.10 is effective for policies in force on March 1, 2020. This rule will continue to remain in effect and will not expire until determined at a later date as circumstances warrant in consultation with Pennsylvania regulatory authorities.

**RULE VI – RATING VALUES AND PREMIUM DETERMINATION****A. PCRB RATING VALUES****1. PCRB Loss Cost**

PCRB Loss Costs – Dollar amounts per unit of exposure attributable to the payment of losses under workers compensation and employers liability coverages, filed by the PCRB based on the aggregate experience of all PCRB members and approved by the Insurance Commissioner.

**2. Disease Or Radiation Loading**

- a. A supplemental disease loading (e.g. Code 0066) may apply to certain basic classifications (e.g. Code 447). The supplemental disease loading is an additional charge. It is not included within the rating value of the basic classification to which it is assigned. Once authorized, a supplemental disease loading may only be removed upon approval of the Pennsylvania Compensation Rating Bureau.
- b. The Loss Costs applicable to the basic classifications without a corresponding supplemental disease loading include the usual exposure to diseases associated with those classifications.
- c. A supplemental occupational disease or radiation loading may be applied to the carrier rate for any individual business where the occupational disease or radiation hazard is abnormal, subject to approval by the Pennsylvania Insurance Commissioner. When a carrier plans to apply for the supplemental loading, the carrier shall supply the PCRB with an inspection report either by an insurance carrier, Department of Labor and Industry or an outside source which supports the abnormal disease or radiation exposure. The carrier shall also recommend a value for the supplemental loading. The request and supporting documentation shall be forwarded by the PCRB to the Insurance Commissioner. Upon approval by the Insurance Commissioner, the supplemental loading shall be published by the PCRB on the business' PCRB data card for a minimum of one year. The supplemental loading may be removed only by an inspection report performed by an insurance company, Department of Labor and Industry or another agency evidencing the abnormal exposure no longer exists. The PCRB shall also forward this request and documentation to the Insurance Commissioner for review and action. The supplemental disease or radiation loading is non-ratable in the experience and retrospective rating plans. No supplemental occupational disease or radiation loading shall be used absent explicit approval from the Insurance Commissioner.

**3. Premium Adjustment Factor****4. Experience Rating Factor****5. Terrorism**

Premium for Terrorism is calculated on the basis of total payroll according to Rule V. The premium charge is calculated by dividing a risk's total payroll by \$100 and multiplying the result times the carrier's rating value. This premium is applied after standard premium and is not subject to any other modifications, including, but not limited to, premium discount, experience rating, merit rating, schedule rating, or retrospective rating. Non-Payroll exposures are not subject to premium charges for Terrorism. Policies issued on an "If Any" basis will not be charged this premium, unless premium develops during the policy term or at audit. Per capita charges are not subject to premium for Terrorism.

Terrorism shall be separately stated on the Standard Policy and shall be designated to Code 9740

**6. Catastrophe (other than Certified Acts of Terrorism)**

Premium for Catastrophe (other than Certified Acts of Terrorism) is calculated on the basis of total payroll according to Rule V. The premium charge is calculated by dividing a risk's total payroll by \$100 and multiplying the result times the carrier's rating value. This premium is applied after standard premium and is not subject to any other modifications, including, but not limited to, premium discount, experience rating, merit rating, schedule rating, or retrospective rating. Non-payroll exposures are not subject to premium charges for Catastrophe (other than Certified Acts of Terrorism). Policies issued on an "If Any" basis will not be charged this premium, unless premium develops during the policy term or at audit. Per capita charges are not subject to premium for Catastrophe (other than Certified Acts of Terrorism).

Catastrophe (other than Certified Acts of Terrorism) shall be separately stated on the Standard Policy and shall be designated to Statistical Code 9741.

**7. Employer Assessments Pursuant to Act 57 of 1997**

Act 57 of 1997 requires that "... the assessments for the maintenance of the Subsequent Injury Fund, the Workmen's Compensation Supersede as Fund and the Workmen's Compensation Administration Fund under sections 306.2, 443 and 446 of the act of June 2, 1915 (P.L. 736, No. 338), known as the "Workers' Compensation Act, shall no longer be imposed on insurers but shall be imposed, collected and remitted through insurers in accordance with regulations promulgated by the Department of Labor and industry."

In compliance with the above referenced provisions of Act 57 of 1997, the insurance carrier issuing any Standard Policy providing workers compensation insurance other than Coal Mine under the Workers' Compensation Act in Pennsylvania shall impose on and collect from the employer/entity insured thereunder an Employer Assessment computed according to the following formula:

Employer Assessment **equals** Act 57 of 1997 Employer Assessment Factor **times** Employer Assessment Premium Base.

The Employer Assessment shall be computed, imposed and collected consistent with the following definitions of terms:

Act 57 of 1997 Employer Assessment Factor - a factor expressed to four decimal places proposed by the Pennsylvania Compensation Rating Bureau and approved by the Pennsylvania Insurance Commissioner for the specific purpose of computing employer assessments in conformance with Act 57 of 1997.

Employer Assessment Premium Base - Calculation of Employer Assessment Premium Base proceeds by adding back to the total policy premium the amount of any applicable Small Deductible Premium Credit or Large Deductible Premium Credit. Small or Large Deductible Premium Credits include either of the following statistical codes in Pennsylvania:

**9663**

**9664**

Employer Assessments imposed, collected and remitted pursuant to Act 57 of 1997 shall be separately stated on the Standard Policy and shall be designated by Statistical Code 0938.

For reference purposes, two examples of the intended determination of the appropriate Employer Assessment Base consistent with this rule are shown below. The first example presents a risk for which a deductible credit applies before experience modification. The second example presents a risk for which a deductible credit applies after experience modification.

**Example: Deductible Credit Before Experience Modification**

Hypothetical Risk Insured in Classifications 665, Painting and Decorating and 953, Clerical Office. Risk has taken a small deductible policy, and qualifies for Experience Rating, a Schedule Rating Credit, a Pennsylvania Construction Classification Premium Adjustment Credit and a Certified Safety Committee Credit. **Individual rating values are selected values used only for purposes of illustrating the derivation of the appropriate Employer Assessment Base given the respective amounts of premium components shown and are not intended to relate to any specific carrier or insured's actual market premium.**

Class Code	Exposure (Payrolls)	Carrier Rate	Manual Premium
665	\$255,000	\$7.84	\$19,992
953	48,000	0.24	115
		Total Manual Premium:	\$20,107
		Deductible Credit Factor:	0.163
		Deductible Premium Credit (Code 9664):	<b>\$3,227</b>
		Total Subject Premium:	\$16,830
		Experience Modification:	0.930
		Total Standard Premium:	\$15,652
		Schedule Rating Credit Factor:	0.250
		Schedule Rating Credit (Code 9887):	\$3,913
		Standard Premium After Schedule Rating:	\$11,739
		Certified Safety Committee Credit Factor:	0.05
		Certified Safety Committee Premium Credit Factor:	\$587
		PCCPAP Credit Factor:	0.25
		PCCPAP Premium Credit:	\$2,935
		Premium Subject to Premium Discount:	\$8,217
		Premium Discount:	\$351
		Final Policy Premium:	<b>\$7,866</b>

Employer Assessment Base:  
Final Policy Premium plus Deductible Premium Credit  
(Stat Code 9664)

or  
 $7,866 + \$3,277 = \$11,143$

Employer Assessment:  
Employer Assessment Base x Employer Assessment Factor, rounded to nearest whole dollar.

**Example: Deductible Credit After Experience Modification**

Hypothetical Risk Insured in Classifications 665, Painting and Decorating and 953, Clerical Office. Risk has taken a large deductible policy, and qualifies for Experience Rating, a Schedule Rating Credit, a Pennsylvania Construction Classification Premium Adjustment Credit and a Certified Safety Committee Credit. **Individual rating values are selected values used only for purposes of illustrating the derivation of the appropriate Employer Assessment Base given the respective amounts of premium components shown and are not intended to relate to any specific carrier or insured's actual market premium.**

Class Code	Exposure (Payrolls)	Carrier Rate	Manual Premium
665	\$255,000	\$7.84	\$19,992
953	48,000	0.24	11
		Total Manual Premium:	\$20,107
		Experience Modification:	0.930
		Total Standard Premium:	\$18,700
		Schedule Rating Credit Factor:	0.250
		Schedule Rating Credit (Code 9887):	\$4,675
		Standard Premium After Schedule Rating:	\$14,025

	Certified Safety Committee Credit Factor:	0.05
	Certified Safety Committee Premium Credit:	\$701
	PCCPAP Credit Factor:	0.25
	PCCPAP Premium Credit:	\$3,506
	Standard Premium After PCCPAP:	\$9,818
	Deductible Credit Factor:	0.600
	Deductible Premium Credit (Code 9663):	<b>\$5,891</b>
	Premium Subject to Premium Discount:	\$3,927
	Premium Discount:	\$0
	Final Policy Premium:	<b>\$3,927</b>

Employer Assessment Base:  
Final Policy Premium plus Deductible Premium Credit  
(Stat Code 9663)

or  
\$3,927 + \$5,891 = \$9,818

Employer Assessment:  
Employer Assessment Base x Employer Assessment Factor, rounded to nearest whole dollar.

**B. CARRIER RATING VALUES**

**1. Expense Constant**

Expense Constant (if any) is determined by individual carriers' rating values. It applies to every policy and it covers expenses such as those for issuing, recording and auditing, which are common to all workers compensation policies regardless of size.

**2. Minimum Premium**

Minimum Premium (if any) is determined by individual carriers' rating values. It is an expression of the lowest premium amount for which a single risk can be written and carried for any period of time.

**3. Premium Discount**

Premium Discount (if any) is determined by individual carriers' rating values. It recognizes that the relative expense of issuing and servicing larger premium policies is less than for smaller policies.

**4. Retrospective Rating Factor**

**C. PREMIUM**

Premium for each classification shown on the policy is determined by multiplying the basis of premium by the carrier rate dividing by 100.

<b>Example of B above</b>		
Basis of premium – payroll	=	\$90,000
Carrier Rate	=	x 1.50
Premium	=	\$ 1,350
\$90,000 x 1.50	=	\$ 1,350
100		

**D. WHOLE DOLLARS - PREMIUM**

All premiums shall be shown to nearest dollar. A remainder of \$.50 shall be rounded to next higher dollar.

**E. PREMIUM MODIFICATION EXPERIENCE RATING PLAN**

1. If the risk is subject to experience rating, the experience rating modification shall be shown in Item 4 of the Information Page and applied to the premium in accordance with the Experience Rating Plan Section.
2. Copies of Experience Rating Calculation
  - a. The insurance carrier is furnished with the experience rating calculation. Subsequent insurance carriers may obtain copies of the experience rating calculation by way of special service at the appropriate charge
  - b. The PCRB shall furnish to any insured employer upon his written request, a copy of the experience rating calculation of that employer at an appropriate charge.
  - c. The insurance carrier of record shall be furnished with an experience rating calculation established by the Experience Rating Procedure not more than 90 days prior to the effective date of the rating.

**F. PREMIUM DETERMINATION FOR FEDERAL AND MARITIME INSURANCE**

Additional rating procedures are in Rules XII and XIII for insurance for employers subject to the U.S. Longshore and Harbor Workers' Act, the Federal Employers Liability Act and Admiralty Law.

**G. PREMIUM ALGORITHM**

**Pennsylvania and Delaware Premium Algorithm Preface:**

The computation of workers compensation premium includes a broad complement of potential rating values, pricing programs and other similar or related variables. To the extent that these component parts of premium determination may be applied in a prescribed sequence and using defined formulas and/or relationships, several potential benefits arise including the following:

- Competitive differences within the marketplace can be more clearly defined and consistently applied;
- Similarly situated risks can receive comparable treatment with respect to specific rating values, pricing programs or other factors, increasing the equity of the marketplace;
- Analysis of the effects of various components of overall premium determination can be better understood and more intelligently compared across carriers, states and/or time;
- In the event that new pricing programs or other factors are introduced in the future, the defined existing formulas can provide a consistent basis for the development of programs and system procedures within the workers compensation industry.

**Updates optional use November 26, 2002. Mandatory use for policies effective on or after October 1, 2004.  
Delaware and Pennsylvania Workers Compensation Premium Algorithm  
Premium Calculation Algorithm**

Line #	Item Name	Associated Statistical Code	Line #	Source & Derivation
(1)	Classification	xxxx	(1)	Carrier value
(2)	Exposure	xxxx	(2)	Risk characteristic
(3)	Carrier Rating Value	xxxx	(3)	Carrier value
(4)	Classification Manual Premium		(4)	(2)/100x(3) if classification has payroll exposure. Special procedures apply to non-payroll classes
(5)	Total Policy Manual Premium		(5)	Sum of (4) for all classifications on the policy
(6)	Employer Liability Increased Limits Factor	xxxx	(6)	Carrier value
(7)	Employer Liability Increased Limits Premium Charge		(7)	(5)x[(6) expressed as a decimal]
(8)	Minimum Premium Employer Liability Increased Limits	9848	(8)	Carrier value
(9)	Minimum Premium Employer Liability Increased Limits Premium Charge	9848	(9)	[(8)-(7)] if (7)<(8) and (6) >0, otherwise zero
(10)	Subject Deductible Credit Percentage	9664	(10)	Carrier value
(11)	Subject Deductible Premium Credit	9664	(11)	[(5)+(7)+(9)]x[(-10) expressed as a decimal]
(12)	Waiver of Subrogation Charge	0930	(12)	Carrier value - subject to experience modification
(13)	Waiver of Subrogation Premium	0930	(13)	Value from Line (12)
(14)	Total Subject Premium		(14)	[(5)+(7)+(9)+(11)+(13)]
(15)	Experience Modification	9898	(15)	Zero for non-experience-rated risks
(16)	Modified Premium		(16)	(14)x(15)
(17)	Merit Rating Credit Factor	9885	(17)	Zero if Merit Rating Credit does not apply
(18)	Merit Rating Credit	9885	(18)	(14)x[(-17) expressed as a decimal]
(19)	Merit Rating Neutral Factor	9884	(19)	Zero whether Merit Rating Neutral Adjustment (no credit or debit) does or does not apply
(20)	Merit Rating Neutral Adjustment	9884	(20)	(14)x[(19) expressed as a decimal]
(21)	Merit Rating Debit Factor	9886	(21)	Zero if Merit Rating Debit does not apply
(22)	Merit Rating Charge	9886	(22)	(14)x[(21) expressed as a decimal]
(23)	Premium After Experience Modification or Merit Rating		(23)	(16) if Experience-Rated, [(14)+(18)+(20)+(22)] if Merit-Rated, (14) if Non-Rated
(24)	Non-Ratable Classifications	xxxx	(24)	Carrier Value
(25)	Non-Ratable Classifications Exposure		(25)	Portion of payroll exposure subject to Non-Ratable Classifications
(26)	Non-Ratable Classification Rating Value	xxxx	(26)	Carrier Value
(27)	Non-Ratable Classification Premium		(27)	(25)/100x(26) [based on applicable Non-Ratable Classification exposure]
(28)	Workfare Program Employees Exposure <b>(PA)</b>	0982	(28)	Number of person weeks. A partial workweek for any worker to be counted as 1 person week.
(29)	Workfare Program Employees Rating Value Exposure <b>(PA)</b>	0982	(29)	Carrier Value
(30)	Workfare Program Employees Premium <b>(PA)</b>		(30)	(28) x (29)
(31)	Non-Ratable Classification Premium Total		(31)	Sum of all (27)+(30) premiums
(32)	Non-Ratable Classification Increased Limits Factor	xxxx	(32)	Carrier value
(33)	Non-Ratable Classification Increased Limits Premium Charge	xxxx	(33)	(31)x [(32) expressed as a decimal]
(34)	Minimum Premium Non-Ratable Classification Increased Limits	9848	(34)	Carrier value
(35)	Minimum Premium Non-Ratable Classification Increased Limits Premium Charge	9848	(35)	[(34)-(33)] if (33) < (34) and (32) > 0, otherwise zero
(36)	Premium Before Schedule Rating		(36)	(23)+(31)+(33)+(35)
(37)	Schedule Rating Plan Adjustment Factor	9887/9889	(37)	Carrier value - use 9887 for schedule credits and 9889 for schedule debits
(38)	Schedule Rating Plan Premium Adjustment	9887/9889	(38)	(36)x[(37) expressed as a decimal]. For schedule credits Line (38) will be negative
(39)	Certified Safety Committee Credit Factor <b>(PA)</b>	9890	(39)	Credit applies if insured is certified
(40)	Certified Safety Committee Premium Credit <b>(PA)</b>	9890	(40)	[(36)+(38)]x[(-39) expressed as a decimal]
(41)	Workplace Safety Program Credit Factor <b>(DE)</b>	9880	(41)	Credit applies if insured qualifies
(42)	Workplace Safety Program Premium Credit <b>(DE)</b>	9880	(42)	[(36)+(38)]x[(41) expressed as a decimal]



Line #	Item Name	Associated Statistical Code	Line #	Source & Derivation
(43)	Construction Classification Premium Adjustment Program Credit Factor	9046	(43)	Based on wage level(s), application to rating organization
(44)	Construction Classification Premium Adjustment Program Premium Credit	9046	(44)	[(36)+(38)]x[(-43) expressed as a decimal]
(45)	Drug-Free Workplace Factor (DE)	9846	(45)	Carrier value
(46)	Drug-Free Workplace Credit (DE)	9846	(46)	[(36)+(38)+(42)+(44)]x[(-45) expressed as a decimal]
(47)	Managed Care Factor (DE)	9874	(47)	Carrier value
(48)	Managed Care Credit (DE)	9874	(48)	[(36)+(38)+(42)+(44)+(46)]x[(-47) expressed as a decimal]
(49)	Package Credit Factor (DE)	9721	(49)	Carrier value
(50)	Package Credit (DE)	9721	(50)	[(36)+(38)+(42)+(44)+(46)+(48)]x[(-49) expressed as a decimal]
(51)	Premium After Managed Care and Package Credit If Applicable		(51)	[(36)+(38)+(40)+(42)+(44)+(46)+(48)+(50)]
(52)	Assigned Risk Surcharge Factor (DE)	0277	(52)	May apply to some or all assigned risks based on plan and characteristics of individual insured
(53)	Assigned Risk Premium Surcharge (DE)	0277	(53)	(51)x[(52) expressed as a decimal]
(54)	Deductible Credit Factor	9663	(54)	Carrier value
(55)	Deductible Premium Credit	9663	(55)	[(51)+(53)]x[(-54) expressed as a decimal]
(56)	Loss Constant	0032	(56)	Carrier value - may vary based on risk premium size
(57)	Loss Constant Charge	0032	(57)	Line (56) if applicable
(58)	Short Rate Cancellation Factor	0931	(58)	Carrier value - zero if short rate cancellation does not apply
(59)	Short Rate Premium	0931	(59)	[(51)+(53)+(55)+(57)]x[(58)-1.0000] if (58)>0, otherwise zero
(60)	Expense Constant	0900	(60)	Carrier value if applicable
(61)	Expense Constant Charge	0900	(61)	Line (60)
(62)	Minimum Premium	0990	(62)	Carrier value
(63)	Minimum Premium Charge	0990	(63)	If (62)>[(51)+(53)+(55)+(57)+(59)+(61)], (62)-[(51)+(53)+(55)+(57)+(59)+(61)], otherwise zero
(64)	Unit Statistical Report Total Standard Premium		(64)	[(51)+(53)+(55)+(57)+(59)+(63)]
(65)	Premium Discount Amount	0063/0064	(65)	Carrier value based on [(51)+(53)+(55)+(57)+(59)+(63)]
(66)	Additional premium Waiver of Subrogation (flat charge)	9115	(66)	Carrier value(s)
(67)	Terrorism	9740	(67)	(Total payroll/100) x carrier rating value
(68)	Catastrophe (other than Certified Acts of Terrorism)	9741	(68)	(Total payroll/100) x carrier rating value
(69)	Total Policy Premium Subject to Employer Assessment		(69)	(61)+(64)-(65)+(66)+(67)+(68)
(70)	Employer Assessment Factor Pursuant to Act 57 of 1997 (PA)	0938	(70)	PCRB value for the specific purpose of computing employer assessments
(71)	Employer Assessment Amount Pursuant to Act 57 of 1997 (PA)	0938	(71)	[(69)-(11)-(55)]x 70) NOTE: Cells (11) and (55) are credits. Subtracting these credits as shown effectively adds the premium reduction given for deductible coverage back into the premium for purposes of calculating employer assessments
(72)	Audit Noncompliance Charge	9757	(72)	Carrier Value x (69)
(73)	Payments to Paid Furloughed Employees Due to Covid-19	1212	(73)	Risk characteristic

**RULE VII – PREMIUM DISCOUNT**

**Item 4 of the Information Page.**

**A. PREMIUM DISCOUNT**

Premium Discount (if any) is determined by an individual carriers' rating values. It recognizes that the relative expense of issuing and servicing larger premium policies is less than for smaller premium policies.

**B. COMBINATION OF POLICIES**

**1. Combination Permitted**

Two or more policies issued to the same insured by one or more insurance carriers under the same management may be combined for the purpose of computing the premium discount for that insured.

**2. Combination Procedure**

If such separate policies have different expiration dates, the combination for the purpose of 1. above is subject to the following:

- a. The PCRB shall determine the effective date for the application of premium discount.
- b. All such policies in force prior to such effective date shall be cancelled and rewritten as of the effective date.
- c. All policies effective after the effective date of the combination shall be written to expire concurrently with other policies in the combination.

**C. WRAP-UP LARGE CONSTRUCTION PROJECTS**

The first step in setting up a “wrap-up” program requires the carrier to request approval from:  
**Compensation Actuary, Bureau of Regulation of Rates and Policies, Pennsylvania Insurance Department, 1311 Strawberry Square, Harrisburg, PA 17120.**

The following application of the premium discount is optional for wrap up construction projects which are not under a retrospective rating plan:

Policies issued to two or more legal entities engaged in a construction, erection or demolition project may be combined for the purpose of computing premium discount, subject to the following conditions:

**1. Insurance Carrier**

All such policies must be issued by one or more insurance carriers under the same management.

**2. Policy Limitation**

The policies shall be limited to insurance on such large construction projects.

**3. Eligible Entities**

Entities eligible for combination shall be limited to the general contractor (including any owner or principal acting as a general contractor) and subcontractors performing work under contracts let on an ex-insurance basis. In addition, if the contract between the owner or principal and such general contractor is on an ex-insurance basis, the owner or principal shall be an eligible entity under this rule.

**4. Carrier Coverage Responsibility**

The carrier's coverage responsibility in a wrap-up project is for the duration of that project. Cancellation of such coverage is prohibited except for non-payment of premium.

**5. PCRB Notification**

The PCRB must be notified of the method by which the wrap-up policies will be identified.

**6. Separate Policy Requirement**

A separate policy is required for each entity included in the wrap-up plan and each policy is subject to that entity's own experience rating modification.

**7. Experience Modifications**

The experience developed by each entity in the combinations will be used in calculating the future experience modifications for the entity. There will be no experience rating for the project as a unit.

**RULE VIII – LIMITS OF LIABILITY**

**Item 3-B of the Information Page**

**A. WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY**

**1. Part One – Workers Compensation**

There is no limit of liability in the standard policy for Part One – Workers Compensation. The policy provides all benefits required by the Pennsylvania Workers Compensation Law and Occupational Disease Act stated in Item 3-A of the Information Page.

**2. Part Two – Employers Liability**

The standard limits of liability under Part Two are:

Bodily Injury by Accident: **\$100,000** – each accident  
 Bodily Injury by Disease: **\$100,000** – each employee  
 Bodily Injury by Disease: **\$500,000** – policy limit.

**b. Increased Limits**

The limits under Part Two may be increased, subject to the following:

- (1) The limits of liability shall be the same for all states specified in Item 3-A of the Information Page.
- (2) The additional premium for increased limits shall be determined by multiplying the total premium by the percentage in the following Table for Increased Limits. For this purpose, total premium shall be computed after application of any carrier rate but before application of experience rating modification or retrospective rating adjustment.

**TABLE FOR INCREASED LIMITS**

<b>Statistical Codes</b>	<b>Limits of Liability</b>	<b>Percentage</b>
(000s omitted)		
9803	100 / 100 / 1,000	0.2%
9805	100 / 100 / 5,000	1.0%
9806	100 / 100 / 10,000	2.0%
9807	500 / 500 / 500	1.1%
9808	500 / 500 / 1,000	1.3%
9810	500 / 500 / 5,000	2.1%
9811	500 / 500 / 10,000	3.1%
9812	1,000 / 1,000 / 1,000	1.4%
9814	1,000 / 1,000 / 5,000	2.2%
9815	1,000 / 1,000 / 10,000	3.2%
9816	1,000 / 1,000 / 10,000 over	(a)
9837	All other	Refer to Table 1
(a) Apply to PCRB for higher limit charges.		

Table 1

**Bodily Injury by Disease: Policy Limit (\$000 Omitted)**

Bodily Injury by Accident	Loss Limit	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000	8,000	9,000	10,000
Each Accident	100	0.0%	0.2%	0.4%	0.6%	0.8%	1.0%	1.2%	1.4%	1.6%	1.8%	2.0%
	200	0.4%	0.6%	0.8%	1.0%	1.2%	1.4%	1.6%	1.8%	2.0%	2.2%	2.4%
	300	0.7%	0.9%	1.1%	1.3%	1.5%	1.7%	1.9%	2.1%	2.3%	2.5%	2.7%
	400	0.9%	1.1%	1.3%	1.5%	1.7%	1.9%	2.1%	2.3%	2.5%	2.7%	2.9%
	500	1.1%	1.3%	1.5%	1.7%	1.9%	2.1%	2.3%	2.5%	2.7%	2.9%	3.1%
Limit and Bodily Injury by	1,000		1.4%	1.6%	1.8%	2.0%	2.2%	2.4%	2.6%	2.8%	3.0%	3.2%
	2,000			1.8%	2.0%	2.2%	2.4%	2.6%	2.8%	3.0%	3.2%	3.4%
	3,000				2.2%	2.4%	2.6%	2.8%	3.0%	3.2%	3.4%	3.6%

Disease Each Employee Limit (\$000 Omitted)	4,000					2.6%	2.8%	3.0%	3.2%	3.4%	3.6%	3.8%
	5,000						3.0%	3.2%	3.4%	3.6%	3.8%	4.0%
	6,000							3.4%	3.6%	3.8%	4.0%	4.2%
	7,000								3.7%	3.9%	4.1%	4.3%
	8,000									4.0%	4.2%	4.4%
	9,000										4.3%	4.5%
	10,000											4.6%

- (3) The premium for increased limits shall be subject to any experience rating modification, merit rating, deductible credit or retrospective rating. The premium for increased limits on non-ratable classifications is not subject to any experience rating modifications, merit rating and retrospective rating.

**c. Accident Limit**

The limit of liability under Part Two for Bodily Injury by accident applies to all bodily injury arising out of any one accident.

**d. Disease Limits**

The limit of liability under Part Two for Bodily Injury by Disease - each employee – applies as a separate limit to bodily injury by disease to any one employee and the limit of liability for Bodily Injury by Disease - policy limit applies as an aggregate limit for all bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease.

**e. Show Limit on the Information Page**

A limit of liability under Part Two must be stated in Item 3-B of the Information Page.

**B. VOLUNTARY COMPENSATION INSURANCE**

**1. Standard Limits**

The standard limits of liability under Part Two Employers Liability Insurance for employees subject to voluntary compensation insurance are:

Bodily Injury by Accident: \$100,000 – each accident Bodily Injury by Disease: \$100,000 – each employee Bodily Injury by Disease: \$500,000 – policy limit

The limit of liability for Bodily Injury by Accident applies to all bodily injury arising out of any one accident. The limit of liability for Bodily Injury by Disease – each employee – applies as a separate limit to bodily injury by disease to any one employee and the limit of liability for Bodily Injury by Disease – policy limit – applies as an aggregate limit for all bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease.

**2. Increased Limits**

- a. The standard limits under Part Two Employers Liability for employees subject to voluntary compensation insurance may be increased.
- b. The premium for the increased limits shall be determined by using the Table in Rule A. 2. b.

**3. Premium Determination**

Premium shall be determined on the basis of the workers compensation rules, classifications and the PCRB rating values in this Manual for the state workers compensation law designated in the schedule in the Voluntary Compensation and Employers Liability Coverage Endorsement.

**4. Payroll Records**

When voluntary compensation insurance is provided for a group of employees, separate payroll records shall be maintained by the insured for the designated group of employees.

**RULE IX – SPECIAL CONDITIONS OR OPERATIONS AFFECTING COVERAGE**

**A. EXECUTIVE OFFICERS**

**1. Definition**

Executive Officers of a corporation are the President, Vice President, Secretary, Treasurer or any other officer appointed or elected in accordance with the charter or by-laws of a corporation.

**2. Law And Status**

Executive Officers of a corporation are covered under the Pennsylvania Workers' Compensation Law and have the same status as employees under the policy.

*Exceptions*

- (1) Elected officers of Pennsylvania or its political subdivisions are not considered employees; therefore, they are not covered by the policy.
- (2) An executive officer of a for-profit corporation or an executive officer of a nonprofit corporation who serves voluntarily and without remuneration may elect not to be an "employee" of the corporation. For the purposes of this exclusion, an executive officer of a for-profit corporation is an individual who has either an ownership interest in a Subchapter S corporation as defined by the Act of March 4, 1971 (P.L. 6, No. 2), known as the "Tax Reform Code of 1971, " or an interest of at least five percent in a Subchapter C corporation as defined by the Tax Reform Code of 1971.

**3. Executive Officer Exclusion Procedure**

- a. An employer who wishes to exempt an executive officer(s) from coverage under their workers compensation policy may obtain the forms listed below from either the Commonwealth of Pennsylvania, Department of Labor & Industry - Bureau of Workers' Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501 or their insurance carrier, agent or broker.

Application for Executive Officer Exception from the Provisions of the Pennsylvania Workers' Compensation Act: Section 104 LIBC - 509 REV 04-18.

Executive Officer's Affidavit LIBC - 513 REV 04-18

**(Note: Copies of the above forms are found in Section 3 of this Manual)**

- b. The employer must return both completed forms to their insurance company prior to the exclusion date. The carrier will endorse their policy by attaching an Exclusion of Executive Officers Endorsement – Pennsylvania (W C 37 03 10 C). As a general rule, executive officers may be excluded only on the effective date of the policy. Any exceptions to this general rule must be approved in writing by the carrier issuing the policy.
- c. This Executive Officer Exclusion Procedure must be repeated each time a policyholder wishes to change the status of any executive officer or secures coverage from a different carrier group.

- d. Subchapter C and S corporations with no employees must contact the Bureau of Workers Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501 for Executive Officer Exemption Certificates. (717 783 5421)

**(Note: Carrier group is defined as an insurance carrier sharing the same controlling ownership.)**

#### **4. Executive Officers – MULTIPLE CORPORATE ENTERPRISES**

An executive officer may either receive a salary from only one or from several corporations insured under one policy. In other instances several policies may be issued to cover several corporations and an executive officer may receive a salary from each of these corporations. The following procedure shall apply in these instances:

Where it is permissible to include more than one corporation on a single policy and such corporations are insured by a single carrier whether under one or more policies, the several corporations shall be considered as a unit with respect to the application of the Executive Officers Rule. In all other cases the rule shall apply on a policy basis.

#### **5. Executive Officers - REMUNERATION – TREATMENT OF:**

- a. The remuneration of an executive officer shall not be included with the payroll of the employer for premium computation purposes, provided:
  - 1. The executive officer is elected for the value of his or her name or because of stock holdings, has no duties and does not come on the premises, except perhaps to attend directors' meetings.
  - 2. The executive officer ceases to perform any duties and does not come on the premises, except perhaps to attend directors' meetings.
- b. The remuneration of an executive officer shall be included with the payroll of the employer for premium computation purposes, subject to the minimum and maximum provisions of the Basic Manual, provided:
  - 1. The executive officer ceases to perform any duties, but frequently visits the premises of the employer.
  - 2. The executive officer frequently visits the premises of the employer for business conferences, directors' meetings or similar duties, even if the officer is an employee or officer of another employer in the operations of which he/she takes an active interest.
  - 3. The officer receives no salary; however, a regular salary is credited to him or her on the books. In this instance the amount credited must be included in payroll.
  - 4. The officer receives no salary or the audit records fail to disclose the salary. In this instance the amount to be included in the payroll is the applicable corporate officer minimum.



**6. Premium Determination**

Premium for executive officers, other than elected officers of Pennsylvania or its political subdivisions, shall be based on their total payroll, subject to the following: (For further information refer to Section 1, Rule IX.)

- a. The requirements of Rule V-E.
- b. The minimum individual payroll for an executive officer is **\$1,081** per week.
- c. The maximum individual payroll for an executive officer is **\$2,700** per week.
- d. These limitations apply to the weekly payroll of each executive officer for the number of weeks the officer was employed during the policy period.
- e. A part of a week shall be considered a full week in determining the weekly payroll.

**7. Assignment of Payroll**

Payroll assignment shall be made in the same manner as for any employee. No executive officer's payroll may be assigned to the standard exception classification unless that officer's duties fulfill the definition of either Salesmen 951 or Office 953. See Rule IV.

**8. Flight Duties**

Payroll of an executive officer who is a pilot or member of the flying crew of an aircraft used in the insured's business shall be assigned as follows:

- a. For each week during which the executive officer did not perform flight duties, assign the officer's payroll as provided in Rule IX-A-4.
- b. For each week during which the executive officer performed flight duties, assign the officer's payroll for that week to Code 7421. If an executive officer's non-flying duties in such a week are subject to a higher-valued classification, that insuring carrier's higher-valued classification shall be assigned in that week.

Rules 5a and b apply on the basis of the pilot's log book required under Federal regulations or other verifiable records.

If Code 7421 applies and verifiable records are not maintained to indicate those weeks during which flying is performed by executive officers, their payroll shall be assigned to the insuring carrier's highest-valued classification which applies to any of their operations.

**9. Professional Employer Organization (PEO) – Corporate Clients**

The full remuneration of an executive officer(s) shall be included in the payroll of the PEO without payroll limitation. Executive officers may elect to not be subject to the Pennsylvania Workers Compensation Act. Refer to Rule 2. – Law and Status of this section for officer exclusion procedure. The corporate entity may also obtain a separate policy of insurance for their officer(s) and/or any employees not insured by the PEO contract agreement.

**10. Executive Officers of Unincorporated Associations**

Executive officers of an unincorporated association are the President, Vice President, Secretary, Treasurer or any other officer appointed or elected in accordance with the charter or by-laws of an unincorporated association. Executive Officers of an unincorporated association may not elect to be excluded under the law.

Premium for an executive officer of an unincorporated association shall be based on their total payroll, subject to the minimum and maximums established for corporate executive officers.

**B. REAL ESTATE SALESPERSON/BROKER LICENSED INSURANCE AGENT - EXCEPTION**

Any person who is a licensed real estate salesperson or an associate real estate broker, affiliated with licensed real estate broker or a licensed insurance agent affiliated with a licensed insurance agency, under written agreement, remunerated on a commission only basis and who qualifies as an independent contractor for state tax purposes or for federal tax purposes under the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 1 ET seq.) is exempt from coverage under the Workers' Compensation Act.

**C. PROFESSIONAL OR SEMIPROFESSIONAL ATHLETIC TEAMS – CLASS CODES 970 AND 991**

1. Employees who qualify for payroll limitations include all players on the employer's salary list whether regularly played or not, coaches, managers or sports officials.
2. The entire remuneration of each player, coach, manager or sports official should be included in computing premium, subject to a maximum of \$220,000 per policy year
3. When a player, coach or manager works for two or more teams in the same sport during the policy year, the maximum shall be prorated.
4. The remuneration of an individual player, coach, manager or sports official is subject to a minimum of \$500 per policy year, including board and lodging. For more details refer to the Classification and Rating Values Section.

**D. SOLE PROPRIETORS, PARTNERSHIPS AND MEMBERS OF LIMITED LIABILITY COMPANIES**

Sole proprietors, partners and members of a Limited Liability Company (LLC) are not mandatorily covered by the Pennsylvania Workers' Compensation Act or the Pennsylvania Occupational Disease Act. A sole proprietor, partner or member of a Limited Liability Company (LLC) may be able to purchase and/or be insured under a standard workers compensation insurance policy. When such coverage is provided, attach W C 00 03 10, Sole Proprietors, Partners, Officers and Others Coverage Endorsement, to the policy, naming the individual(s) so insured. Minimum and maximum payrolls on which premium is based for sole proprietors, partners and members of a Limited Liability Company shall be the same as those set forth in Rule IX, A., 6. for executive officers. If payroll information is not available use the statewide average weekly wage in effect as of the inception date of the policy. The SAWW may be obtained, among other sources, from the Pennsylvania Department of Labor and Industry's website or from the PCRB's website under the "Quick Reference" table. Profit or loss amounts attributed to the insured individual's interest in the business are not to be considered payroll.

**E. SUBCONTRACTORS**

**1. Law on Contractors and Subcontractors**

- a. Pennsylvania Workers' Compensation Act (Section 302 a & b) provides that a contractor is responsible for the payment of compensation benefits to employees of its uninsured subcontractors.
- b. A contractor shall not subcontract all or any part of a contract unless the subcontractor has presented proof of insurance under this act.
- c. (1) Prior to issuing a building permit to a contractor, a municipality shall require the contractor to present proof of workers' compensation insurance or an affidavit that the contractor does not employ other individuals and is not required to carry workers' compensation insurance.

- (2) Every building permit issued by a municipality to a contractor shall clearly set forth the name and workers' compensation policy and the contractor's Federal or State Employer Identification Number. This information shall be in addition to any information required by municipal ordinance. If the building permit is issued to an applicant which affirms it is not obligated to maintain workers' compensation insurance under this act, the permit shall clearly set forth the contractor's Federal or State Employer Identification Number and the substance of the affirmation and that the applicant is not permitted to employ any individual to perform work pursuant to the building permit.
- (3) Every municipality issuing a building permit shall be named as a workers' compensation policy certificate holder of a contractor-issued building permit. This certificate shall be filed with the municipality's copy of the building permit. An insurer issuing a policy which names a municipality as a workers' compensation policy certificate holder pursuant to this section shall be required to notify that municipality of the expiration or cancellation of any such policy of insurance or policy certificate within three working days of such cancellation or expiration.
- (4) A municipality shall issue a stop-work order to a contractor who is performing work pursuant to a building permit, upon receiving actual notice that the contractor's workers' compensation insurance or State- approved self-insured status has been cancelled. Also, if the municipality receives actual notice that a permittee, having filed an affidavit of exemption from workers' compensation insurance, has hired persons to perform work pursuant to a building permit and does not maintain required workers' compensation insurance, the municipality shall issue a stop-work order. This order shall remain in effect until proper workers' compensation coverage is obtained for all work performed pursuant to the building permit.
- d. (1) Where a contractor is performing work for a public body or political subdivision, all contractors and subcontractors shall provide proof of workers' compensation insurance to the public body or political subdivision effective for the duration of the work.

(2) The public body or political subdivision shall issue a stop work order to any contractor who is performing work for that public body or political subdivision upon receiving notice that any public contractor's workers' compensation insurance, or State-approved self-insurance status, has expired or has been cancelled. If the public body or political subdivision receives actual notice that a contractor, having filed an affidavit of exemption from workers' compensation insurance, has hired persons to perform work for a public body or political subdivision and does not maintain the required workers' compensation insurance or self- insurance, the public body or political subdivision shall issue a stop work order, which order shall remain in effect until proper workers' compensation coverage is obtained for all work performed pursuant to the contract of work for the public body or political subdivision.
- e. Should such policy of workers' compensation insurance be cancelled or expire during the duration of the work or should the workers' compensation self-insurance status change during the said period, the contractor shall immediately notify, in writing, the municipality, public body or political subdivision of such cancellation, expiration or change in status.
- f. Nothing in this act shall be the basis of any liability on part of the municipality.
- g. For purposes of subsections (b), (c) and (d) of this section, "proof of insurance" shall include a certificate of insurance or self-insurance, demonstrating current coverage and compliance with the requirements of this act, the Occupational Disease Act and the Longshore and Harbor Workers' Compensation Act (44 Stat. 1424, 33 U.S.C. 901 et seq.), its amendments and supplements, where applicable.

- h. For purposes of subsections (b), (c) and (d) of this section, "proof of insurance" shall not be required when the employer has been exempted pursuant to section 304.2 of this act.

**2. Coverage**

If the contractor has specifically assumed this liability, use the Statutory Employer Endorsement (WC 37 03 09) in Section 3 of this Manual. The carrier for the subcontractor should use Exclusion of Employees Endorsement (WC 37 03 03) in Section 3 of this Manual.

**3. Premium for Uninsured Subcontractors**

The contractor shall furnish satisfactory evidence that the subcontractor had workers' compensation insurance in force covering the work performed for the contractor. For each subcontractor for which such evidence is not furnished, additional premium shall be charged on the policy which insured the contractor as follows:

- a. The contractor shall provide a complete payroll record of the employees of each uninsured subcontractor. Premium on such payroll shall be based on the classifications which would have applied if the employees of the subcontractor had been employees of the contractor.
- b. If the contractor does not supply the payroll records of its subcontractor, the full subcontract price of the work performed during the policy period by the subcontractor shall be established as the payroll of the subcontractor's employees. The additional premium shall be charged on that amount as payroll.

*Exception to 3b*

If investigation on a specific job discloses that a definite amount of the subcontract price represents payroll, such amount shall be the payroll for the additional premium computation. In contracts for: (1) mobile equipment with operators (such as but not limited to: earth movers, graders, bulldozers, or log skidders), the payroll shall not be less than 33% of the subcontract price, (2) labor and material, the payroll shall not be less than 50% of the subcontract price, (3) labor only, the payroll shall be established as not less than 90% of the subcontract price.

- c. If an experience modification has been established for the contractor, such experience modification shall be applied to the premium developed for the uninsured subcontractor.

**4. Drivers, Chauffeurs and Helpers Under Contract**

This rule on subcontractors does not apply to contracts to drivers, chauffeurs or helpers on vehicles engaged under contract. See Rule IV B. 3a (10).

**F. EX-MEDICAL COVERAGE**

Ex-medical coverage is prohibited in the state of Pennsylvania.

**G. TRUCKERS - INTERSTATE**

The payroll of a trucker shall be assigned to a state in which it has a terminal or base of operations. These guidelines are not applicable to dispatching or broker operations.

**Example:**

A driver/employee resides in State A. His employer/trucker base of operations is in State B. If the driver/employee regularly travels to the terminal or base of operations in State B to load or unload freight or

perform other regular work functions, i.e. mechanic, the driver/employee payroll shall be assigned to State B.

When the trucker does not operate from a terminal or base of operation, the state to which the payroll is assigned shall be determined in accordance with the following procedures.

If it can be established that the trucker does a significant portion of its business in a single state, the payrolls, other than those payrolls which can be attributed to specific work functions in a specific state, should be assigned to that state. Factors such as driving time, number of pickups and deliveries, revenue and tonnage, should be considered in determining the state of payroll assignment. If a state payroll assignment cannot be made based on these factors, then the truckers payroll shall be assigned to his state of residence.

For the purposes of the guidelines the following definitions shall apply:

**TRUCKER** – A trucker is the holder of operating authority from a government agency.

**TERMINAL OR BASE OF OPERATIONS** – A permanent location owned, leased or used by the trucker at which loading, unloading and other related non-clerical work functions such as maintenance and transfers are performed and from which the driver/employee is assigned to work from on a regular basis.

**STATE OF RESIDENCE** – The state in which the trucker resides as evidenced by the location used for the filing of federal income taxes.

**REGULAR** – A pattern of 40 hours per week or any other pattern that appears on a continuing basis.

**H. PENNSYLVANIA CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM**

- 1. The Pennsylvania Construction Classification Premium Adjustment Program (PCCPAP) provides for a premium credit for up to one year for a policy which contains one or more construction classifications.

For policies subject both to a Pennsylvania Construction Classification Premium Adjustment Program credit and any retrospective rating plan the PCCPAP credit shall be applied in determining standard premium. Such adjusted standard premium shall then be used wherever standard premium would otherwise apply in determining retrospective rating plan values and amounts for the retrospective rating plan applicable to the same risk if no PCCPAP credit were applicable. PCCPAP credits shall not be applied to final retrospective premium either in lieu of or in addition to the above prescribed procedure.

The basis for determining the credit is the total payroll (including overtime premium pay) and hours worked for each construction classification as reported to taxing authorities. The applicable report periods vary according to the policy effective date of each policy, as set forth below:

<b>Policy Effective Dates</b>	<b>Reporting Period for Qualifying Wages</b>
<b>October 1, 2021 and later</b>	<b>Third calendar quarter of 2020</b>

If the insured did not engage in operations for the complete quarter, then the last complete quarter prior to policy year inception shall be used or, if there was no complete quarter of operations prior to the policy inception, then the first complete quarter after policy inception shall be used. A credit may be determined for each construction classification by dividing the total payroll, including overtime premium pay, by the number of hours worked to arrive at the average hourly wage for the classification. In the absence of specific records for salaried employees, it will be assumed each such individual worked forty (40) hours per week. The credit for average hourly wage is listed below:

**Policy Effective Dates – October 1, 2021 and later**

Average Hourly Wage		Credit From Standard Premium	Average Hourly Wage		Credit From Standard Premium
33.69 or less		None	41.85	42.59	18%
33.70	34.24	5%	42.60	43.34	19%
34.25	34.79	6%	43.35	44.14	20%
34.80	35.34	7%	44.15	44.94	21%
35.35	35.94	8%	44.95	45.79	22%
35.95	36.54	9%	45.80	46.64	23%
36.55	37.14	10%	46.65	47.54	24%
37.15	37.79	11%	47.55	48.44	25%
37.80	38.44	12%	48.45	49.34	26%
38.45	39.09	13%	49.35	50.29	27%
39.10	39.74	14%	50.30	51.24	28%
39.75	40.44	15%	51.25	52.24	29%
40.45	41.14	16%	52.25	and over	30%
41.15	41.84	17%			

The total construction classification credit amount, in dollars, must be calculated and then divided by the total policy premium at PCRB rating values – including construction and non-construction classifications. The resulting percentage credit will be the indicated policy credit. When calculating the indicated policy credit, the percentage shall be rounded to the nearest whole number with .5 being rounded upward (as an example, 5.4 rounded to 5 and 5.5 rounded to 6).

The indicated policy credit will be applied to the policy for any insured not eligible for experience rating. For insureds eligible for experience rating, a policy credit is determined as follows:

- The insured’s experience modification effective one year prior to the effective date of the Pennsylvania Construction Classification Premium Adjustment Program (PCCPAP) credit will be determined in accordance with applicable Manual rules using expected losses reduced by the indicated policy credit percentage for the policy period to which the PCCPAP credit will apply. This experience modification will be designated as the PCCPAP numerator.
- The insured’s experience modification effective one year prior to the effective date of the PCCPAP credit will be determined in accordance with applicable Manual rules. This experience modification will be designated as the PCCPAP denominator.
- A credit Adjustment Factor will be computed by dividing the PCCPAP numerator by the PCCPAP denominator. This credit adjustment factor will be rounded to four decimal places. In the event that the insured’s experience modification factor effective one year prior to the effective date of the PCCPAP credit cannot be promulgated at the time the PCCPAP credit is determined, the credit adjustment factor will be set equal to 1.0000.
- A policy credit will be computed according to the following formula: 100 - [100 - indicated policy credit] x credit adjustment factor

- The policy credit, rounded to the nearest whole number using the convention described above with respect to the indicated policy credit, will be applied to the policy for insureds eligible for experience rating.

**EXAMPLE:**

Hypothetical insured qualified for experience rating –

(1.)	Insured's indicated policy credit:	26
(2.)	PCCPAP numerator: (insured's experience modification for prior policy period with expected losses reduced by the indicated policy credit)	1.026
(3.)	PCCPAP denominator: (insured's experience modification for prior policy period)	0.957
(4.)	Credit adjustment factor: ((2) / (3)) rounded to 4 decimals	1.0721
(5.)	Policy credit factor: 100 - [100 - 26] x 1.0721 rounded to two decimals	21

The insured shall submit the required payroll and hours worked information to the Pennsylvania Compensation Rating Bureau for calculation of any applicable credit. The carrier shall, upon audit, verify the information that was submitted by the insured and used in the calculation of the credit. If the carrier discovers an error in the original request for policy credit, the revised information must be submitted to the Pennsylvania Compensation Rating Bureau for recalculation. If the insured does not furnish records to verify the payrolls and hours worked originally submitted and used in the calculation of the credit, there shall be no credit applied to the policy.

The credit authorized by the Pennsylvania Compensation Rating Bureau shall appear on Item 4 of the policy. If the credit applicable to the policy is not available at the time of policy issuance, the carrier shall endorse the policy to provide the appropriate credit information once a qualifying application has been processed and the PCRБ has notified the carrier of the credit determined on the basis of such application.

Report Pennsylvania Construction Class Premium Credit on the information page and unit statistical report under **Code 9046**.

Carriers are required to use the approved form to notify all their insureds, who have one or more construction classifications on their policy, that they may be eligible for a premium adjustment credit.

"Construction classifications" are those class codes that are 6xx or 26xx codes, which are direct employment and temporary staffing construction classifications, respectively. For example, direct employment classification code 615 and associated temporary staffing classification code 2615 are both PPCPAP-eligible class codes.

**2. Appeals**

The PCRБ's determination of an individual risk's eligibility for or the percentage of credit under the Pennsylvania Construction Classification Premium Adjustment Program may be appealed pursuant to RULE XVI, APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE, Section 1 of this Manual.

PCRB FILE NO \_\_\_\_\_

**PENNSYLVANIA WORKERS COMPENSATION – PREMIUM CREDIT APPLICATION**

NAME ON INSURANCE POLICY \_\_\_\_\_

INSURANCE COMPANY (Not Agent) \_\_\_\_\_

POLICY NO \_\_\_\_\_ EFF. DATE \_\_\_\_\_

**Are you currently engaged in a Long Term Construction Project (i.e. Wrap-up)?**  YES

**Notice:** Unless Code(s), total wages paid as reported to taxing authorities, total hours worked, and calendar quarter reported are indicated and application is signed, it cannot be processed. Non-construction class code payrolls must be included. Corporate Officers should be included in the appropriate classification subject to payroll limitation rules. Do not include corporate officers who have elected to be excluded from the Workers Compensation Act. Contact your agent and/or insurance company if assistance is desired.

<u>CLASSIFICATION DESCRIPTION</u>	<u>PENNSYLVANIA WC CLASS CODE</u>	<u>TOTAL PENNSYLVANIA WAGES PAID THIS QUARTER</u>	<u>TOTAL HOURS WORKED THIS QUARTER (Including O.T.)</u>
<u>Example: Carpentry</u>	<u>652</u>	<u>\$8,000</u>	<u>520</u>
<u>Example: Office</u>	<u>953</u>	<u>\$3,000</u>	<u>400</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The foregoing is based on actual wages and hours worked, as reflected in our payroll records, for the complete calendar quarter ending \_\_\_\_\_.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SEND APPLICATION TO: EXPERIENCE RATING DEPARTMENT  
PENNSYLVANIA COMPENSATION RATING BUREAU  
30 SOUTH 17th STREET, SUITE 1500  
PHILADELPHIA, PA 19103-4007**

**No application will be processed by the PCRB unless such application is filed within 12 months after the termination of the policy period to which it would apply.**



**I. CERTIFIED SAFETY COMMITTEE CREDIT PROGRAM**

1. The Pennsylvania Workers' Compensation Act of June 2, 1915, as amended, mandates that the Department of Labor and Industry develop certification criteria for the operation of safety committees. (For certification criteria contact the Pennsylvania Department of Labor and Industry.)
2. A 5% rate credit shall apply to the policy period beginning with the next policy in effect following certification and shall not apply to the policy period in effect when the certification is issued.
3. The 5% rate credit shall continue if the employer annually submits certification renewal affidavits acceptable to the Department of Labor and Industry.
4. Use Endorsement **WC 37 04 04 C** Certified Safety Committee Endorsement – Pennsylvania to show credit on the appropriate policy

**RULE X - CANCELLATION****A. WHO MAY CANCEL**

1. The Cancellation Condition of the Standard Policy permits cancellation by the insured or by the insurance carrier.
2. Pennsylvania enacted legislation that prohibits an insurance carrier from cancelling workers' compensation policies during their term, except for nonpayment of premium and/or failure to reimburse the deductible amount.

**Reinstatement**

When a notice of cancellation for non-payment has been issued, if the insurer thereafter receives payment and voluntarily determines to reinstate the policy, such reinstatement of coverage must be retroactive to the cancellation date.

Alternatively, if the insurer does not want to reinstate the policy as of the cancellation date but voluntarily determines to resume coverage after a lapse in coverage, the insurer must issue a new policy. Such new policy must carry the carrier rating values effective on the policy effective date of the new policy.

**IMPORTANT NOTICE: CANCELLATION NOTICES MUST BE SUBMITTED ELECTRONICALLY TO THE PCRB WITHIN 10 DAYS OF ISSUANCE; PROVIDED, HOWEVER, THAT FAILURE TO SUBMIT SUCH NOTICE WITHIN THE REQUIRED TIME SHALL NOT INVALIDATE ANY CANCELLATION WHICH HAS BEEN MADE IN ACCORDANCE WITH THE PROVISIONS OF THE POLICY.**

**B. PREMIUM DETERMINATION – CANCELLATION BY THE INSURANCE CARRIER**

Premium for the canceled policy shall be computed as follows:

1. Carrier Rating Values and Payroll

Apply carrier rating values to the payroll developed during the period the policy was in effect.

2. Experience Rating

Apply any experience rating modification in accordance with the rules of the Experience Rating Plan Section. Refer to Rule VI-E

**C. PREMIUM DETERMINATION—CANCELLATION BY THE INSURED, WHEN RETIRING FROM BUSINESS**

Compute the premium as provided in B above if a policy is cancelled by the insured when:

1. All the work covered by the policy has been completed, or
2. All interest in any business covered by the policy has been sold, or
3. The insured has retired from all business covered by the policy.

**D. PREMIUM DETERMINATION—CANCELLATION BY THE INSURED, EXCEPT WHEN RETIRING FROM BUSINESS**

The premium for the canceled policy shall be based on the Short Rate Cancellation Table in this rule and computed as follows:

**1. Actual Payroll**

Determine the payroll developed during the period the policy was in effect.

**2. Extended Payroll and Number of Days**

a. Extended Payroll

Extend such payroll pro-rata based on the number of days for which the policy was written divided by the number of days the policy remained in force to produce the full policy payroll.

*Example*

A policy written for 250 days that remained in effect for 185 days produced a payroll of \$55,500. Payroll extended for the original policy term —  $\$55,500 \times 250/185 = \$75,000$ .

b. Extended Number of Days

The extended number of days shall be determined by dividing the number of days the policy was in force by the number of days for which the policy was written and multiplying the quotient by 365 days. When the policy was written for a one year period, the extended number of days will equal the number of days the policy remained in force

**3. Carrier Rate**

Apply carrier rate to the payroll in 2a. above.

**4. Experience Rating**

Apply any experience rating modification in accordance with the rules of the Experience Rating Plan Section. Refer to Rule VI-H.

**5. Short Rate Percentage**

Based on the extended number of days calculated in 2.b., apply the short rate percentage shown in the Short Rate Cancellation Table in this rule to the premium computed on the basis of the extended payroll in order to determine the short rate portion of the premium.

**6. Example of a Short Rate Cancellation**

A policy originally written for 250 days in effect for 185 days develops actual payroll of \$55,500, carrier rate of \$.50.

a. Payroll extended to full policy term =  $\$55,500 \times \frac{250}{185} = \$75,000$

b. Full policy term premium =  $\$75,000 \times \$.50 = \$375$

c. Extended number of days =  $\frac{185}{250} \times 365 = 270$

d. Short rate percentage for 270 days = 80%

e. Short rate premium =  $\$375 \times .80 = \$300$

f. Total premium for canceled policy = \$300

**E. SHORT RATE CANCELLATION TABLE FOR TERM OF ONE YEAR**

Days Policy In Force		Percent of One Year Premium
1		5%
2		6
3 - 4		7
5 - 6		8
7 - 8		9
9 - 10		10
11 - 12		11
13 - 14		12
15 - 16		13
17 - 18		14
19 - 20		15
21 - 22		16
23 - 25		17
26 - 29		18
30 - 32	(1 mo)	19
33 - 36		20
37 - 40		21
41 - 43		22
44 - 47		23
48 - 51		24
52 - 54		25
55 - 58		26
59 - 62	(2 mos)	27
63 - 65		28
66 - 69		29
70 - 73		30
74 - 76		31
77 - 80		32
81 - 83		33
84 - 87		34
88 - 91	(3 mos)	35
92 - 94		36
95 - 98		37
99 - 102		38
103 - 105		39
106 - 109		40
110 - 113		41
114 - 116		42
117 - 120		43
121 - 124	(4 mos)	44
125 - 127		45
128 - 131		46
132 - 135		47
136 - 138		48
139 - 142		49
143 - 146		50
147 - 149		51
150 - 153	(5 mos)	52

Days Policy In Force		Percent of One Year Premium
154 - 156		53
157 - 160		54
161 - 164		55
165 - 167		56
168 - 171		57
172 - 175		58
176 - 178		59
179 - 182	(6 mos)	60
183 - 187		61
188 - 191		62
192 - 196		63
197 - 200		64
201 - 205		65
206 - 209		66
210 - 214	(7 mos)	67
215 - 218		68
219 - 223		69
224 - 228		70
229 - 232		71
233 - 237		72
238 - 241		73
242 - 246	(8 mos)	74
247 - 250		75
251 - 255		76
256 - 260		77
261 - 264		78
265 - 269		79
270 - 273	(9 mos)	80
274 - 278		81
279 - 282		82
283 - 287		83
288 - 291		84
292 - 296		85
297 - 301		86
302 - 305	(10 mos)	87
306 - 310		88
311 - 314		89
315 - 319		90
320 - 323		91
324 - 328		92
329 - 332		93
333 - 337	(11 mos)	94
338 - 342		95
343 - 346		96
347 - 351		97
352 - 355		98
356 - 360		99
361 - 365	(12 mos)	100

Short Rate Cancellation Table

Days In Policy	Short Rate Percentages	Factor to Apply to Earned Premium for Period Policy In Effect	Days In Policy Period	Short Rate Percentages	Factor to Apply to Earned Premium for Period Policy in Effect
1	.05	18.2482	46	.23	1.8250
2	.06	10.9489	47	.23	1.7861
3	.07	8.5158	48	.24	1.8250
4	.07	6.3869	49	.24	1.7877
5	.08	5.8394	50	.24	1.7520
6	.08	4.8662	51	.24	1.7176
7	.09	4.6924	52	.25	1.7548
8	.09	4.1058	53	.25	1.7216
9	.10	4.0552	54	.25	1.6899
10	.10	3.6496	55	.26	1.7255
11	.11	3.6496	56	.26	1.6947
12	.11	3.3455	57	.26	1.6650
13	.12	3.3689	58	.26	1.6362
14	.12	3.1283	59	.27	1.6704
15	.13	3.1630	60	.27	1.6425
16	.13	2.9653	61	.27	1.6156
17	.14	3.0056	62	.27	1.5895
18	.14	2.8386	63	.28	1.6222
19	.15	2.8818	64	.28	1.5969
20	.15	2.7377	65	.28	1.5723
21	.16	2.7812	66	.29	1.6038
22	.16	2.6547	67	.29	1.5799
23	.17	2.6980	68	.29	1.5566
24	.17	2.5856	69	.29	1.5341
25	.17	2.4821	70	.30	1.5643
26	.18	2.5270	71	.30	1.5423
27	.18	2.4334	72	.30	1.5208
28	.18	2.3465	73	.30	1.5000
29	.18	2.2656	74	.31	1.5291
30	.19	2.3117	75	.31	1.5087
31	.19	2.2371	76	.31	1.4888
32	.19	2.1672	77	.32	1.5169
33	.20	2.2121	78	.32	1.4974
34	.20	2.1471	79	.32	1.4785
35	.20	2.0857	80	.32	1.4600
36	.20	2.0278	81	.33	1.4870
37	.21	2.0716	82	.33	1.4689
38	.21	2.0171	83	.33	1.4512
39	.21	1.9654	84	.34	1.4774
40	.21	1.9162	85	.34	1.4600
41	.22	1.9585	86	.34	1.4430
42	.22	1.9119	87	.34	1.4264
43	.22	1.8674	88	.35	1.4517
44	.23	1.9079	89	.35	1.4354
45	.23	1.8655	90	.35	1.4194

**Short Rate Cancellation Table (Continued)**

Days in Policy Period	Short Rate Percentages	Factors to Apply to Earned Premium for Period Policy in Effect	Days in Policy Period	Short Rate Percentages	Factors to Apply to Earned Premium for Period Policy in Effect
91	.35	1.4038	136	.48	1.2882
92	.36	1.4283	137	.48	1.2788
93	.36	1.4129	138	.48	1.2696
94	.36	1.3979	139	.49	1.2867
95	.37	1.4216	140	.49	1.2775
96	.37	1.4068	141	.49	1.2684
97	.37	1.3923	142	.49	1.2595
98	.37	1.3781	143	.50	1.2762
99	.38	1.4010	144	.50	1.2674
100	.38	1.3870	145	.50	1.2586
101	.38	1.3733	146	.50	1.2500
102	.38	1.3598	147	.51	1.2663
103	.39	1.3820	148	.51	1.2578
104	.39	1.3688	149	.51	1.2493
105	.39	1.3557	150	.52	1.2653
106	.40	1.3774	151	.52	1.2569
107	.40	1.3645	152	.52	1.2487
108	.40	1.3519	153	.52	1.2405
109	.40	1.3395	154	.53	1.2562
110	.41	1.3605	155	.53	1.2481
111	.41	1.3452	156	.53	1.2401
112	.41	1.3362	157	.54	1.2554
113	.41	1.3243	158	.54	1.2475
114	.42	1.3447	159	.54	1.2396
115	.42	1.3330	160	.54	1.2319
116	.42	1.3215	161	.55	1.2469
117	.43	1.3414	162	.55	1.2392
118	.43	1.3301	163	.55	1.2316
119	.43	1.3189	164	.55	1.2241
120	.43	1.3079	165	.56	1.2388
121	.44	1.3273	166	.56	1.2313
122	.44	1.3164	167	.56	1.2240
123	.44	1.3057	168	.57	1.2384
124	.44	1.2951	169	.57	1.2311
125	.45	1.3140	170	.57	1.2238
126	.45	1.3036	171	.57	1.2167
127	.45	1.2933	172	.58	1.2308
128	.46	1.3117	173	.58	1.2237
129	.46	1.3016	174	.58	1.2167
130	.46	1.2916	175	.58	1.2097
131	.46	1.2817	176	.59	1.2236
132	.47	1.2996	177	.59	1.2167
133	.47	1.2899	178	.59	1.2098
134	.47	1.2802	179	.60	1.2235
135	.47	1.2708	180	.60	1.2167

**Short Rate Cancellation Table (Continued)**

Days in Policy Period	Short Rate Percentages	Factor to Apply to Earned Premium for Period Policy in Effect	Days in Policy Period	Short Rate Percentages	Factor to Apply to Earned Premium for Period Policy in Effect
181	.60	1.2099	226	.70	1.1305
182	.60	1.2033	227	.70	1.1255
183	.61	1.2167	228	.70	1.1206
184	.61	1.2101	229	.71	1.1317
185	.61	1.2035	230	.71	1.1267
186	.61	1.1970	231	.71	1.1219
187	.61	1.1906	232	.71	1.1170
188	.62	1.2037	233	.72	1.1279
189	.62	1.1974	234	.72	1.1231
190	.62	1.1910	235	.72	1.1183
191	.62	1.1848	236	.72	1.1136
192	.63	1.1977	237	.72	1.1089
193	.63	1.1914	238	.73	1.1195
194	.63	1.1853	239	.73	1.1149
195	.63	1.1792	240	.73	1.1102
196	.63	1.1732	241	.73	1.1056
197	.64	1.1858	242	.74	1.1161
198	.64	1.1798	243	.74	1.1115
199	.64	1.1739	244	.74	1.1070
200	.64	1.1680	245	.74	1.1025
201	.65	1.1804	246	.74	1.0980
202	.65	1.1745	247	.75	1.1083
203	.65	1.1687	248	.75	1.1038
204	.65	1.1630	249	.75	1.0994
205	.65	1.1573	250	.75	1.0950
206	.66	1.1694	251	.76	1.1052
207	.66	1.1638	252	.76	1.1008
208	.66	1.1582	253	.76	1.0964
209	.66	1.1526	254	.76	1.0921
210	.67	1.1645	255	.76	1.0878
211	.67	1.1590	256	.77	1.0979
212	.67	1.1535	257	.77	1.0936
213	.67	1.1481	258	.77	1.0893
214	.67	1.1428	259	.77	1.0851
215	.68	1.1544	260	.77	1.0810
216	.68	1.1491	261	.78	1.0908
217	.68	1.1438	262	.78	1.0866
218	.68	1.1385	263	.78	1.0825
219	.69	1.1500	264	.78	1.0784
220	.69	1.1448	265	.79	1.0881
221	.69	1.1396	266	.79	1.0840
222	.69	1.1345	267	.79	1.0800
223	.69	1.1294	268	.79	1.0759
224	.70	1.1406	269	.79	1.0719
225	.70	1.1356	270	.80	1.0815

**Short Rate Cancellation Table (Continued)**

Days in Policy Period	Short Rate Percentages	Factor to Apply to Earned Premium for Period Policy in Effect	Days in Policy Period	Short Rate Percentages	Factor to Apply to Earned Premium for Period Policy in Effect
271	.80	1.0775	316	.90	1.0396
272	.80	1.0735	317	.90	1.0363
273	.80	1.0696	318	.90	1.0330
274	.81	1.0790	319	.90	1.0298
275	.81	1.0751	320	.91	1.0380
276	.81	1.0712	321	.91	1.0347
277	.81	1.0673	322	.91	1.0315
278	.81	1.0635	323	.91	1.0283
279	.82	1.0728	324	.92	1.0364
280	.82	1.0689	325	.92	1.0332
281	.82	1.0651	326	.92	1.0301
282	.82	1.0614	327	.92	1.0269
283	.83	1.0705	328	.92	1.0238
284	.83	1.0667	329	.93	1.0318
285	.83	1.0630	330	.93	1.0286
286	.83	1.0593	331	.93	1.0255
287	.83	1.0556	332	.93	1.0224
288	.84	1.0646	333	.94	1.0303
289	.84	1.0609	334	.94	1.0272
290	.84	1.0572	335	.94	1.0242
291	.84	1.0536	336	.94	1.0211
292	.85	1.0625	337	.94	1.0181
293	.85	1.0589	338	.95	1.0259
294	.85	1.0553	339	.95	1.0229
295	.85	1.0517	340	.95	1.0198
296	.85	1.0481	341	.95	1.0169
297	.86	1.0569	342	.95	1.0139
298	.86	1.0534	343	.96	1.0216
299	.86	1.0498	344	.96	1.0186
300	.86	1.0463	345	.96	1.0156
301	.86	1.0429	346	.96	1.0127
302	.87	1.0515	347	.97	1.0203
303	.87	1.0480	348	.97	1.0174
304	.87	1.0446	349	.97	1.0145
305	.87	1.0411	350	.97	1.0116
306	.88	1.0497	351	.97	1.0087
307	.88	1.0462	352	.98	1.0162
308	.88	1.0429	353	.98	1.0133
309	.88	1.0395	354	.98	1.0105
310	.88	1.0361	355	.98	1.0076
311	.89	1.0445	356	.99	1.0150
312	.89	1.0412	357	.99	1.0122
313	.89	1.0379	358	.99	1.0094
314	.89	1.0346	359	.99	1.0065
315	.90	1.0429	360	.99	1.0038
			361	1.00	1.0111
			362	1.00	1.0083
			363	1.00	1.0055
			364	1.00	1.0027
			365	1.00	1.0000



**RULE XI – THREE YEAR FIXED RATE POLICY OPTION**

1. A carrier may file a "Three-Year Fixed Rate Option" program with the Pennsylvania Insurance Department.
2. A policy may be issued for a period of three years at a fixed carrier rate, provided the risk is not eligible for the Experience Rating Plan on the effective date of the policy.
3. A policy issued under an approved program shall be designated on the Information Page as follows - "THREE-YEAR FIXED RATE."

**RULE XII – U.S LONGSHORE AND HARBOR WORKERS' COMPENSATION ACT**

**A. GENERAL EXPLANATION**

The U.S. Longshore and Harbor Workers' Compensation Act (U.S.L. & H.W. Act) is a Federal law which provides for payment of compensation and other benefits to employees such as longshoremen, harbor workers, ship repairmen, shipbuilders, ship-breakers and other employees engaged in loading, unloading, repairing or building a vessel. It applies to such employees while working on navigable waters of the United States and also while working on any adjoining pier, wharf, dry dock, terminal, building way, marine railway, or other area adjoining such navigable waters customarily used for loading, unloading, repairing or building a vessel. It does not cover masters or members of the crew of a vessel. For complete details see U.S. Code (1946), Title 33, Section 901-49, amended by Public Law 92-576.

**B. WORKERS COMPENSATION INSURANCE – PART ONE**

The standard policy is used to insure the statutory obligation of an employer to furnish benefits required by the U.S.L. & H.W. Act. Attach the Standard Longshore and Harbor Workers' Compensation Act Coverage Endorsement (**WC 00 01 06A**) to provide such insurance. Do not designate the U.S.L. & H.W. Act in Item 3-A of the Information Page.

**C. EMPLOYERS LIABILITY INSURANCE – PART TWO**

For operations subject to the U.S.L. & H.W. Act, the standard limits of liability under Part Two are:

Bodily Injury by Accident: **\$100,000** – each accident  
Bodily Injury by Disease: **\$100,000** – each employee  
Bodily Injury by Disease: **\$500,000** – policy limit, Refer to Rule VIII.

**D. CLASSIFICATIONS AND RATES**

**1. Classifications**

Classifications for insurance under the U.S.L. & H.W. Act are listed in "Section 2 – Classifications" of this Manual.

**2. Rates for Federal "F" Classifications**

The manual rates for classification code numbers followed by the letter "F" include premium for operations subject to the U.S.L. & H.W. Act.

**3. PCRB Rating Values for Non-Federal "Non-F" Classifications**

The manual PCRB rating values for classification code numbers not followed by the letter "F" do not include premium for operations subject to the U.S.L. & H.W. Act. If operations under such classifications involve some employees subject to U.S.L. & H.W. Act, the manual rates and minimum premiums for such classifications shall be increased by the U.S. Longshore and Harbor Workers' Compensation Coverage Percentage. Such increased rate shall apply only to payroll of employees engaged in operations subject to the U.S.L. & H.W. Act.

**E. EXTENSIONS OF THE U.S.L. & H.W. ACT**

**1. Defense Base Act**

The Defense Base Act extends the provisions of the U.S.L. & H.W. Act to employers and their employees on overseas military bases and on other overseas locations under public works contracts being performed by contractors with agencies of the United States Government. Employees who are not United States citizens may be exempted from coverage upon approval of a waiver by the Secretary of Labor. For complete details, see Defense Bases Act, U.S. Code (1946) Title 42 Sections 1651-54, Public Law 208, 77th Congress.

To provide such insurance, attach the Standard Defense Base Act Coverage Endorsement (**WC 00 01 01A**).

**2. Civilian Employees of Non appropriated Fund Instrumentalities Act**

The Non appropriated Fund Instrumentalities Act extends the provisions of the U.S.L. & H.W. Act to civilian employees of non-appropriated fund instrumentalities such as post exchanges and service clubs of the Armed Forces. For complete details, see U.S. Code (1970) Title 5, Section 8171 (Public Law 85-538, 85th Congress).

To provide such insurance attach the Standard Non appropriated Fund Instrumentalities Act Coverage Endorsement (**WC 00 01 08A**).

**3. Premium Determination**

For insurance under extensions of the U.S.L. & H.W. Act, determine premium as provided in Rule XII - D.

**4. Outer Continental Shelf Lands Act**

To provide such insurance, attach the Outer Continental Shelf Lands Act Coverage Endorsement (**WC 00 01 09A**).

**RULE XIII – THE ADMIRALTY LAW AND THE FEDERAL EMPLOYERS LIABILITY ACT**

NOTE: The Pennsylvania Compensation Rating Bureau has no jurisdiction over the PCRB rating values or classification for Admiralty or Federal Employers Liability exposure. The following rule was published by the National Council on Compensation Insurance and is shown here for information purposes only.

**A. General Explanation**

**1. Admiralty Law**

Masters and members of the crews of vessels are not covered under state workers compensation laws nor under the U.S.L. & H.W. Act. They are subject to admiralty law and, if injured, have the right to sue their employers for damages in the Admiralty Courts where the proceeding is in the nature of an employers' liability suit. They also have the right to transportation, wages, maintenance and cure. Such seamen are subject to a Federal law, the Merchant Marine Act of 1920, known as the Jones Act (46 U.S. Code, Section 688, 1970) which applies the provisions of the Federal Employers Liability Act to seamen. Every person employed on board a vessel is deemed to be a seaman if connected with the operation or welfare of the vessel while in navigable waters. Usually, navigable waters are defined as those which form a continuous highway for interstate or international commerce.

**2. Federal Employers Liability Act (F.E.L.A.)**

The Federal Employers Liability Act applies to employees of interstate railroads. Such employees are not subject to state workers compensation laws. This federal law imposes liability for damages on the railroad if the injured railroad employee can show any negligence on the part of the railroad. For complete details, see 45 U.S. Code, Sections 51-60, 1970.

**B. Description of Coverage Programs**

The Standard Policy may be used to provide insurance for liability under one or more state workers compensation laws and also for liability under admiralty law or F.E.L.A. There are two programs to furnish such insurance:

**1. Program I**

Provides under Part One - Workers Compensation Insurance statutory liability - under the workers compensation law of any state designated in the Information Page and under Part Two - Employers Liability Insurance, Employers liability - for damages under admiralty law or F.E.L.A., subject to a standard limit of liability of \$25,000.

**2. Program II**

Provides the same coverage as Program I, but with the addition of Voluntary Compensation. Under Program II, the insurance carrier will offer a settlement of a claim strictly in accord with the statutory benefits provided in the workers' compensation law designated in the Voluntary Compensation Endorsement attached to the policy as if the claim were subject to such law, instead of subject to the laws of negligence. If the offer of settlement is rejected, Employers liability then applies to such claim or suit, with the same standard limit as for Program I.

**C. Coverage**

**1. Admiralty Law Endorsements**

To provide Program I for admiralty law, attach the Standard Maritime Coverage Endorsement (**WC 00 02 01A**). To provide Program II for admiralty law, also attach the Standard Voluntary, Maritime

Coverage Endorsement **(WC 00 02 03)**.

**2. Admiralty Law Coverage Options**

- a. The Maritime Coverage Endorsement **(WC 00 02 01A)** excludes liability to provide transportation, wages, maintenance and cure. This endorsement may optionally include a provision to insure such liability for an additional premium based on an **(a)** rate.

**3. F.E.L.A. Endorsements**

To provide Program I for employments subject to F.E.L.A., attach the Standard Federal Employers Liability Act Coverage Endorsement **(WC 00 01 04)**. To provide Program II, also attach the Standard Voluntary Compensation and Employers Liability Coverage Endorsement **(WC 00 03 11A)**.

**4. U.S.L. & H.W. Act**

When insurance is provided for liability under admiralty law or F.E.L.A., insurance for liability under the U.S.L. & H.W. Act also may be necessary. To provide such insurance, attach the Standard Longshore and Harbor Workers' Compensation Act Coverage Endorsement **(WC 00 01 06A)**.

**D. Limits of Liability**

**1. Standard Limits**

The standard limit of liability under Part Two - Employers Liability Insurance for admiralty or F.E.L.A. insurance under Program I or II is \$25,000.

- a. Accident Limit  
The limit of liability applies to all bodily injury arising out of any one accident.
- b. Disease Limit  
The limit of liability also applies as a separate aggregate limit for all bodily injury by disease. The aggregate limit applies separately to bodily injury by disease arising out of work in each state shown in Item 3-A of the Information Page.
- c. Show Limits on Endorsement  
These limits of liability must be stated in the Maritime Coverage Endorsement and/or the Federal Employers Liability Act Coverage Endorsement (WC 00 01 04).

**2. Increased Limits**

Increased limits for liability under Part Two - Employers Liability Insurance are available. The additional premium for increased limits shall be determined by applying the factor in the following Table for Increased Limits to the total premium for admiralty or F.E.L.A. classifications before application of:

- a. Expense Constant
- b. Experience rating modification
- c. Premium discount or retrospective rating adjustment

The premium for increased limits is subject to an experience rating modification.

**TABLE FOR INCREASED LIMITS**

Limit Per Accident	Factor	Minimum Premium	
		Program I	Program II
\$ 25,000	1.00	\$100	\$200
50,000	1.09	109	218
100,000	1.15	115	230
200,000	1.23	123	246
300,000	1.29	129	258
400,000	1.34	134	268
500,000	1.38	138	276

**3. Minimum Premium**

The separate minimum premium shown in the above Table For Increased Limits applies to a policy which includes classifications for operations subject to admiralty law or the F.E.L.A. Such minimum premium is the lowest premium for insuring admiralty or F.E.L.A. operations and it shall apply in addition to the minimum premium or premium for other operations on such a policy. It is not subject to an experience rating modification.

**D. CLASSIFICATIONS**

**NOTE: The Pennsylvania Compensation Rating Bureau has no jurisdiction over the PCRB rating values or classification for Admiralty or Federal Employers Liability Exposure. The following admiralty or F.E.L.A. classification list is for information purposes only.**

Classifications	Code Number		
	Program I	Program II	
		State Act Benefits	USL Act Benefits
Boat Livery - boats under 15 tons. This classification includes the laying up or putting into commission of boats. Boats 15 tons or over to be separately rated under the appropriate vessels classification.	7038	7090	7050
Diving - marine	7394	7395	7398
Dredging - all types	7333	7335	7337
Ferries - This classification includes dock employees.	7019	7027	7062
Fishing Vessels - NOC. This classification includes packing, curing or shipping fish and repair of nets or boats.	7039	7091	7051
Oyster Boats - This classification includes planting; harvesting; and operation of boats.	7079	7097	7070
Salvage Operations - marine.	7394	7395	7398
Supply Boats	7020	7028	7131
Tugboats	7020	7028	7131
Vessels - NOC	7016	7024	7047
Vessels - not self-propelled. Such vessels having a regular master and crew who are furnished living quarters aboard the vessel, shall be rated as "Vessels, NOC."	7046	7098	7099

Classifications	Code Number		
	Program I	Program II	
		State Act Benefits	USL Act Benefits
Vessels – sail	7036	7088	7048
Wrecking - marine. This classification includes salvage operations.	7394	7395	7398
Yachts - private - sail or power	7037	7089	7049

**Federal Employers Liability Act**

Railroad Operation - all employees including drivers. This classification contemplates the normal operations of railroads including normal maintenance and repair. All extraordinary repair work including such work as rebuilding bridges, grade crossing elimination, laying or relaying track and all new construction operations shall be classified as Code 6702 or 6703.	7151	7153	7152
Clerical Office Employees - NOC	8814	8805	8815
Salespersons, Collectors or Messengers – outside	8737	8734	8738
Railroad Construction - all operations including clerical, salespersons and drivers	6702	6704	6703

**E. Waters not under Admiralty Jurisdictions**

**1. Coverage**

An insured may conduct operations on waters not subject to admiralty jurisdiction. Insurance for such operations shall be provided by the Standard Policy and endorsement forms and is subject to the rules which apply to statutory workers' compensation insurance.

**2. Admiralty Law or U.S.L & H.W. Act Liability**

If there is a potential liability under admiralty law, follow the previous rules for insurance under admiralty law. If there is a potential liability under the U.S.L & H.W. Act, refer to Rule XII.

**RULE XIV – DOMESTIC WORKERS - RESIDENCIES**

**A. DEFINITIONS**

**1. Inside Domestic Workers**

Domestic Workers—Inside are employees engaged exclusively in household or domestic work performed principally inside the residence. Examples include a cook, housekeeper, laundry worker, maid, butler, companion, nurse and baby sitter.

**2. Outside Domestic Workers**

Domestic Workers—Outside are employees engaged exclusively in household or domestic work performed principally outside the residence. Examples include a private chauffeur and a gardener.

**3. Occasional Domestic Workers**

Domestic Workers—Occasional are domestic workers inside or outside, who are employed part-time. Any domestic worker employed more than 1/2 of the customary full time shall be assigned and rated as a full time domestic worker. Examples of occasional domestic workers are persons engaged on certain days for gardening, cleaning, laundering or babysitting.

**B. COVERAGE**

**1. Workers Compensation and Employers Liability Insurance**

An employer of domestic workers may elect to come within the workers compensation law by applying to the Bureau of Workers Compensation. The statutory obligation of the employer may be insured by the standard policy.

**2. Voluntary Compensation Insurance**

If the employer of domestic workers does not elect coverage under the law, voluntary compensation insurance for the domestic workers may be provided by attaching the standard Voluntary Compensation Endorsement to the Standard Policy.

**C. NAME OF INSURED**

The resident owner, the estate of the owner or a family member(s) of the same residence may be named as the insured, but only with respect to the employment of domestic workers in connection with a given residence

**D. CLASSIFICATIONS**

1. Please refer to the Section 2 Domestic Workers class listing for the Domestic Workers classifications.

**2. Maintenance, Repair or Construction Operations**

a. The domestic services classifications (Codes 0913, 0908, 0912 and 0909) include ordinary repair or maintenance of the insured's personal residence or equipment by domestic workers.

b. Assign Code 971 to payroll developed in the general building maintenance or repair by employees of a commercial building owner, lessee or real estate management firm or business where the basic and major operations are described by classifications defined as standard exceptions.

- c. Assign Code 880 to payroll developed in general building maintenance or repair by employees of an apartment house or condominium complex operator.
- d. Assign the employers' applicable field of business classification to payroll developed in general building maintenance or repair by employees of a business assigned to a classification other than the standard exceptions.
- e. Extraordinary repairs, alterations, new construction, erection or demolition of structures shall be assigned to the applicable construction or erection classifications.

**E. PCRB RATING VALUES AND PREMIUM**

**1. PCRB Rating Values**

The PCRB Rating Values for Codes 0908, 0909, 0912 and 0913 are per capita premium charges. Terrorism **(9740)** and Catastrophe (other than Certified Acts of Terrorism) **(9741)** do not apply to per capita classification premium charges.

**2. Records Required**

The insured shall maintain a record of the names, duties and period of service of each domestic worker.

**3. Full Time Domestic Workers**

Estimated premium for Codes 0912 and 0913 shall be computed on the estimated number of such domestic workers during the policy period. If additional domestic workers under Codes 0912 and 0913 are employed during the policy period or if some domestic workers are no longer employed and are not replaced, the per capita premium charges shall be pro-rated. Each pro rata charge shall be based on the period of employment but shall not be less than 25% of the per capita charge.

**4. Occasional Domestic Workers**

A separate per capita charge shall be applied to each concurrently employed domestic worker.



**RULE XV – FINAL EARNED PREMIUM DETERMINATION**

**A. ACTUAL PAYROLL**

Final earned premium for the policy shall be determined on actual, instead of estimated, payroll or other premium basis.

**B. PREMIUM DETERMINATION**

The determination of final earned premium is governed by the rules, classifications and PCRB rating values and carrier rating values, subject to modification by applicable rating plans.

**C. AUDIT RIGHTS OF CARRIER**

The insurance carrier has the right to compute earned premium based on an examination of original payroll records and books of account of the insured, in accordance with Part Five - Premium, Section G (Audit) of the Standard Policy.

**D. AUTHORIZED CLASSIFICATIONS**

Only the classifications shown on a Data Card issued by the PCRB shall be used in auditing the payroll of that employer. The insuring carrier shall contact the PCRB in writing in any instance where the authorized classifications do not describe the employer’s operations as delineated in Rule IV, C. 2. c., Section 1 of this Manual.

**E. AUDIT NONCOMPLIANCE CHARGE**

1. If the employer does not comply with Part Five—Premium, Section G. (Audit) of the policy, the employer will be considered noncompliant with the policy terms and conditions. When this occurs, the carrier may apply an Audit Noncompliance Charge (ANC) subject to the conditions in this rule. The charge is determined by applying the ANC multiplier to the ANC Basis shown in the table below:

<b>ANC Basis</b>	<b>ANC Multiplier</b>
Estimated Annual Premium	Two times

2. On a multistate policy, the ANC applies only to the exposure in the states where an employer is noncompliant with an audit and where this ANC rule is approved for use

3. The ANC is a premium charge and is applied in accordance with the applicable state premium algorithm. The ANC is not part of standard premium.

4. The application of the ANC is subject to the following conditions:

- a. Carriers must comply with all applicable state laws and/or regulations related to audits of workers compensation insurance policies.
- b. The Audit Noncompliance Charge Endorsement is optional. When used, the Audit Noncompliance Charge Endorsement and/or applicable state-specific endorsement must be attached to the policy at inception of the policy term being audited.
- c. The carrier must make two attempts to obtain the audit information and/or complete the audit. At each attempt, the carrier must notify the employer regarding the specific required records and the amount of the ANC to be applied if the employer continues to refuse to comply with the audit.

- d. The carrier must adequately document the audit file regarding the above attempts to obtain the required audit information.
- 5. This ANC rule applies to mail/email, telephone, computer (remote access), and physical audits, unless otherwise provided by state law.
- 6. The ANC may be applied to guaranteed cost policies as well as retrospectively rated policies.
- 7. The scenarios listed below may occur and are treated as follows:

If an ANC is applied and the employer...	Then the carrier...
Pays the ANC and later allows the audit	<ul style="list-style-type: none"> <li>• Performs the final audit and determines the final policy premium based on the results of the audit; and</li> <li>• Refunds the ANC to the employer, or applies the ANC amount to any outstanding balance on the policy</li> </ul> <p>Submits a unit statistical correction report to remove the ANC charge from the previously reported Unit Statistical data.</p>
Does <b>not</b> pay the ANC but later allows the audit	Performs the final audit and determines the final policy premium based on the results of the audit
<p>Pays the ANC but does <b>not</b> later allow the audit</p> <p>Does not pay the ANC and does <b>not</b> later allow the audit.</p>	<p>Does not change the previously reported:</p> <ul style="list-style-type: none"> <li>• Unit Statistical data</li> <li>• Noncompliance transactions</li> </ul>

- 8. The ANC must be reported, including applicable corrections, in accordance with PCRB’s Statistical Plan.

**RULE XVI – APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE**

- A.** Any policyholder aggrieved by the application of the Rating System of the Pennsylvania Compensation Rating Bureau (PCRB) may appeal such application to the PCRB in accordance with this appeals procedure (Procedure).

“Rating System” is defined to include all workers compensation insurance pricing programs subject to rules set forth in this Manual.

The appeal must be filed directly with the PCRB during the policy period with respect to which the application is made, or within twelve months after the termination thereof. Appeals filed beyond this time period will not be granted.

EXCEPTION: An appeal for revision of losses used in experience or merit rating is governed by the Revision of Losses provisions of this Manual.

- B.** An aggrieved party who wants to appeal a PCRB decision concerning an application of the Rating System must first submit a written request for review to the PCRB, together with all information in support of its appeal. PCRB staff will review the request and supporting information. To make certain the facts of an appeal are fully agreed upon, PCRB staff may make written inquiries to the appellant and/or survey the appellant’s Pennsylvania workplace(s). The appellant shall provide complete responses to such inquiries, and shall provide full access to such workplace(s). The PCRB will then notify the appellant in writing that the PCRB staff’s review has been completed and provide to the appellant (or its designated representative) the PCRB staff’s final decision.
- C.** If the appellant is aggrieved following completion of the PCRB staff’s review and final decision, the appellant has the right to present its appeal to an Appeals Subcommittee of the PCRB’s Classification and Rating Committee (Appeals Subcommittee). An appeal may be taken to the Insurance Commissioner only after the appellant has first exhausted its rights pursuant to this Procedure.
- D.** An Appeals Subcommittee convened to consider an appeal shall be comprised of an equal number of employer representative members and insurer members of the PCRB’s Classification and Rating Committee, none of whom may have a direct pecuniary interest in the aggrieved party’s appeal.
- E.** All appeals must be filed with the PCRB no later than thirty (30) days from the date of the PCRB staff’s final decision and meet the following requirements:
1. The appeal must be in writing.
  2. The appeal must set forth in detail the nature of the complaint, including:
    - All reasons for believing the PCRB decision to be in error.
    - All documents in support of the appeal.
    - The specific nature of the relief desired.
  3. The aggrieved party (or its designated representative) must agree to appear before an Appeals Subcommittee of the Classification and Rating Committee.
- F.** Following receipt of an appeal of a PCRB final decision, the PCRB will notify the appellant of the time and place of the Appeals Subcommittee meeting at which the matter will be heard.
- G.** The procedure at the Appeals Subcommittee hearing is informal:
- The appellant may make an oral presentation of its case or rely solely upon the written material previously submitted to the PCRB in connection with the appeal.
  - PCRB staff may present testimony and other information to the Appeals Subcommittee relevant to the appeal.

- The appellant and/or the PCRB may also present third-party witnesses and documentary evidence relevant to the appeal.
  - The appellant and the PCRB shall have the opportunity to direct questions to any witness who has testified before the Appeals Subcommittee
  - After all testimony and other evidence have been presented, the hearing shall be declared closed by the Chair of the Appeals Subcommittee.
  - After the hearing is closed, the Appeals Subcommittee shall arrive at its decision in executive session. Attendance at the executive session is limited to members of the Appeals Subcommittee and PCRB legal counsel.
  - After the hearing is closed, the Appeals Subcommittee shall arrive at its decision in executive session. Attendance at the executive session is limited to members of the Appeals Subcommittee and PCRB legal counsel.
- H.** A record of meeting of the Appeals Subcommittee will be kept by PCRB staff. As hearings before the Appeals Subcommittee are informal, there is no stenographic, audio or video record. The Appeals Subcommittee decision will be included in the record of meeting and retained in the records of the PCRB.
- I.** Travel expenses for the appellant will be reimbursed in the same manner as for members of the Appeals Subcommittee. Reimbursement is payable on a per appeal basis, i.e., multiple reimbursements will not be paid when more than one appellant representative attends the Appeals Subcommittee meeting.
- J.** The decision of the Appeals Subcommittee shall be set forth in writing, include the basis for the decision, and be sent to the appellant no later than thirty (30) days after the hearing.
- K.** An appellant is not required to be represented by an attorney. However, an appellant has the right, at the appellant's expense, to be represented by an attorney. An appellant who is represented by an attorney shall notify the PCRB of such representation in writing in advance of the hearing, and shall furnish the PCRB with the attorney's name, mailing address and e-mail address. After the PCRB has received such notification from an appellant, all subsequent correspondence related to the appeal will be directed to the attorney designated by the appellant.
- L.** Notice regarding the time and place of the Appeals Subcommittee hearing as well the Appeals Subcommittee decision in the matter will be provided to the appellant (or its attorney) in writing, via e-mail (if agreed upon) or first class mail.
- M.** Appeals from a final decision of the Appeals Subcommittee must be filed with the Insurance Commissioner in writing within thirty (30) days of the mailing date of the Appeals Subcommittee's decision. The appeal to the Insurance Commissioner should be directed to the Administrative Hearings Office and must set forth the basis for the appeal and the grounds being relied upon by the appellant.
- N.** Nothing contained in this Procedure shall prevent efforts to resolve any dispute on an informal basis at any stage of these proceedings.

**RULE XVII – MEMBER CARRER DISPUTES (DISPUTE RESOLUTION CONFERENCE)**

- A.** A member carrier aggrieved by a final decision of PCRB staff concerning an application of the rating system (Staff Decision) may submit a written request for a conference with the PCRB President and/or Senior Vice President (Dispute Resolution Conference) to discuss the Staff Decision. This request must be submitted within 30 days of the Staff Decision, and must state the basis of the grievance and the remedy being sought.
- B.** Within 30 days following the Dispute Resolution Conference, the PCRB President or Senior Vice President shall issue a written communication (Conference Decision) to the aggrieved member carrier communicating any change(s) to the Staff Decision and any remedy on account of such change(s). If the member carrier remains aggrieved by the Conference Decision, the member carrier may appeal the Staff Decision, as sustained or modified by the Conference Decision, to the Insurance Commissioner within 30 days of the mailing date of the Conference Decision. Such appeals should be directed to the Insurance Department's Administrative Hearings Office.
- C.** A copy of the Conference Decision will be sent to the impacted policyholder if the Conference Decision changes the Staff Decision. To the extent the policyholder is aggrieved by the Conference Decision, the policyholder may pursue an appeal of the Conference Decision via the appeals procedure outlined in Rule XVI. In the context of Rule XVI procedures the Conference Decision is considered the PCRB final decision.

**RULE XVIII – PROFESSIONAL EMPLOYER ORGANIZATIONS, PROFESSIONAL EMPLOYER AGREEMENTS AND PROFESSIONAL EMPLOYER SERVICES**

**A. DEFINITIONS**

The following words and phrases when used in this rule shall have the meanings given to them in this section unless the context clearly indicates otherwise. (These definitions are intended to be consistent with the definitions used in Act 102 of 2012.):

- Client – Any person who enters into a Professional Employer Agreement with a Professional Employer Organization.
- Co-employer – A Professional Employer Organization or Client.
- Co-employment Relationship A relationship which is intended to be an ongoing relationship rather than temporary or project specific one, wherein the rights, duties and obligations of an employer which arise out of an employment relationship have been allocated between Co-employers pursuant to a Professional Employer Agreement and Act 102 of 2012.
- Covered Employee – An individual co-employed by a Professional Employer Organization and a client who meets the following criteria:
  - o The individual has received written notice of co-employment with the Professional Employer
  - o Organization.
  - o The individual's Co-employment Relationship is pursuant to a Professional Employer Agreement subject to Act 102 of 2012.
- Department – The Department of Labor & Industry of the Commonwealth.
- Direct Hire Employee – An individual who is an employee of either the Client or the PEO within the meaning of the Act of June 2, 1915 (P.L. 736, No. 338) known as the Workers' Compensation Act, and who is not a Covered Employee.
- Master Policy Basis – An agreement under which a single workers' compensation policy issued to the Professional Employer Organization provides coverage for more than one Client and may provide coverage to the Professional Employer Organization with respect to its Direct Hire Employees. Two or more Clients that are insured under the same policy solely because they are under common ownership are considered a single Client for purposes of this definition.
- Multiple Coordinated Policy Basis – An agreement under which a separate workers' compensation policy is issued to the Professional Employer Organization on behalf of each Client or group of affiliated Clients with payment obligations and certain policy communications related to such workers' compensation policy coordinated through the Professional Employer Organization.
- Person – Any individual, partnership, corporation, limited liability company, association or any other form of legally recognized entity.
- Professional Employer Agreement – A contract by and between a Client and a Professional Employer Organization that provides:
  - o for the co-employment of Covered Employees;

- o for the allocation of employer rights and obligations between the Client and the Professional Employer Organization with respect to the Covered Employees; and
- o that the Professional Employer Organization and the Client assume the responsibilities required under Act 102 of 2012.
- Professional Employer Organization or PEO – Any person engaged in the business of providing Professional Employer Services.
- Professional Employer Services – The business of entering into Co-employment Relationships under Act 102 of 2012.

Under Professional Employer Agreements one business provides workers to another business entity under an agreement wherein all or substantially all of the employees of the Client are thereafter employed by the PEO and leased back to the original employer through a Professional Employer Agreement. The Professional Employer Agreement is long term in nature and is specifically not an arrangement to provide temporary help services to fill seasonal or temporary staffing shortages.

Act 102 of 2012 provides that both the PEO and the Client shall be an employer for Covered Employees assigned to the Client for purposes of Act 102 of 2012 and the Act of June 2, 1915 (P.L. 736, No. 338), known as the Workers' Compensation Act.

**B. POLICY ISSUANCE**

The responsibility to provide workers' compensation coverage for Covered Employees shall be specifically allocated in the Professional Employer Agreement to either the Client or the Professional Employer Organization.

1. When the responsibility to provide workers compensation coverage is allocated to the PEO, the PEO must provide coverage for all Covered Employees assigned to the Client.
2. When the responsibility to provide workers compensation coverage is allocated to the Client, the Client must provide coverage for all of its Covered Employees and Direct Hire Employees.

**C. METHODS OF COVERAGE**

PEOs and Clients may qualify to self-insure their respective obligations under the Workers' Compensation Act. In addition, there are three available options for Clients and PEOs that have entered into Professional Employer Agreements to insure their statutory obligations under the Workers' Compensation Act as Co-employers for their Covered Employees. These options are as described following:

1. Option One – The PEO provides workers' compensation insurance for Covered Employees of the Client by purchasing a Multiple Coordinated Policy (MCP) to insure such Covered Employees.

Under this option, a separate workers' compensation insurance policy is issued to the PEO on behalf of the Client. These policies insure the Client's Covered Employees without leaving uninsured gaps or creating overlaps in coverage with other insurance policies. Each policy written on a Multiple Coordinated Policy basis shall be issued to the PEO as the primary named insured and must identify both the PEO and the Client as insureds. The named insured must be of the form "PEO Name L/C/F Client Name." The Pennsylvania Multiple Coordinated Policy Endorsement (W C 37 03 11) must be added to each such policy, specifying which Covered Employees are insured by that policy.

- The insurer must assign risk classifications to each Client based on the totality of the Client's Pennsylvania operations regardless of whether workers engaged therein are provided under one or more Professional Employer Agreements or are Direct Hire Employees of that Client.

- Policies written on an MCP Basis by the same insurer for a PEO as named insured may be combinable by agreement between the PEO and the insurer for purposes of premium discount, retrospective rating, schedule rating and other approved pricing programs. Such approved pricing programs may be based on the combined total standard premium and losses of all Multiple Coordinated Policies issued to the PEO as the primary named insured.
  - If the Client has any employees that are not Covered Employees of the PEO (whether Direct Hire Employees or Covered Employees obtained from another PEO), workers' compensation coverage for these other employees must be provided under a separate policy or policies. Attach the Professional Employer Organization (PEO) Client Exclusion Endorsement (W C 00 03 22 A) to exclude coverage for liability to employees leased from the PEO named in the endorsement.
2. Option Two – The Client provides workers' compensation insurance for its Covered Employees.

If the Client is responsible for providing workers' compensation insurance coverage for its Covered Employees, it may purchase a standard workers' compensation policy insuring its Covered Employees and its Direct Hire Employees, if any.

- When the Client secures coverage for its leased workers through a policy in its name, include the Professional Employer Organization (PEO) Extension Endorsement (WC 00 03 20 B), which specifies that the Client's policy will apply to injuries to Covered Employees obtained from the PEO named in the endorsement as though the PEO were an insured under the policy and that the insurer will not ask the PEO's insurer to share in a loss(es) covered by the endorsement.
  - The insurer must assign risk classifications to each Client based on the totality of the Client's Pennsylvania operations regardless of whether workers engaged therein are provided under one or more Professional Employer Agreements or are Direct Hire Employees of the Client.
3. Option Three – The PEO provided workers' compensation insurance coverage for its Clients' Covered Employees by purchasing a Master Policy to insure such Covered Employees.

Act 102 of 2012 requires the following conditions to be met in order for a PEO to insure Covered Employees of its Clients on a Master Policy Basis:

- a. The insurer underwriting the Master Policy must report separate experience data to the PCRB for each Client insured by the Master Policy in a format complying with all requirements of the approved Pennsylvania Statistical Plan.
- b. The insurer must assign risk classifications to each Client based on the totality of the Client's Pennsylvania operations regardless of whether workers engaged therein are provided under one or more Professional Employer Agreements or are Direct Hire Employees of the Client.
- c. If and when applicable, the insurer must assign separate experience modifications, Merit Rating adjustments, construction classification premium adjustments and/or Certified Safety Committee Program credits to the exposures of each Client covered by a Master Policy based on the Client's entire Pennsylvania operations.
  - (1) If the Client has any employees that are not Covered Employees of the PEO (whether Direct Hire Employees or Covered Employees obtained from another PEO), workers' compensation coverage for these other employees must be provided under a separate policy or policies. Attach the Professional Employer Organization (PEO) Client Exclusion Endorsement (WC 00 03 22 A) to exclude coverage for liability to employees leased from the PEO named in the endorsement.

**Use of Master Policies is subject to prior approval by the PCRB of the issuing carrier's policy issuance and data reporting procedures as satisfactorily complying with the requirements of Act 102 of 2012.**



**D. CLIENT POLICY OBLIGATIONS**

A client retains the statutory obligation to provide workers' compensation coverage for employees that are not Covered Employees pursuant to a Professional Employer Agreement.

In providing such coverage, the Client may either self-insure those exposures or the Client may purchase a standard workers' compensation policy through a licensed insurance company.

**E. PEO POLICY OBLIGATIONS**

A PEO retains the statutory obligation to provide workers' compensation coverage for its own Direct Hire Employees that are not Covered Employees pursuant to a Professional Employer Agreement.

In providing such coverage, the PEO may either self-insure those exposures or the PEO may purchase a standard workers' compensation policy through a licensed insurance company.

The Professional Employer Organization (PEO) Exclusion Endorsement (WC 00 03 21 A), which deletes coverage for workers leased to Clients named in the endorsement, must be attached to the PEO's own policy so that it insures only the PEO's Direct Hire Employees.

**F. CANCELLATION PROVISIONS**

**1. Cancellation by the Professional Employer Organization (PEO)**

- a.** If the PEO terminates the Professional Employer Agreement with the Client, termination of workers' compensation coverage for Covered Employees by the insurer shall be effective the sooner of:
  - Sixty (60) days after written notice of the intent to terminate workers' compensation coverage has been given by the PEO to the Client.
  - Fifteen (15) days after written notice of intent to terminate workers' compensation coverage by the insurer for non-payment of premium has been given by the PEO to the Client.
  - The date upon which workers' compensation coverage for covered employees is transferred to the Client's own workers' compensation policy or is otherwise replaced.
- b.** All requirements of the PEO in regard to the notification of Clients concerning workers' compensation coverage provided under a policy issued to the PEO for Covered Employees of the PEO continue to apply after written notice is given pursuant to the above.
- c.** The Client shall pay for all workers' compensation coverage provided by the insurer, including reasonable administrative expenses, subsequent to the termination of the Professional Employer Agreement by the PEO.
- d.** If workers' compensation coverage is provided through a workers' compensation policy issues to the PEO on behalf of the Client who has been given notice of termination pursuant to the above, the PEO is required to notify the affected insurer of the notification.

**2. Cancellation by the Client**

If the Professional Employer Agreement is terminated by the Client, the Client assumes the statutory obligation to provide workers' compensation for its employees as of the date termination is requested. The Client may secure coverage for its Covered Employees through another Professional Employer Agreement with a different PEO, through an approved self-insurance program or with a single policy covering all of the Covered Employees of the Client and the Client's Direct Hire Employees.

**3. Notification Requirements**

If the Professional Employer Agreement provides for the PEO to provide workers' compensation insurance for Covered Employees, the PEO shall notify the insurance carrier of record of any cancellation, non-renewal or termination of a Professional Employer Agreement under which the PEO assumed the obligation to provide workers' compensation insurance for Covered Employees within ten (10) days following the date the notification of cancellation or termination is provided to the Client. The insurance carrier of record shall notify the licensed rating organization of any cancellation, non-renewal or termination of workers' compensation coverage for Covered Employees by the PEO's insurer or any change in insurers for the Covered Employees within ten (10) days of the effective date of cancellation, termination or change of insurers.

TABLE OF CONTENTS

SECTION 2 – CLASSIFICATIONS AND PCRB RATING VALUES

PCRB RATING VALUES

FIREFIGHTER – VOLUNTEER FIRE COMPANY

EMPLOYER ASSESSMENT

U.S. LONGSHORE AND HARBOR WORKERS' ACT COVERAGE RETROSPECTIVE RATING VALUES

CLASSIFICATIONS – NUMERIC AND GROUP ARRANGEMENT WORKERS COMPENSATION – DOMESTIC

WORKERS EXPLOSIVES AND AMMUNITION MANUFACTURING

MARITIME OR FEDERAL EMPLOYMENTS AIRCRAFT OPERATIONS

COAL MINE CLASSIFICATIONS

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE**

Approved Effective Date: April 1, 2021 on New and Renewal Business

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
005	6.43	4.80	6.11	6.77	F
007	3.30	2.46	3.13	3.47	C
009	11.23	8.38	10.66	11.83	G
015	5.22	3.90	4.96	5.50	E
025	2.57	1.70	2.06	2.32	G
028	1.42	0.94	1.14	1.29	F
050	2.38	1.57	1.92	2.16	F
051	2.61	1.72	2.10	2.36	F
055	2.91	1.92	2.34	2.64	F
059	3.72	2.46	2.99	3.37	E
101	1.84	1.32	1.64	1.82	E
103	0.77	0.55	0.69	0.76	C
104	2.08	1.50	1.86	2.06	B
105	2.37	1.71	2.12	2.35	D
106	3.53	2.54	3.15	3.49	C
107	1.65	1.19	1.48	1.64	B
108	1.47	1.06	1.31	1.46	C
109	2.36	1.70	2.11	2.34	C
110	1.70	1.23	1.52	1.69	B
111	4.01	2.88	3.58	3.97	C
112	4.58	3.30	4.09	4.54	C
113	1.15	0.82	1.02	1.13	C
114	3.62	2.61	3.23	3.58	E
115	1.54	1.11	1.38	1.53	D
119	2.06	1.48	1.84	2.04	C
130	2.98	2.15	2.66	2.95	E
132	1.61	1.16	1.44	1.60	C
134	1.83	1.31	1.63	1.81	C
135	1.46	1.05	1.30	1.45	C
136	1.69	1.22	1.51	1.68	C

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE**

Approved Effective Date: April 1, 2021 on New and Renewal Business

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
139	2.58	1.85	2.30	2.55	C
141	2.66	1.91	2.37	2.63	B
142	1.37	0.99	1.22	1.36	C
161	1.36	0.98	1.21	1.35	C
163	2.41	1.74	2.15	2.39	C
165	3.63	2.61	3.24	3.59	B
166	1.89	1.36	1.68	1.87	C
201	2.37	1.71	2.12	2.35	D
204	1.87	1.34	1.67	1.85	B
205	1.70	1.23	1.52	1.69	B
221	1.32	0.95	1.18	1.31	C
222	1.43	1.03	1.28	1.42	C
225	1.53	1.10	1.37	1.52	C
227	1.91	1.37	1.70	1.89	C
255	1.34	0.96	1.19	1.33	E
257	1.40	1.01	1.25	1.39	C
261	1.81	1.30	1.61	1.79	C
263	1.14	0.82	1.01	1.12	C
265	1.43	1.03	1.28	1.42	C
281	1.47	1.06	1.31	1.46	B
282	3.03	2.18	2.71	3.00	D
285	1.11	0.80	0.99	1.09	B
301	3.40	2.44	3.03	3.36	F
305	2.58	1.85	2.30	2.55	D
306	2.09	1.50	1.86	2.07	B
311	1.77	1.28	1.58	1.76	C
319	2.55	1.83	2.27	2.52	A
323	1.98	1.42	1.77	1.96	C
327	1.48	1.07	1.32	1.47	C
402	2.07	1.49	1.85	2.05	E

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Approved Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN			HAZARD GROUP A - G
		EXPECTED LOSS FACTORS TABLE *			
		A-1	A-2	A-3	
403	1.63	1.17	1.46	1.62	C
404	1.66	1.20	1.48	1.65	E
406	1.71	1.23	1.53	1.70	E
407	2.00	1.44	1.78	1.98	C
411	2.73	1.96	2.43	2.70	E
413	2.95	2.12	2.63	2.92	E
415	1.96	1.41	1.75	1.94	E
416	1.21	0.87	1.08	1.19	C
421	4.22	3.04	3.77	4.18	E
425	4.25	3.06	3.79	4.21	E
427	2.79	2.01	2.49	2.76	E
429	2.07	1.49	1.85	2.05	D
431	3.03	2.18	2.71	3.00	C
433	2.11	1.52	1.88	2.09	C
435	2.07	1.49	1.85	2.05	C
441	0.62	0.45	0.55	0.61	C
445	1.17 a	0.84	1.04	1.15	C
446	0.70	0.50	0.62	0.69	B
447	2.16 b	1.55	1.93	2.14	E
449	1.29	0.93	1.15	1.28	D
451	2.07	1.49	1.85	2.05	D
454	1.75	1.26	1.57	1.74	C
456	1.84	1.32	1.64	1.82	D
457	1.93	1.39	1.72	1.91	C
458	0.96	0.69	0.86	0.95	B
459	0.48	0.34	0.43	0.47	C
461	1.35	0.97	1.20	1.34	D
463	1.51	1.09	1.35	1.50	D
465	1.87	1.34	1.67	1.85	D
467	2.16	1.55	1.93	2.14	B

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

a OD: \$0.04 Supplemental is not subject to experience rating. Code as 0067.

b OD: \$0.03 Supplemental is not subject to experience rating. Code as 0066.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE**

Approved Effective Date: April 1, 2021 on New and Renewal Business

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
471	0.75	0.54	0.67	0.74	B
472	0.52	0.37	0.46	0.51	B
473	1.26	0.90	1.12	1.24	B
474	1.18	0.85	1.05	1.16	C
475	1.27	0.91	1.13	1.26	D
476	0.69	0.50	0.62	0.68	C
477	1.02	0.74	0.91	1.01	C
483	0.89	0.64	0.80	0.88	B
485	0.65	0.47	0.58	0.64	B
486	0.80	0.58	0.72	0.79	C
487	0.60	0.43	0.53	0.59	C
488	0.42	0.30	0.37	0.41	B
489	0.66	0.47	0.59	0.65	B
501	2.38	1.71	2.13	2.36	E
502	1.95	1.40	1.74	1.93	A
506	1.13	0.81	1.00	1.11	C
507	1.18	0.85	1.05	1.16	F
509	3.12	2.25	2.79	3.09	G
511	3.48	2.50	3.10	3.44	E
512	2.33	1.68	2.08	2.31	E
513	1.86 c	1.34	1.66	1.84	B
514	2.50	1.80	2.24	2.48	E
535	1.63	1.17	1.46	1.62	C
536	3.15	2.27	2.82	3.12	C
551	0.86	0.62	0.77	0.85	F
553	0.76	0.55	0.68	0.75	G
555	0.29	0.21	0.26	0.29	B
563	0.81	0.58	0.72	0.80	C
571	1.29	0.93	1.15	1.28	C
573	2.18	1.57	1.95	2.16	F

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

c OD: \$0.09 Supplemental is not subject to experience rating. Code as 0176.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Approved Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
581	0.74	0.53	0.66	0.73	E
601	3.76	2.46	2.99	3.37	G
603	3.91	2.51	3.05	3.43	F
605	4.86	3.16	3.84	4.33	E
606	3.01	1.96	2.38	2.68	G
607	1.60	1.05	1.27	1.43	F
608	4.01	2.58	3.14	3.54	F
609	2.35	1.53	1.87	2.10	F
611	6.40	4.11	5.01	5.64	E
615	6.02	3.89	4.74	5.34	G
0152	0.66				G
617	2.04	1.33	1.61	1.82	F
645	4.23	2.67	3.24	3.66	F
646	3.37	2.16	2.63	2.97	E
647	4.80	3.14	3.82	4.31	D
648	4.30	2.79	3.39	3.82	E
649	3.01	1.86	2.27	2.55	E
651	3.83	2.47	3.00	3.38	F
652	5.79	3.82	4.65	5.23	F
653	4.59	2.95	3.59	4.04	F
654	5.05	3.24	3.94	4.44	F
655	6.48	4.15	5.05	5.69	G
656	3.37	2.20	2.68	3.02	G
657	5.53	3.60	4.39	4.94	F
658	5.96	3.79	4.61	5.19	F
659	10.08	6.58	8.01	9.02	G

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

Associated classes - both codes must be applied. The second code is not subject to experience rating and applies to the full payroll of the associated class.

d OD: \$0.83 Supplemental applies when coverage for Federal black lung is provided. It is not subject to experience rating. Code as 0164.



**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE**

Approved Effective Date: April 1, 2021 on New and Renewal Business

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
660	1.74	1.11	1.35	1.52	E
661	1.81	1.13	1.37	1.54	E
662	4.20	2.77	3.37	3.80	E
663	2.35	1.51	1.83	2.07	E
664	2.38	1.51	1.83	2.07	E
665	5.09	3.30	4.01	4.52	F
666	4.98	3.12	3.80	4.28	E
667	1.35	0.87	1.06	1.19	F
668	5.38	3.45	4.20	4.73	E
669	4.76	3.03	3.68	4.15	F
670	4.33	2.73	3.33	3.75	E
673	3.97	2.60	3.16	3.56	F
674	3.49	2.26	2.76	3.10	E
675	2.03	1.33	1.61	1.82	F
676	3.31	2.14	2.60	2.93	E
677	1.91	1.24	1.51	1.70	G
679	5.55	3.60	4.39	4.94	F
681	4.18	2.73	3.33	3.75	F
709	1.26	0.83	1.01	1.14	G
716	1.95	1.29	1.57	1.76	E
718	1.91	1.26	1.53	1.73	E
721	5.34	3.85	4.77	5.29	F
744	0.25	0.18	0.23	0.25	D
751	0.65	0.47	0.58	0.64	E
752	0.48	0.34	0.43	0.47	G
753	1.75	1.26	1.57	1.74	C
755	0.75	0.54	0.67	0.74	F
757	0.87	0.63	0.78	0.86	E
759	3.60	2.59	3.21	3.56	E
801	4.21	3.14	4.00	4.43	E

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Approved Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN			HAZARD GROUP A - G
		EXPECTED LOSS FACTORS TABLE *			
		A-1	A-2	A-3	
802	2.35	1.76	2.23	2.48	E
803	7.20	5.38	6.84	7.59	E
804	1.94	1.45	1.84	2.04	E
805	3.04	2.27	2.89	3.21	E
806	5.48	4.09	5.20	5.77	E
807	2.81	2.10	2.67	2.96	E
808	2.79	2.08	2.65	2.94	E
809	3.26	2.43	3.09	3.43	F
810	2.27	1.70	2.16	2.39	F
0162	0.83				E
811	4.18	3.12	3.97	4.40	E
812	4.28	3.19	4.06	4.51	F
813	2.54	1.89	2.41	2.67	D
814	1.34	1.00	1.27	1.41	C
815	1.81	1.35	1.71	1.90	D
816	1.25	0.93	1.18	1.31	D
817	3.18	2.38	3.02	3.36	E
818	0.83	0.62	0.79	0.88	D
819	0.58	0.43	0.55	0.61	D
820	1.54	1.15	1.46	1.62	D
821	3.65	2.73	3.47	3.85	C
825	2.39	1.79	2.27	2.52	C
828	3.79	2.83	3.60	4.00	E
855	2.49	1.86	2.37	2.63	E
857	2.36	1.76	2.24	2.49	E
858	3.37	2.51	3.20	3.55	F
859	3.67	2.74	3.49	3.87	E
860	3.50	2.61	3.32	3.69	E
862	3.76	2.81	3.57	3.96	E
865	2.63	1.96	2.49	2.77	C

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

Associated classes - both codes must be applied. The second code is not subject to experience rating and applies to the full payroll of the associated class.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE**

Approved Effective Date: April 1, 2021 on New and Renewal Business

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
880	2.84	2.12	2.70	2.99	C
882	3.26	2.43	3.09	3.43	B
884	0.62	0.46	0.59	0.65	B
885	1.52	1.14	1.44	1.60	C
886	1.09	0.81	1.03	1.14	B
887	0.39	0.29	0.37	0.41	C
890	0.26	0.20	0.25	0.28	C
891	0.68	0.51	0.65	0.72	B
892	0.48	0.36	0.45	0.50	B
893	0.47	0.35	0.44	0.49	B
896	0.74	0.55	0.70	0.78	A
897	0.87	0.65	0.83	0.92	A
898	1.16	0.86	1.10	1.22	C
899	0.65	0.48	0.62	0.68	C
903	0.11	0.08	0.11	0.12	E
904	0.82	0.61	0.78	0.87	E
905	0.03	0.02	0.03	0.03	D
907	2.36	1.76	2.24	2.49	B
910	2.54	1.89	2.41	2.67	C
911	3.34	2.49	3.17	3.52	B
914	1.10	0.82	1.04	1.15	B
915	1.11	0.83	1.05	1.16	C
916	0.87	0.65	0.83	0.92	B
917	1.31	0.98	1.24	1.38	C
918	1.06	0.79	1.01	1.12	C
919	0.95	0.71	0.91	1.00	B
920	0.22	0.17	0.21	0.24	C
921	2.62	1.95	2.48	2.76	D
922	1.82	1.36	1.72	1.91	D
923	1.30	0.97	1.23	1.37	B

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Approved Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN			HAZARD GROUP A - G
		EXPECTED LOSS FACTORS TABLE *			
		A-1	A-2	A-3	
924	2.12	1.58	2.01	2.23	B
925	1.01	0.76	0.96	1.07	B
926	1.50	1.12	1.43	1.58	B
927	0.53	0.39	0.50	0.56	B
928	1.18	0.88	1.12	1.24	B
932	0.47	0.35	0.44	0.49	C
933	1.87	1.39	1.77	1.97	C
934	1.86	1.39	1.76	1.96	C
935	0.70	0.52	0.66	0.74	C
936	0.35	0.26	0.34	0.37	D
939	2.98	2.23	2.83	3.14	F
940	2.05	1.53	1.95	2.16	C
941	1.59	1.19	1.51	1.68	C
942	1.62	1.21	1.54	1.71	C
943	1.37	1.02	1.30	1.44	C
944	0.90	0.67	0.86	0.95	B
945	1.39	1.04	1.32	1.46	A
948	0.99	0.74	0.94	1.05	A
951	0.17	0.13	0.16	0.18	E
952	0.44	0.33	0.41	0.46	C
953	0.08	0.06	0.08	0.09	C
954	1.20	0.89	1.14	1.26	E
955	0.12	0.09	0.12	0.13	D
956	0.06	0.05	0.06	0.06	D
957	0.23	0.17	0.22	0.25	C
958	0.79	0.59	0.75	0.83	C
959	0.85	0.64	0.81	0.90	C
960	1.42	1.06	1.35	1.50	C
961	0.62	0.46	0.59	0.65	C
962	0.03	0.02	0.03	0.03	F

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE**

Approved Effective Date: April 1, 2021 on New and Renewal Business

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
963	0.23	0.17	0.22	0.25	B
964	1.05	0.79	1.00	1.11	B
965	0.38	0.28	0.36	0.40	B
966	1.77	1.32	1.69	1.87	E
967	0.74	0.55	0.70	0.78	D
968	0.77	0.58	0.73	0.81	B
969	1.23	0.92	1.17	1.29	C
970	4.53	3.38	4.31	4.78	B
971	2.08	1.55	1.97	2.19	C
972	0.57	0.42	0.54	0.60	C
973	1.56	1.17	1.48	1.65	B
974	1.20	0.89	1.14	1.26	C
975	0.85	0.64	0.81	0.90	A
976	0.66	0.49	0.63	0.69	B
977	0.32	0.24	0.31	0.34	A
978	1.51	1.13	1.44	1.59	C
979	1.94	1.45	1.84	2.04	C
980	2.98	2.23	2.83	3.14	E
981	0.99	0.74	0.94	1.05	A
982	2.13 e				E
983	3.57	2.66	3.39	3.76	C
984	0.08	0.06	0.08	0.09	C
985	2.10	1.57	1.99	2.21	E
986	0.74	0.55	0.70	0.78	C
987	0.34	0.26	0.33	0.36	C

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

e Per person per week. A partial workweek is to be counted as a full workweek.  
Not subject to Experience or Retrospective Rating.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Approved Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
988	0.11	0.08	0.11	0.12	C
991	2.67	1.99	2.53	2.81	A
992	3.26	2.43	3.09	3.43	E
993	408.49 f	304.97	387.95	430.40	D
994	g	h	h	h	G
995	3.09	2.31	2.94	3.26	F
996	408.49 i	304.97	387.95	430.40	G
997	0.44	0.33	0.41	0.46	D
999	2.60	1.94	2.47	2.74	D
0006	2.47	1.85	2.35	2.61	D
0008	2.21	1.65	2.10	2.33	D
0011	1.46	1.09	1.39	1.54	B
012	2.93	2.19	2.78	3.09	D
0013	1.70	1.27	1.62	1.80	C
0016	1.39	1.04	1.32	1.46	C
0034	2.15	1.61	2.04	2.27	C
0036	1.78	1.33	1.70	1.88	C
0083	2.00	1.49	1.90	2.10	C
0170	1.11	0.83	1.05	1.16	C
4771	1.99	1.43	1.77	1.97	G
0771	0.50				G
4777	3.03	2.26	2.88	3.19	E
7405	0.96	0.72	0.91	1.02	E
7445	0.20				G

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

Associated classes - both codes must be applied. The second code is not subject to experience rating and applies to the full payroll of the associated class.

f Per ambulance corps.

g See appropriate page of Section 2.

h Apply the following percentages (A-1 = 74.86%, A-2 = 95.23%, A-3 = 105.65%) to annual loss cost from the appropriate page of Section 2.

i Per hazardous materials response team.

**DIRECT EMPLOYMENT LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE**

Approved Effective Date: April 1, 2021 on New and Renewal Business

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
7413	0.26	0.20	0.25	0.28	G
7453	0.06				G
7421	0.32	0.24	0.31	0.34	F
7424	0.75	0.56	0.71	0.79	G
7428	1.92	1.43	1.82	2.02	E
9740	k 0.02				
9741	k 0.01				
<b>Per Capita</b>					
0901	18.90	14.11	17.95	19.92	B
0902	0.57	0.42	0.54	0.60	A
0908	98.60	73.61	93.64	103.89	C
0909	35.34	26.38	33.56	37.24	B
0912	277.30	207.02	263.35	292.17	B
0913	207.24	154.72	196.82	218.36	C
<b>A Rated</b>					
9985	A	A	A	A	
0133	A	A	A	A	

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior policy year, and Table A-3 to the second prior policy year.

Associated classes - both codes must be applied. The second code is not subject to experience rating and applies to the full payroll of the associated class.

**K** Not subject to experience rating.

**PENNSYLVANIA  
FIREFIGHTER – VOLUNTEER FIRE COMPANY**

**CODE 994**

**SCHEDULE OF ANNUAL LOSS COSTS**

Approved Effective Date: April 1, 2021

Population	Annual Loss Cost	Population	Annual Loss Cost
Up to 300	<b>1,206</b>	6,501 to 7,000	<b>5,045</b>
301 to 500	<b>1,482</b>	7,001 to 7,500	<b>5,229</b>
501 to 700	<b>1,725</b>	7,501 to 8,000	<b>5,411</b>
701 to 1,000	<b>1,994</b>	8,001 to 8,500	<b>5,589</b>
1,001 to 1,500	<b>2,345</b>	8,501 to 9,000	<b>5,763</b>
1,501 to 2,000	<b>2,723</b>	9,001 to 9,500	<b>5,928</b>
2,001 to 2,500	<b>3,045</b>	9,501 to 10,000	<b>6,094</b>
2,501 to 3,000	<b>3,334</b>	10,001 to 15,000	<b>6,993</b>
3,001 to 3,500	<b>3,585</b>	15,001 to 20,000	<b>8,550</b>
3,501 to 4,000	<b>3,824</b>	20,001 to 25,000	<b>10,080</b>
4,001 to 4,500	<b>4,046</b>	25,001 to 30,000	<b>11,593</b>
4,501 to 5,000	<b>4,258</b>	30,001 to 35,000	<b>13,081</b>
5,001 to 5,500	<b>4,465</b>	35,001 to 40,000	<b>14,550</b>
5,501 to 6,000	<b>4,661</b>	40,001 to 45,000	<b>15,994</b>
6,001 to 6,500	<b>4,856</b>	45,001 to 50,000	<b>17,413</b>
		For each additional 5,000 population.....	<b>1,425</b>



**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2005	12.31	9.19	11.69	12.97	F
2009	21.58	16.11	20.49	22.74	G
2011	2.93	2.19	2.78	3.09	B
2012	5.95	4.44	5.65	6.27	D
2013	3.51	2.62	3.33	3.70	C
2015	9.73	7.26	9.24	10.25	E
2025	4.80	3.17	3.86	4.34	G
2028	2.59	1.71	2.08	2.34	F
2050	4.11	2.71	3.30	3.72	F
2051	4.87	3.22	3.91	4.41	F
2055	5.57	3.68	4.48	5.04	F
2059	5.95	3.93	4.79	5.39	E
2101	3.78	2.72	3.38	3.74	E
2103	1.45	1.04	1.29	1.44	C
2104	4.47	3.22	3.99	4.43	B
2105	4.11	2.96	3.67	4.07	D
2106	5.95	4.28	5.31	5.89	C
2107	3.54	2.55	3.16	3.50	B
2108	2.84	2.04	2.53	2.81	C
2109	4.92	3.54	4.39	4.87	C
2110	3.53	2.54	3.15	3.49	B
2111	5.95	4.28	5.31	5.89	C
2112	9.08	6.53	8.10	8.99	C
2113	2.51	1.81	2.24	2.49	C
2114	7.00	5.03	6.25	6.93	E
2115	2.40	1.73	2.15	2.38	D
2119	4.11	2.96	3.67	4.07	C
2130	5.71	4.11	5.10	5.65	E
2132	3.47	2.50	3.10	3.43	C
2134	3.54	2.55	3.16	3.50	C
2135	3.34	2.40	2.98	3.30	C
2136	3.63	2.61	3.24	3.59	C
2139	5.05	3.63	4.51	5.00	C
2141	5.89	4.24	5.26	5.83	B
2142	2.40	1.73	2.15	2.38	C

**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2161	2.97	2.14	2.65	2.94	C
2163	4.11	2.96	3.67	4.07	C
2165	5.95	4.28	5.31	5.89	B
2166	4.00	2.88	3.57	3.96	C
2201	4.73	3.40	4.22	4.68	D
2204	4.11	2.96	3.67	4.07	B
2205	3.47	2.50	3.10	3.43	B
2221	2.76	1.98	2.46	2.73	C
2222	3.12	2.25	2.79	3.09	C
2225	3.21	2.31	2.87	3.18	C
2227	3.90	2.81	3.49	3.87	C
2255	2.67	1.92	2.38	2.64	E
2257	2.98	2.15	2.66	2.95	C
2261	3.68	2.65	3.29	3.64	C
2263	2.16	1.55	1.93	2.14	C
2265	3.14	2.26	2.81	3.11	C
2281	3.21	2.31	2.87	3.18	B
2282	6.48	4.66	5.78	6.42	D
2285	2.42	1.74	2.16	2.40	B
2301	5.95	4.28	5.31	5.89	F
2305	5.75	4.14	5.13	5.69	D
2306	4.34	3.12	3.87	4.30	B
2311	3.92	2.82	3.50	3.89	C
2319	5.34	3.85	4.77	5.29	A
2323	4.41	3.17	3.94	4.37	C
2327	2.98	2.15	2.66	2.95	C
2402	4.26	3.06	3.80	4.22	E
2403	3.48	2.50	3.10	3.44	C
2404	3.51	2.52	3.13	3.47	E
2406	3.51	2.52	3.13	3.47	E
2407	3.97	2.85	3.54	3.93	C
2411	5.65	4.06	5.04	5.59	E
2413	5.95	4.28	5.31	5.89	E
2415	4.04	2.90	3.60	4.00	E
2416	2.40	1.73	2.15	2.38	C

**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2421	5.95	4.28	5.31	5.89	E
2425	8.94	6.44	7.98	8.86	E
2427	5.95	4.28	5.31	5.89	E
2429	4.19	3.01	3.74	4.15	D
2431	5.95	4.28	5.31	5.89	C
2433	4.11	2.96	3.67	4.07	C
2435	4.19	3.01	3.74	4.15	C
2441	1.25	0.90	1.11	1.23	C
2445	2.55	1.83	2.27	2.52	C
2446	1.49	1.07	1.33	1.48	B
2447	4.64	3.34	4.15	4.60	E
2449	2.40	1.73	2.15	2.38	D
2451	4.54	3.27	4.06	4.50	D
2454	3.86	2.78	3.45	3.83	C
2456	3.98	2.86	3.55	3.94	D
2457	4.11	2.96	3.67	4.07	C
2458	1.91	1.37	1.70	1.89	B
2459	1.01	0.73	0.91	1.00	C
2461	2.87	2.07	2.56	2.84	D
2463	3.28	2.36	2.92	3.24	D
2465	3.82	2.75	3.41	3.79	D
2467	4.43	3.19	3.96	4.39	B
2471	1.59	1.15	1.42	1.58	B
2472	1.09	0.78	0.97	1.07	B
2473	2.40	1.73	2.15	2.38	B
2474	2.40	1.73	2.15	2.38	C
2475	2.77	1.99	2.47	2.74	D
2476	1.38	0.99	1.23	1.37	C
2477	2.10	1.51	1.87	2.08	C
2483	1.79	1.29	1.60	1.78	B
2485	1.32	0.95	1.18	1.31	B
2486	1.61	1.16	1.44	1.60	C
2487	1.26	0.90	1.12	1.24	C
2488	0.90	0.65	0.81	0.89	B
2489	1.39	1.00	1.24	1.38	B

**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2501	4.11	2.96	3.67	4.07	E
2502	4.03	2.90	3.59	3.99	A
2506	2.40	1.73	2.15	2.38	C
2507	2.31	1.66	2.06	2.29	F
2509	5.95	4.28	5.31	5.89	G
2511	5.95	4.28	5.31	5.89	E
2512	4.46	3.21	3.98	4.42	E
2513	3.84	2.77	3.43	3.81	B
2514	4.79	3.44	4.27	4.74	E
2535	3.46	2.49	3.09	3.42	C
2536	5.95	4.28	5.31	5.89	C
2551	1.59	1.15	1.42	1.58	F
2553	1.52	1.09	1.36	1.51	G
2555	0.61	0.44	0.54	0.60	B
2563	1.72	1.24	1.54	1.71	C
2571	2.70	1.94	2.41	2.67	C
2573	4.36	3.14	3.89	4.32	F
2581	1.49	1.07	1.33	1.48	E
2601	7.54	4.87	5.93	6.68	G
2603	6.08	3.93	4.79	5.39	F
2605	9.16	5.92	7.21	8.12	E
2606	5.69	3.68	4.48	5.04	G
2607	3.59	2.32	2.82	3.18	F
2608	8.14	5.26	6.40	7.21	F
2609	4.66	3.03	3.68	4.15	F
2611	9.64	6.23	7.58	8.54	E
2615	9.64	6.23	7.58	8.54	G
2617	4.13	2.67	3.24	3.66	F
2645	8.23	5.32	6.47	7.29	F
2646	6.08	3.93	4.79	5.39	E
2647	9.64	6.23	7.58	8.54	D
2648	9.03	5.84	7.10	8.00	E
2649	4.20	2.71	3.30	3.72	E
2651	7.66	4.98	6.07	6.83	F
2652	9.64	6.23	7.58	8.54	F

**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2653	9.16	5.92	7.21	8.12	F
2654	9.64	6.23	7.58	8.54	F
2655	11.28	7.29	8.87	9.99	G
2656	6.54	4.23	5.14	5.80	G
2657	9.64	6.23	7.58	8.54	F
2658	9.64	6.23	7.58	8.54	F
2659	20.85	13.47	16.39	18.47	G
2660	3.58	2.31	2.81	3.17	E
2661	3.46	2.26	2.75	3.10	E
2662	6.08	3.93	4.79	5.39	E
2663	4.84	3.13	3.81	4.29	E
2664	4.20	2.71	3.30	3.72	E
2665	9.64	6.23	7.58	8.54	F
2666	9.48	6.13	7.46	8.40	E
2667	2.46	1.59	1.93	2.18	F
2668	9.64	6.23	7.58	8.54	E
2669	9.50	6.14	7.47	8.41	F
2670	6.08	3.93	4.79	5.39	E
2673	6.08	3.93	4.79	5.39	F
2674	6.08	3.93	4.79	5.39	E
2675	4.16	2.69	3.27	3.68	F
2676	6.08	3.93	4.79	5.39	E
2677	3.55	2.29	2.79	3.14	G
2679	9.64	6.23	7.58	8.54	F
2681	6.08	3.93	4.79	5.39	F
2709	0.26	0.17	0.21	0.24	G
2716	4.11	2.71	3.30	3.72	E
2718	3.61	2.39	2.90	3.27	E
2721	11.74	8.45	10.48	11.63	F
2744	0.55	0.39	0.49	0.54	D
2751	1.42	1.02	1.27	1.41	E
2752	0.88	0.63	0.79	0.87	G
2753	3.42	2.46	3.05	3.38	C
2755	1.42	1.02	1.27	1.41	F
2757	1.65	1.19	1.48	1.64	E

**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2759	7.18	5.17	6.41	7.11	E
2801	8.25	6.16	7.84	8.70	E
2802	5.57	4.16	5.29	5.87	E
2803	14.66	10.95	13.93	15.45	E
2804	4.18	3.12	3.97	4.40	E
2805	5.95	4.44	5.65	6.27	E
2806	11.30	8.43	10.73	11.90	E
2807	5.95	4.44	5.65	6.27	E
2808	5.65	4.22	5.36	5.95	E
2809	5.95	4.44	5.65	6.27	F
2810	4.15	3.10	3.94	4.37	F
2811	8.16	6.09	7.75	8.60	E
2812	8.30	6.19	7.88	8.74	F
2813	5.29	3.95	5.03	5.58	D
2814	2.74	2.04	2.60	2.88	C
2815	3.64	2.72	3.46	3.84	D
2816	2.40	1.79	2.28	2.53	D
2817	5.95	4.44	5.65	6.27	E
2818	1.59	1.19	1.51	1.68	D
2819	0.26	0.20	0.25	0.28	D
2820	2.40	1.79	2.28	2.53	D
2821	5.95	4.44	5.65	6.27	C
2825	4.11	3.07	3.90	4.33	C
2828	8.08	6.03	7.68	8.52	E
2855	5.02	3.75	4.77	5.29	E
2857	4.60	3.44	4.37	4.85	E
2858	6.52	4.87	6.19	6.87	F
2859	7.06	5.27	6.70	7.44	E
2860	6.48	4.84	6.15	6.83	E
2862	7.31	5.46	6.94	7.70	E
2865	5.42	4.04	5.14	5.71	C
2880	5.73	4.28	5.44	6.04	C
2882	5.95	4.44	5.65	6.27	B
2884	1.31	0.98	1.24	1.38	B
2885	3.02	2.26	2.87	3.18	C

**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2886	2.12	1.58	2.01	2.23	B
2887	0.94	0.70	0.90	0.99	C
2890	0.61	0.45	0.58	0.64	C
2891	1.59	1.19	1.51	1.68	B
2892	0.94	0.70	0.90	0.99	B
2893	0.94	0.70	0.90	0.99	B
2896	1.56	1.17	1.48	1.65	A
2897	1.88	1.40	1.78	1.98	A
2898	2.40	1.79	2.28	2.53	C
2899	1.38	1.03	1.31	1.45	C
2903	0.26	0.20	0.25	0.28	E
2904	0.26	0.20	0.25	0.28	E
2905	0.15	0.11	0.14	0.16	D
2907	4.91	3.66	4.66	5.17	B
2910	5.06	3.78	4.81	5.33	C
2911	6.69	5.00	6.36	7.05	B
2914	2.36	1.76	2.24	2.49	B
2915	2.42	1.81	2.30	2.55	C
2916	1.85	1.38	1.75	1.94	B
2917	2.40	1.79	2.28	2.53	C
2918	2.28	1.70	2.17	2.40	C
2919	1.98	1.48	1.88	2.08	B
2920	0.49	0.36	0.46	0.51	C
2921	4.72	3.52	4.48	4.97	D
2922	3.74	2.79	3.55	3.94	D
2923	2.65	1.98	2.51	2.79	B
2924	4.11	3.07	3.90	4.33	B
2925	2.09	1.56	1.98	2.20	B
2926	3.06	2.29	2.91	3.23	B
2927	1.10	0.82	1.04	1.15	B
2928	2.47	1.85	2.35	2.61	B
2932	0.94	0.70	0.90	0.99	C
2933	3.57	2.66	3.39	3.76	C
2934	4.02	3.00	3.81	4.23	C
2935	1.46	1.09	1.39	1.54	C

**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2936	0.94	0.70	0.90	0.99	D
2939	5.95	4.44	5.65	6.27	F
2940	2.40	1.79	2.28	2.53	C
2941	2.40	1.79	2.28	2.53	C
2944	1.93	1.44	1.83	2.03	B
2945	2.93	2.19	2.78	3.09	A
2948	2.40	1.79	2.28	2.53	A
2951	0.26	0.20	0.25	0.28	E
2952	0.86	0.64	0.82	0.91	C
2953	0.23	0.17	0.22	0.25	C
2954	2.40	1.79	2.28	2.53	E
2955	0.26	0.20	0.25	0.28	D
2956	0.18	0.14	0.17	0.19	D
2957	1.42	1.06	1.35	1.50	C
2958	2.40	1.79	2.28	2.53	C
2959	1.66	1.24	1.58	1.75	C
2960	2.40	1.79	2.28	2.53	C
2961	1.76	1.32	1.68	1.86	C
2962	0.14	0.11	0.13	0.15	F
2963	0.61	0.45	0.58	0.64	B
2964	2.17	1.62	2.06	2.29	B
2965	0.86	0.64	0.82	0.91	B
2966	3.56	2.66	3.38	3.75	E
2967	1.50	1.12	1.43	1.58	D
2968	1.59	1.19	1.51	1.68	B
2969	2.55	1.90	2.42	2.68	C
2970	5.95	4.44	5.65	6.27	B
2971	4.11	3.07	3.90	4.33	C
2973	3.36	2.51	3.19	3.54	B
2974	2.40	1.79	2.28	2.53	C
2975	1.85	1.38	1.75	1.94	A
2976	1.36	1.01	1.29	1.43	B
2977	0.61	0.45	0.58	0.64	A
2978	3.06	2.29	2.91	3.23	C
2979	2.40	1.79	2.28	2.53	C



**TEMPORARY STAFFING LOSS COSTS AND EXPECTED LOSS FACTORS  
FOR PENNSYLVANIA WORKERS COMPENSATION INSURANCE  
Proposed Effective Date: April 1, 2021 on New and Renewal Business**

CODE NO	LOSS COST	EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS TABLE *			HAZARD GROUP A - G
		A-1	A-2	A-3	
2980	5.95	4.44	5.65	6.27	E
2981	2.07	1.54	1.96	2.18	A
2983	6.82	5.10	6.48	7.19	C
2984	0.20	0.15	0.19	0.21	C
2986	1.59	1.19	1.51	1.68	C
2987	0.94	0.70	0.90	0.99	C
2988	0.20	0.15	0.19	0.21	C
2991	4.11	3.07	3.90	4.33	A
2992	5.95	4.44	5.65	6.27	E
2995	6.21	4.63	5.89	6.54	F
2997	0.94	0.70	0.90	0.99	D
2999	5.11	3.82	4.85	5.39	D
6771	3.74	2.69	3.34	3.70	G
6777	5.72	4.27	5.43	6.03	E
9428	4.05	3.02	3.84	4.26	E

**A. DEFINITIONS**

**HOME AREA**

The city, township or borough in which a volunteer fire company is located.

**OUTSIDE AREA**

A city, township or borough (or portion thereof) different from the home area and protected pursuant to a fire protection contract provided by a volunteer fire company located in the home area.

**VOLUNTEER AND PAID STAFF**

In jurisdictions where a combination of volunteer and paid firemen are employed, the following procedure shall be followed to arrive at the proper population to be used for volunteer firemen premium calculation:

The number of salaried firemen and active volunteers shall be determined at the inception of the policy and shall not be subject to revision until renewal. 'Active volunteers' refers to members of the company who are on the roster as available to respond to a fire alarm.

Determine the number of salaried firemen and active volunteers, e.g. 14 paid and 35 volunteers, total staff 49. Take 35/49 or 71% of the service, as being provided by volunteers. Apply 71% to the population, e.g. population 37,769 x 71% = 26,816 as a revised population base.

**B. The annual loss cost charge shall be determined on the basis of the sum of the populations from:**

- (1) The Volunteer Fire Company or Companies' "Home Area," (or portion thereof).
- (2) Any "Outside Area" served by the "Home Area" company or companies. When an "Outside Area" is served by fire companies from two or more different "Home Areas," the separate populations served by each company shall be determined.

**C. Population**

Municipal populations are determined on the basis of the figures provided by the U. S. Bureau of the Census as published in actual population counts (Decennial Census Population). No other population reference source will be used.

A carrier or volunteer fire company may submit a Volunteer Firemen Exposure Form (VFEF) to the PCRB via the PCRB website to change or confirm areas served by a volunteer fire company.

**EXPERIENCE RATING PLAN EXPECTED LOSS FACTORS FOR DISCONTINUED CLASSES**

When the following temporary staffing classifications were discontinued effective April 1, 2021, the experience for risks in those classifications could not be reassigned to any new or continuing classifications. For experience rating purposes, the exposures and losses previously reported for the classifications listed below will continue to be used in determining experience modification factors. The following expected loss factors will apply:

<b>Experience Rating Plan Expected Loss Factors Table</b>			
<u>Code Number</u>	<u>A-1</u>	<u>A-2</u>	<u>A-3</u>
520	\$ 0.15	\$ 0.19	\$ 0.21
521	0.44	0.56	0.62
522	0.68	0.87	0.96
523	1.08	1.37	1.52
524	1.55	1.97	2.19
525	2.62	3.25	3.60
526	3.88	4.93	5.47
527	5.23	6.36	7.16
528	7.44	9.22	10.23
529	13.42	16.33	18.40
889	0.17	0.21	0.24
946	1.28	1.63	1.81
949	0.20	0.25	0.28

**PENNSYLVANIA EMPLOYER ASSESSMENT FACTOR  
CODE 0938.....0.0248**

**SMALL DEDUCTIBLE PROGRAM  
LOSS ELIMINATION RATIOS**

Deductible Level	Hazard Group						
	A	B	C	D	E	F	G
\$1,000	8.9%	7.4%	6.2%	4.9%	3.8%	3.2%	3.1%
\$5,000	21.5%	17.9%	15.3%	12.5%	9.9%	8.2%	7.9%
\$10,000	29.7%	25.0%	21.7%	18.1%	14.7%	12.4%	11.6%

**NOTE:** Upon approval of the Pennsylvania Insurance Department individual carriers can offer different deductible levels and/or premium credits.

**PENNSYLVANIA  
UNITED STATES LONGSHORE AND HARBOR WORKERS RATES MANUAL RATES  
AND EXPECTED LOSS RATES  
APPROVED EFFECTIVE APRIL 1, 2021 NEW AND RENEWAL**

Code No.	Manual Rate	Minimum Premium	Experience Rating Plan Expected Loss Rate Tables *			Hazard Group
			A-1	A-2	A-3	
6824F	10.98	3,000	3.45	4.86	4.84	F
6826F	10.38	3,000	3.26	4.59	4.58	E
6843F	13.64	3,000	4.28	6.03	6.02	G
6872F	28.78	3,000	9.04	12.73	12.70	G
7309F	46.82	3,000	14.70	20.71	20.66	G
7313F	10.28	3,000	3.23	4.55	4.54	G
7317F	26.12	3,000	8.20	11.55	11.52	G
7327F	24.06	3,000	7.55	10.64	10.62	G
7366F	12.18	3,000	3.82	5.39	5.37	G
8709F	6.42	2,138	2.02	2.84	2.83	G
8726F	3.43	1,300	1.08	1.52	1.51	E

\* Table A-1 applies to the most current policy year, Table A-2 to the first prior year, and Table A-3 to second prior policy year.

**VOLUNTARY MARKET**

**Expense Constant: \$340**

United States Longshore and Harbor Workers' Compensation Coverage Percentage applicable only in connection with Rule XII .....73.00% (1.7300 x Carrier Rate)

**UNITED STATES LONGSHORE AND HARBOR WORKERS PREMIUM DISCOUNT TABLE**

	<b>Total Workers Compensation Standard Premium</b>	<b>Discounts Applicable to Pennsylvania Portion Schedule (Y) Carriers</b>	<b>Discounts to Pennsylvania (X) Carriers</b>
First	\$ 10,000	None	None
Next	190,000	9.1%	5.1%
Next	1,550,000	11.3%	6.5%
Over	1,750,000	12.3%	7.5%

**PENNSYLVANIA COMPENSATION RATING BUREAU**

Effective April 1, 2021

**Excess Loss (Pure Premium) Factors**

Per Accident Limit	Hazard Group						
	A	B	C	D	E	F	G
\$10,000	0.703	0.750	0.783	0.819	0.853	0.876	0.884
\$15,000	0.644	0.698	0.736	0.777	0.815	0.844	0.855
\$20,000	0.597	0.657	0.698	0.742	0.783	0.816	0.830
\$25,000	0.558	0.621	0.665	0.712	0.755	0.792	0.809
\$30,000	0.524	0.590	0.636	0.685	0.730	0.770	0.790
\$35,000	0.494	0.563	0.610	0.661	0.707	0.750	0.772
\$40,000	0.468	0.538	0.586	0.639	0.686	0.732	0.756
\$50,000	0.424	0.495	0.545	0.600	0.649	0.699	0.726
\$75,000	0.340	0.411	0.464	0.522	0.575	0.631	0.666
\$100,000	0.281	0.350	0.403	0.462	0.516	0.577	0.618
\$125,000	0.239	0.303	0.355	0.413	0.468	0.532	0.577
\$150,000	0.207	0.267	0.316	0.374	0.428	0.493	0.541
\$175,000	0.182	0.238	0.284	0.340	0.393	0.460	0.510
\$200,000	0.162	0.214	0.258	0.312	0.364	0.430	0.482
\$225,000	0.146	0.194	0.236	0.288	0.338	0.404	0.457
\$250,000	0.133	0.178	0.217	0.267	0.315	0.380	0.434
\$275,000	0.122	0.164	0.201	0.249	0.296	0.360	0.414

Per Accident Limit	Hazard Group						
	A	B	C	D	E	F	G
\$300,000	0.114	0.152	0.187	0.233	0.278	0.341	0.395
\$325,000	0.106	0.142	0.175	0.219	0.262	0.324	0.378
\$350,000	0.100	0.134	0.165	0.206	0.248	0.309	0.363
\$375,000	0.094	0.127	0.156	0.195	0.235	0.295	0.349
\$400,000	0.089	0.120	0.148	0.186	0.224	0.282	0.335
\$425,000	0.085	0.114	0.141	0.177	0.214	0.271	0.323
\$450,000	0.081	0.109	0.135	0.170	0.205	0.260	0.312
\$475,000	0.078	0.105	0.129	0.163	0.196	0.251	0.302
\$500,000	0.075	0.100	0.124	0.157	0.189	0.242	0.292
\$600,000	0.065	0.087	0.108	0.136	0.164	0.212	0.260
\$700,000	0.058	0.078	0.096	0.122	0.147	0.192	0.235
\$800,000	0.053	0.070	0.087	0.111	0.134	0.175	0.217
\$900,000	0.048	0.065	0.080	0.102	0.123	0.163	0.202
\$1,000,000	0.0446	0.0600	0.0742	0.0950	0.1145	0.1522	0.1901
\$2,000,000	0.0277	0.0369	0.0458	0.0597	0.0724	0.1007	0.1307
\$3,000,000	0.0212	0.0281	0.0349	0.0456	0.0556	0.0795	0.1057
\$4,000,000	0.0177	0.0231	0.0288	0.0377	0.0460	0.0668	0.0904
\$5,000,000	0.0155	0.0200	0.0246	0.0325	0.0398	0.0582	0.0797
\$6,000,000	0.0134	0.0178	0.0219	0.0287	0.0354	0.0517	0.0716
\$7,000,000	0.0113	0.0159	0.0198	0.0258	0.0318	0.0468	0.0653
\$8,000,000	0.0098	0.0144	0.0180	0.0236	0.0290	0.0429	0.0601
\$9,000,000	0.0084	0.0128	0.0166	0.0217	0.0267	0.0395	0.0557
\$10,000,000	0.0074	0.0113	0.0154	0.0201	0.0248	0.0367	0.0518

***PENNSYLVANIA RETROSPECTIVE DEVELOPMENT FACTORS\****

Retrospective development factors for first, second and third adjustments are calculated below. They are intended for application to retrospective plans with no loss limitation.

First Adjustment	RDF	=	0.2756
Second Adjustment	RDF	=	0.1522
Third Adjustment	RDF	=	0.1022

For those companies using retrospective development factors with loss limitations, the following formula may be used:

$$\text{RDF(LIM)} = (1.0 - \text{ELF}) \times \text{RDF}$$

- RDF(LIM) = Retrospective Development Factors at limited basis
- ELF = Excess Loss Factors for given Hazard Group and Loss Limitation
- RDF = Retrospective Development Factors without Loss Limitation

For Example:

The \$25,000 limit Hazard Group C ELF = 0.665

Then First Adjustment RDF =  $(1 - 0.665) \times 0.2756$   
 = 0.0923

\* The use of retrospective development factors is optional.

**PENNSYLVANIA STATE AND HAZARD GROUP RELATIVITIES**

Hazard Group Factor	A	B	C	D	E	F	G
	1.60	1.26	1.10	0.99	0.83	0.66	0.58

**TABLE OF EXPECTED LOSS RANGES**

Expected Loss Group	Expected Loss Range			Expected Loss Group	Expected Loss Range			Expected Loss Group	Expected Loss Range		
95	1,153	-	1,800	65	96,674	-	104,413	35	1,205,738	-	1,353,767
94	1,801	-	2,664	64	104,414	-	112,772	34	1,353,768	-	1,519,973
93	2,665	-	3,520	63	112,773	-	121,799	33	1,519,974	-	1,733,229
92	3,521	-	4,653	62	121,800	-	131,548	32	1,733,230	-	1,992,236
91	4,654	-	6,051	61	131,549	-	142,079	31	1,992,237	-	2,289,951
90	6,502	-	7,309	60	142,080	-	153,483	30	2,289,952	-	2,632,157
89	7,310	-	8,821	59	153,484	-	165,953	29	2,632,158	-	3,128,882
88	8,822	-	10,240	58	165,954	-	179,182	28	3,128,883	-	3,741,462
87	10,241	-	11,886	57	179,183	-	193,057	27	3,741,463	-	4,473,981
86	11,887	-	13,787	56	193,058	-	208,012	26	4,473,982	-	5,515,490
85	13,788	-	15,593	55	208,013	-	224,126	25	5,515,491	-	7,018,621
84	15,594	-	17,628	54	224,127	-	242,337	24	7,018,622	-	8,931,401
83	17,629	-	19,908	53	242,338	-	262,103	23	8,931,402	-	11,412,761
82	19,909	-	22,151	52	262,104	-	283,489	22	11,412,762	-	14,603,708
81	22,152	-	24,645	51	263,490	-	306,608	21	14,603,709	-	18,686,828
80	24,646	-	27,417	50	306,609	-	330,862	20	18,686,829	-	23,911,565
79	27,418	-	30,504	49	330,863	-	356,977	19	23,911,566	-	30,597,107
78	30,505	-	33,660	48	356,978	-	385,341	18	30,597,108	-	41,970,253
77	33,661	-	37,058	47	385,342	-	419,230	17	41,970,254	-	62,073,665
76	37,059	-	40,803	46	419,231	-	456,098	16	62,073,666	-	91,806,463
75	40,804	-	44,839	45	456,099	-	496,209	15	91,806,464	-	135,781,024
74	44,840	-	49,089	44	496,210	-	542,249	14	135,781,025	-	200,819,054
73	49,090	-	53,743	43	542,250	-	593,337	13	200,819,055	-	297,009,777
72	53,744	-	58,844	42	593,338	-	649,243	12	297,009,778	-	464,933,744
71	58,845	-	64,233	41	649,244	-	715,710	11	464,933,745	-	735,711,389
70	64,234	-	70,065	40	715,711	-	790,930	10	735,711,390	-	1,164,190,072
69	70,066	-	76,421	39	790,931	-	874,056	9	1,164,190,073	-	& over
68	76,422	-	82,857	38	884,057	-	965,918				
67	82,858	-	89,499	37	965,919	-	1,073,888				
66	89,500	-	96,673	36	1,073,889	-	1,205,737				

©2012 National Council on Compensation Insurance, Inc. All Rights Reserved.



**UNITED STATES LONGSHOREMEN AND HARBOR WORKERS PREMIUM DISCOUNT TABLE  
PREMIUM DISCOUNT TABLE (IN PERCENT)**

Standard Premium	Discount	Standard Premium	Discount	Standard Premium	Discount
\$ 0 - 10,055	0.0%	\$ 21,928 - 22,469	5.0%	\$ 393,334 - 424,799	10.0%
10,056 - 10,167	0.1	22,470 - 23,037	5.1	424,800 - 461,739	10.1
10,168 - 10,282	0.2	23,038 - 23,636	5.2	461,740 - 505,714	10.2
10,283 - 10,399	0.3	23,637 - 24,266	5.3	505,715 - 558,947	10.3
10,400 - 10,520	0.4	24,267 - 24,931	5.4	558,948 - 624,705	10.4
10,521 - 10,643	0.5	24,932 - 25,633	5.5	624,706 - 707,999	10.5
10,644 - 10,769	0.6	25,634 - 26,376	5.6	708,000 - 816,923	10.6
10,770 - 10,898	0.7	26,377 - 27,164	5.7	816,924 - 965,454	10.7
10,899 - 11,030	0.8	27,165 - 27,999	5.8	965,455 - 1,179,999	10.8
11,031 - 11,165	0.9	28,000 - 28,888	5.9	1,180,000 - 1,517,142	10.9
11,166 - 11,304	1.0	28,889 - 29,836	6.0	1,517,143 - 1,824,799	11.0
11,305 - 11,446	1.1	29,837 - 30,847	6.1	1,824,800 - 1,983,478	11.1
11,447 - 11,592	1.2	30,848 - 31,929	6.2	1,983,479 - 2,172,380	11.2
11,593 - 11,741	1.3	31,930 - 33,090	6.3	2,172,381 - 2,401,052	11.3
11,742 - 11,895	1.4	33,091 - 34,339	6.4	2,401,053 - 2,683,529	11.4
11,896 - 12,052	1.5	34,340 - 35,686	6.5	2,683,530 - 3,041,333	11.5
12,053 - 12,214	1.6	35,687 - 37,142	6.6	3,041,334 - 3,509,230	11.6
12,215 - 12,380	1.7	37,143 - 38,723	6.7	3,509,231 - 4,147,272	11.7
12,381 - 12,551	1.8	38,724 - 40,444	6.8	4,147,273 - 5,068,888	11.8
12,552 - 12,727	1.9	40,445 - 42,325	6.9	5,068,889 - 6,517,142	11.9
12,728 - 12,907	2.0	42,326 - 44,390	7.0	6,517,143 - 9,123,999	12.0
12,908 - 13,093	2.1	44,391 - 46,666	7.1	9,124,000 - 15,206,666	12.1
13,094 - 13,284	2.2	46,667 - 49,189	7.2	15,206,667 - 45,619,999	12.2
13,285 - 13,481	2.3	49,190 - 51,999	7.3	45,620,000.....and over	12.3
13,482 - 13,684	2.4	52,000 - 55,151	7.4		
13,685 - 13,893	2.5	55,152 - 58,709	7.5		
13,894 - 14,108	2.6	58,710 - 62,758	7.6		
14,109 - 14,330	2.7	62,759 - 67,407	7.7		
14,331 - 14,559	2.8	67,408 - 72,799	7.8		
14,560 - 14,796	2.9	72,800 - 79,130	7.9		
14,797 - 15,041	3.0	79,131 - 86,666	8.0		
15,042 - 15,294	3.1	86,667 - 95,789	8.1		
15,295 - 15,555	3.2	95,790 - 107,058	8.2		
15,556 - 15,826	3.3	107,059 - 121,333	8.3		
15,827 - 16,106	3.4	121,334 - 139,999	8.4		
16,107 - 16,396	3.5	140,000 - 165,454	8.5		
16,397 - 16,697	3.6	165,455 - 200,377	8.6		
16,698 - 17,009	3.7	200,378 - 208,235	8.7		
17,010 - 17,333	3.8	208,236 - 216,734	8.8		
17,334 - 17,669	3.9	216,735 - 225,957	8.9		
17,670 - 18,019	4.0	225,958 - 235,999	9.0		
18,020 - 18,383	4.1	236,000 - 246,976	9.1		
18,384 - 18,762	4.2	246,977 - 259,024	9.2		
18,763 - 19,157	4.3	259,025 - 272,307	9.3		
19,158 - 19,569	4.4	272,308 - 287,027	9.4		
19,570 - 19,999	4.5	287,028 - 303,428	9.5		
20,000 - 20,449	4.6	303,429 - 321,818	9.6		
20,450 - 20,919	4.7	321,819 - 342,580	9.7		
20,920 - 21,411	4.8	342,581 - 366,206	9.8		
21,412 - 21,927	4.9	366,207 - 393,333	9.9		

Above Table Based on the Following Discounts

First	\$ 10,000	0.0%
Next	\$ 190,000	9.1%
Next	\$ 1,550,000	11.3%
Over	\$ 1,750,000	12.3%

**UNITED STATES LONGSHOREMEN AND HARBOR WORKERS PREMIUM DISCOUNT TABLE  
PREMIUM DISCOUNT TABLE (IN PERCENT)**

Standard Premium	Discount	Standard Premium	Discount	Standard Premium	Discount
\$ 0 - 10,099	0.0%	\$ 23,721 - 24,878	3.0%	\$ 601,819 - 735,555	6.0%
10,100 - 10,303	0.1	24,879 - 26,153	3.1	735,556 - 945,714	6.1
10,304 - 10,515	0.2	26,154 - 27,567	3.2	945,715 - 1,323,999	6.2
10,516 - 10,736	0.3	27,568 - 29,142	3.3	1,324,000 - 1,809,565	6.3
10,737 - 10,967	0.4	29,143 - 30,909	3.4	1,809,566 - 1,981,904	6.4
10,968 - 11,208	0.5	30,910 - 32,903	3.6	1,981,905 - 2,190,526	6.5
11,209 - 11,460	0.6	32,904 - 35,172	3.7	2,190,527 - 2,448,235	6.6
11,461 - 11,724	0.7	35,173 - 37,777	3.8	2,448,236 - 2,774,666	6.7
11,725 - 11,999	0.8	37,778 - 40,799	3.9	2,774,667 - 3,201,538	6.8
12,000 - 12,289	0.9	40,800 - 44,347	4.0	3,201,539 - 3,783,636	6.9
12,290 - 12,592	1.0	44,348 - 48,571	4.1	3,783,637 - 4,624,444	7.0
12,593 - 12,911	1.1	48,572 - 53,684	4.2	4,624,445 - 5,945,714	7.1
12,912 - 13,246	1.2	53,685 - 59,999	4.3	5,945,715 - 8,323,999	7.2
13,247 - 13,599	1.3	60,000 - 67,999	4.4	8,324,000 - 13,873,333	7.3
13,600 - 13,972	1.4	68,000 - 78,461	4.5	13,873,334 - 41,619,999	7.4
13,973 - 14,366	1.5	78,462 - 92,727	4.6	41,620,000 - and over	7.5
14,367 - 14,782	1.6	92,728 - 113,333	4.7		
14,783 - 15,223	1.7	113,334 - 145,714	4.8		
15,224 - 15,692	1.8	145,715 - 200,606	4.9		
15,693 - 16,190	1.9	200,607 - 213,548	5.0		
16,191 - 16,721	2.0	213,549 - 228,275	5.1		
16,722 - 17,288	2.1	228,276 - 245,185	5.2		
17,289 - 17,894	2.2	245,186 - 264,799	5.3		
17,895 - 18,545	2.3	264,800 - 287,826	5.4		
18,546 - 19,245	2.4	287,827 - 315,238	5.5		
19,246 - 19,999	2.5	315,239 - 348,421	5.6		
20,000 - 20,816	2.6	348,422 - 389,411	5.7		
20,817 - 21,702	2.7	389,412 - 441,333	5.8		
21,703 - 22,666	2.8	441,334 - 509,230	5.9		
22,667 - 23,720	2.9	509,231 - 601,818	3.6		

Above table Based on the Following Discounts

First	\$10,000	0.0%
Next	190,000	5.1
Next	1,550,000	6.5
Over	1,750,000	7.5

**EXCESS LOSS (PURE PREMIUM) FACTORS  
FOR  
UNITED STATES LONGSHORE AND HARBORWORKERS ACT**

Effective April 1, 2009 carriers should use the excess loss pure premium factors table applicable to State Act coverages.

Pennsylvania Retrospective Rating Tax Multiplier

Federal Classes, or Non-F where rate is increased by USL&HW Act Percentage

1.0843

---

**DEFINITIONS**

**ALL EMPLOYEES EXCEPT OFFICE:** There is no payroll division between a business classification designated “all employees except office” and Code 951. Such business classification contemplates all salespersons, including but not necessarily limited to over-the-road salespersons, floor salespersons, inspectors, interior designers or decorators employed by any business assignable to that classification.

**ALL EMPLOYEES INCLUDING OFFICE:** There is no payroll division between a business classification designated “all employees including office” and Codes 951 and 953. Such business classification contemplates all salespersons employed by any business assignable to that classification. Such classification also contemplates clerical office personnel engaged in the administration of the business, regardless of whether the office personnel are located at or contiguous to the business’ location or a location separate from the business’ location.

**ALL EMPLOYEES INCLUDING OFFICE EXCEPT WORKFARE OR HOME HEALTH CARE SERVICES:** This definition is the same as the “all employees including office” definition above except for the designated separate personnel (e.g., workfare, home health), which shall be subject to separate classification as provided for in this Manual.

**N.O.C.:** Not Otherwise Classified. A classification so designated is to be assigned when there are two or more potential classification assignments, and there is no specific Underwriting Guide entry for a business’ principal product or line of merchandise. For example, in the event there is no Underwriting Guide entry for a principal line of merchandise being sold wholesale, the assignment is Code 924.

**PRINCIPAL:** When a store sells several types of merchandise, each of which may be subject to a different classification, such store shall be classified based on the principal category of merchandise sold. The term “principal” means more than 50 percent of the business’ overall revenue.

**PRINCIPALLY ENGAGED:** The business activity that generates more than 50 percent of a business’ overall revenue.

**RATING SYSTEM:** Includes all workers’ compensation pricing programs filed by PCRB with and approved by the Insurance Commissioner. Such include but are not limited to: the assignment by PCRB of an individual business to a particular classification, the continuation or discontinuation of an entity’s(ies’) previous experience to the experience rating of new ownership, revision of losses used in a business’ experience modification or merit rating, an individual business’ eligibility for and/or the percentage of credit under the Pennsylvania Construction Classification Premium Adjustment Program, or the discount or surcharge applied to a business eligible for the Merit Rating Plan.

**TO BE SEPARATELY CLASSIFIED OR SEPARATELY CLASSIFY:** When either of these terms is found in a classification’s definition, the specified task designated “to be separately classified” or “separately classified” must be separately staffed by non-interchanging personnel.

**TO BE SEPARATELY RATED OR SEPARATELY RATE:** When either of these terms is found in a classification’s definition, the payroll of personnel interchanging between that classification’s tasks (e.g., shop) and also performing the specified function that is designated “to be separately rated” or “separately rate” (e.g., erection, installation) may be divided between that class and class(es) designated for the specified function, provided the employer’s original payroll records show an allocation of payroll to both classifications for each interchanging employee. Estimated or percentage allocation of payroll is not permitted. When separate payroll records are not maintained, the entire payroll of the interchanging employees shall be assigned to the insuring carrier’s highest valued classification representing any part of their work.

**SUBCLASSIFICATION– CARRIER OPTION**

The Pennsylvania Workers’ Compensation Act of June 2, 1915, as amended, permits an insurer to develop sub classifications to the PCRB’s classification system as approved by the Insurance Commissioner. Any such sub

classification shall be filed by the developing insurer with the PCRB and the Insurance Commissioner thirty (30) days prior to its use. The insurer's filing shall demonstrate that payroll and loss data produced under such sub classification can be reported to the PCRB consistent with the PCRB's classification system and statistical plan. Otherwise, the Insurance Commissioner shall disapprove the subclassification filing.

**TEMPORARY STAFFING CLASSIFICATION**

A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments varying in duration from one day to any period less than one year. Temporary staffing classifications are identified by a four-digit number that is 2,000 greater than the corresponding direct employment classification. For example, for direct employment classification 323, the corresponding temporary staffing classification is 2323. The corresponding temporary staffing classification for each direct employment classification, where applicable, is identified in the direct employment classification's entry in the Section 2 – Alphabetic Classification Underwriting Guide. Refer to the Temporary Staffing Contractors entry in the General Auditing & Classification Information section of this Manual for additional detail regarding the classification procedure for temporary staffing contractors.

**CLASSIFICATIONS**

**LANDSCAPING AND LOGGING**

**005 TREE PRUNING, SPRAYING, REPAIRING OR FUMIGATING**

Applicable to businesses pruning, spraying, trimming or fumigating trees. These operations may require tree climbing using ladders and/or ropes and/or aerial buckets. Code 005 applies to the whole tree work job or location, meaning Code 005 also includes ground personnel whose job duties may include but are not necessarily limited to: chipping, cleanup activities, the removal and/or the hauling away of tree limbs and debris regardless of whether or not a separate contract is written for tree pruning or lawn maintenance and another contract is written for the removal, chipping, cleanup activities and/or the hauling away of tree limbs and debris.

Also includes generalist tree care service contractors that perform most or all of the above listed services or specialists principally engaged in providing a single service (e.g., clearing the rights-of-way/tree pruning for utility lines). Code 005 further contemplates tree removal that is incident to the employer’s pruning, spraying, repairing, trimming or fumigating services.

**OPERATIONS NOT INCLUDED:**

1. Assign the applicable logging classification to logging businesses or clearing of land projects that include tree removal.
2. Separately rate to Code 012 landscaping or lawn cutting or maintenance.

**UNDERWRITING GUIDE**

Clearing Of Right-Of-Way, For Telephone Or Electric Lines  
Orchard Work, Fumigating By Contractor  
Orchard Work, Pruning By Contractor  
Tree Pruning, Spraying, Repairing, Trimming Or Fumigating

**007 FARM MACHINERY OPERATION BY CONTRACTORS: THRESHING, SHREDDING, ENSILAGE CUTTING, HARVESTING AND HAY BALING**

**OPERATIONS ALSO INCLUDED:**

1. Specialist contractors performing one or more of the following tasks: filling mushroom beds with compost, spawning or casing.

**OPERATIONS NOT INCLUDED:**

1. Assign the applicable logging classification to logging operations.
2. Assign Code 301 to sawmill operations.

**UNDERWRITING GUIDE**

Compost Filling Of Mushroom Beds – By Contractor  
Ensilage Cutting By Contractor  
Farm Machinery Operation By Contractor  
Fertilizer Application To Soil  
Grain Harvesting By Contractor  
Harvesting By Contractor  
Hay Baling, By Contractor  
Lime Spreading  
Milling Of Grain, With Portable Mills  
Mushroom Bed Filling With Compost – By Contractor

Shredding Of Agricultural Products By Contractor  
Threshing By Contractor

**009 LOGGING OR LUMBERING, N.O.C.**

Applicable to a logging or lumbering business principally engaged in cutting/felling trees for lumber or wood chips or clearing land of trees by chainsaws regardless of the trees' size. Includes stump removal incident to logging or lumbering by the logging business.

Also applicable to the transportation of the logs to a mill and to the construction, maintenance or extension of landings or logging roads when performed by employees of the logging business.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 301 to sawmill operations conducted by a separate crew of employees.
2. Assign Code 811 to specialist contractors engaged in hauling logs for an unrelated logging or lumbering business. Assign Code 301 to log hauling performed by a sawmill business when all logging or lumbering has been outsourced to an unrelated logging or lumbering business(es).

***UNDERWRITING GUIDE***

Logging - By Chain Saws  
Lumbering – By Chain Saws

**012 LANDSCAPE CONTRACTOR OR LAWN CUTTING OR MAINTENANCE CONTRACTOR**

Includes the construction of dry stone walls, rock gardens, patios, garden walks and the like when such operations are incidental to the landscape or lawn maintenance operations.

***OPERATIONS NOT INCLUDED:***

1. Separately rate to Code 005 tree pruning, spraying, trimming, repairing or fumigating including ground personnel performing chipping, cleanup, the removal and/or hauling away of tree limbs and debris at a tree job or location.
2. Assign Code 0013 to separately-staffed nursery or Christmas tree raising.
3. Outside domestic workers engaged in the care of lawns, shrubs or grounds surrounding the personal residence of the insured shall be assigned to Code 0912 or Code 0909 pursuant to Section 1, Rule XIV of this Manual.
4. Assign Code 0006 to sod farms.

***UNDERWRITING GUIDE***

Artificial Turf Installation - By Contractor  
Brush Or Weed Spraying - By Contractor – Except Aerial Spraying  
Gardener  
Grass Cutting Along Highways By Specialist Contractor  
Grass Cutting, Lawns, By Contractor  
Installation of Well Pad Containment Liners & Fences (Barriers) – by Independent Contractor  
Landscape Contractor  
Lawn Care Service Company - Including Lawn Cutting, Maintenance Or Spraying  
Residential Pond Or Water Garden Installation  
Street Or Road Landscape Planting And Maintenance – By Specialist Contractor  
Surface Mine Reclamation - By Contractor – Reseeding Or Planting By Separate Crew  
Weed Or Brush Spraying - By Contractor – Except Aerial Spraying

**015 LOGGING OR LUMBERING – MECHANIZED TREE FELLING EQUIPMENT**

Applicable to a logging or lumbering business principally engaged in cutting/ felling trees for lumber, wood chips or clearing land by means of mechanized equipment. Mechanized tree felling equipment is a tracked or wheeled unit that has an enclosed cab (e.g., a feller-buncher that has a fixed-grip harvesting head that can grasp, cut, lift, swing and bunch trees), and the equipment’s operator does not normally leave the cab in the performance of his tree cutting/felling duties.

Also applicable to the transportation of the logs to a sawmill or another type of customer and to the construction, maintenance or extension of landings or logging roads when performed by the employees of the logging business.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 301 to sawmill operations conducted by a separate crew of employees.
2. Assign Code 811 to specialist contractors engaged in hauling logs for an unrelated logging or lumbering business. Assign Code 301 to log hauling performed by a sawmill business when all logging or lumbering has been outsourced to an unrelated logging or lumbering business(es).

***UNDERWRITING GUIDE***

Logging - By Means Of Mechanized Equipment

Lumbering - By Means Of Mechanized Equipment

**MINING AND QUARRYING**

**025 MINING – UNDERGROUND**

***OPERATIONS ALSO INCLUDED:***

1. The underground mining of any mineral except coal.
2. Includes all operations (i.e., milling or other mineral preparation) customarily done at mine site or as a part of the mining activity performed by the mine operator.

***OPERATIONS NOT INCLUDED:***

1. Please refer to the Coal Mine Compensation Rating Bureau of Pennsylvania ([www.cmccrbpa.com](http://www.cmccrbpa.com)) for the classification(s) applicable to the surface or underground mining of coal and/or the above ground operations necessary to prepare previously mined coal for distribution or sale by the mine operator or an independent coal preparation plant and/or coke burning and/or manufacturing.

***UNDERWRITING GUIDE***

Iron Ore Mining – Underground

Mining - Underground - Not Coal

Salt Mining – Underground

Underground Mining - Not Coal

**028 OIL OR GAS PRODUCTION, OPERATING OF WELLS – INCLUDING GASOLINE MFG., FROM CASING-HEAD GAS**

Applicable to the operation of a producing oil or gas lease/well, whether performed by the lease/well’s owner or a contract lease/well operator. Routine maintenance of the producing lease/well includes but is not necessarily limited to: monitor pressures at the wells and pressures on the pipelines, reading and replacing well charts that record production, repair



or replace valves, flanges, gaskets and other mechanical parts of the well head and related piping, paint well equipment, control vegetation growth (e.g., mow the grass) at the lease/well site, walk the pipeline for inspection and check for leaks, and report to management any observed problem that will require more skilled or specialized intervention to fix.

**OPERATIONS NOT INCLUDED:**

As provided for in this Manual, separately rate services performed by either the oil or gas well's lease owner or contract lease operator or by unrelated contractors for the oil or gas well's lease owner or contract lease operator. Such services may include but are not necessarily limited to:

1. Assign Code 955 to geophysical exploration.
2. Assign the applicable construction classification(s) to site preparation, including but not necessarily limited to: building of the dirt or stone-covered access road (Code 609), clearing of land (Code 609), digging water ponds (Code 609), laying or taking up of flow lines (Code 609), installing piping to brine tanks (Code 675) and installing pumping units (Code 675).
3. Assign Code 655 to tank building.
4. Assign Code 606 to oil or gas well drilling, redrilling or deepening.
5. Assign Code 012 to the installation of well pad containment liners and fences (barriers).
6. Assign Code 607 oil or gas well services performed in the well bore, including but not necessarily limited to installation, recovery or replacement of casing, well cementing, well cleaning or swabbing, well fracturing/formation fracturing and well logging.

**UNDERWRITING GUIDE**

- Gas Production
- Gas Well Operation
- Natural Gas Production
- Oil Lease Operation
- Oil Production
- Oil Well Operation
- Well Operation – Oil Or Gas

**050 QUARRIES, N.O.C.**

**OPERATIONS ALSO INCLUDED:**

1. The quarrying or excavation of any mineral (except coal) not specifically assigned to either Code 051 or Code 055 respectively.
2. Includes all operations such as but not necessarily limited to drilling, stone crushing, cutting or polishing customarily done at a quarry or mineral excavation site or as part of the quarrying or excavation activity performed by the quarry or mineral excavation operator.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 025 to the underground mining of any mineral except coal along with all operations (i.e., milling or other mineral preparation customarily done at the mine site or as part of the mining activity performed by the mine operator).
2. Please refer to the Coal Mine Compensation Rating Bureau of Pennsylvania ([www.cmcrbpa.com](http://www.cmcrbpa.com)) for the classification(s) applicable to the surface or underground mining of coal and/or the above ground operations necessary to prepare previously mined coal for distribution or sale by the mine operator or an independent coal preparation plant and/or coke burning and/or manufacturing.

**UNDERWRITING GUIDE**

- Bluestone Quarry
- Feldspar Quarry

Flint Or Feldspar Grinding, Done By Quarry  
Ganister Quarry  
Glass Sand - Quarrying Or Digging  
Granite Quarry  
Mica Schist Quarry, Including Grinding Or Splitting  
Quarry, N.O.C.  
Sandstone Quarry  
Stone Crushing By Producer

**051 QUARRY –LIMESTONE, DOLOMITE, MARBLE LIME, GYPSUM OR SLATE – INCLUDING BUT NOT NECESSARILY LIMITED TO: DRILLING, STRIPPING, CUTTING, POLISHING, CRUSHING, LIME BURNING OR SLATE SPLITTING OR MILLING BY THE QUARRY OPERATOR**

***UNDERWRITING GUIDE***

Dolomite Quarry Gypsum Quarry  
Lime Burning Or Processing - By Limestone Quarry Operator  
Lime Quarry  
Quarry, Limestone  
Quarry, Slate  
Slate Processing – By Quarry Operator

**055 SAND, GRAVEL OR SLAG EXCAVATION – INCLUDING CRUSHING**

Applicable to businesses principally engaged in operating sand or gravel pits and in washing, screening, or otherwise preparing sand or gravel. Also included are businesses principally engaged in surface mining, along with milling or otherwise preparing by the producer any type of clay, or performing the dredging of materials on non-navigable waters with incidental shore operations.

***UNDERWRITING GUIDE***

Dredging Of Materials On Non-Navigable Waters With Incidental Shore Operations  
Fire Clay Digging  
Gravel Or Sand Digging Or Excavation – Including Crushing  
Clay (Any Type) Excavation Or Surface Mining - Including Milling Or Washing  
Metal Salvaging, From Slag Dumps  
Quarry, Gravel Or Slag Excavation – Including Crushing  
Shale Digging Or Excavation In Open Pits  
Slag Digging Or Excavation - Including Crushing

**059 MINERAL MILLING – APPLICABLE TO BUSINESSES THAT DO NOT OPERATE EITHER A MINE OR A QUARRY AND ARE PRINCIPALLY ENGAGED IN THE CRUSHING, GRINDING, PULVERIZING OR OTHERWISE PREPARING CLAY, CERAMIC OR REFRACTORY MINERALS, BARITE OR MISCELLANEOUS METALLIC OR NON-METALLIC MINERALS**

***UNDERWRITING GUIDE***

Emery Works - Crushing Or Grinding  
Flint Or Feldspar Grinding, Not Done By Quarry  
Gravel Crushing By Dealer  
Clay Milling Or Washing By Other Than Producer  
Metal Powder Mfg. - Crushing Or Grinding – By Independent Contractor  
Mineral Milling  
Ore Milling  
Powder Mfg. - Metal - Crushing Or Grinding – By Independent Contractor  
Stone Crushing By Other Than Producer Or Road Contractor  
Talc Mill

Vermiculite Crushing And/Or Processing By Other Than Producer

**FOOD INDUSTRIES**

**101 GRAIN MILLING**

***UNDERWRITING GUIDE***

- Breakfast Cereal Mfg.
- Feed Mfg. - Preparation Of Cereal Or Compound Feeds For Livestock Or Poultry
- Flour Mfg. – Wood
- Flour Milling
- Grain Mill - Permanently Located Mill
- Grist Mill - Permanently Located
- Milling Of Grain - Permanently Located
- Pellet Mfg. – Wood
- Potato Flour Mfg.
- Wood Flour Or Pellet Mfg.

**103 SUGAR REFINING**

***UNDERWRITING GUIDE***

- Beet Sugar Mfg.
- Cane Sugar Refining
- Corn Starch Mfg.
- Glucose Mfg.
- Milling - Wet Corn
- Molasses Mfg.
- Starch Mfg. - By Wet Corn Milling
- Sugar Cane Milling
- Sugar Refining
- Syrup Or Molasses Refining
- Wet Corn Milling

**104 FOOD PRODUCTS MFG. N.O.C.**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 101 to a business performing cereal milling.
2. Assign Code 106 to a business preparing meat products by smoking, corning, curing, salting, encasing, etc.
3. Assign Code 112 to a business manufacturing, bottling and/or canning any carbonated beverage.
4. Assign Code 113 to a business pickling cucumbers or other foods.
5. Assign Code 113 to a business manufacturing preserved fruits (e.g., candied fruit peels or rinds, pie fillings, soda fountain syrups) by cleaning, cutting and cooking the required ingredients.
6. Assign Code 113 to a business manufacturing syrup by mixing and cooking fruits or fruit juices with sugar and related ingredients.
7. Assign Code 113 to a business manufacturing fruit or vegetable juice by pressing the fruit or vegetables to extract the juice by mechanical means and the bottling or canning of the juice.
8. Assign Code 571 to the manufacture of essential oils or extracts such as used for perfume.
9. Assign Code 898 to the preparation of food by caterers.
10. Assign Code 907 to fresh fruit or vegetable packers whose operations typically include washing, sorting, grading and/or chilling the fresh fruit or vegetables for shipment to customers or to fresh fruit or vegetable dealers whose operations may include washing, sizing and/or packaging the fresh fruits or vegetables.

11. Assign Code 911 to a business repackaging food products from large containers into smaller ones involving no processing operations. This would include dry, liquid, semi-liquid or solid products.
12. Assign the applicable agricultural class to a business principally engaged in raising of one or more different fruits or vegetables whose operations may include the washing, sizing and/or packaging thereof prior to shipment to customers.

***UNDERWRITING GUIDE***

Baking Powder Mfg.  
Beverage Mfg., N.O.C. (Non-Carbonated)  
Cake Mix Mfg. – Dry Blending  
Cat Food Mfg. – Dry/Bagged – No Cereal Milling  
Chinese Food Mfg.  
Coconut Shredding Or Drying  
Coffee Grinding And Roasting  
Corn Chip Mfg.  
Dog Food Mfg. - Dry/Bagged - No Cereal Milling  
Energy/Sports Drinks Mfg. (Non-Carbonated)  
Flavoring Extract Mfg.  
Flavoring Syrups Blending  
Flour Mixing And Blending, No Milling  
Food Products Mfg., N.O.C.  
Fruit Flavored Drink Mfg.  
Fruit Juice Mfg. - From Purchased Concentrates Only  
Herbs - Blending, Grinding And Packing  
Ice Mfg. - Not Dry Ice  
Ketchup Mfg.  
Licorice Extract Mfg.  
Malted Milk Mfg. - From Powdered Milk, Sugar, Malt And Cocoa  
Mayonnaise Mfg.  
Medicinal Extract Mfg.  
Mustard (Prepared) Mfg.  
Noncarbonated Beverage Mfg., N.O.C.  
Nuts (All Types) - Cleaning And Shelling – By Specialist Contractor  
Peanut Butter Mfg.  
Peanut Handling, Cleaning, Grading or Shelling– By Specialist Contractor  
Pizza Assembly - No Baking Operation  
Potato Chip Mfg.  
Relish Mfg. - Fruit Or Vegetable – No Pickling Operations  
Salad Dressing Mfg.  
Salad Preparation - Cole Slaw, Egg, Potato, Etc.  
Sandwich Spread Mfg. - Salad Dressing Base  
Sauces Mfg.  
Seasoning - Prepared Sauces – Vegetable  
Soup Mfg.  
Spice Grinding  
Sports/Energy Drinks Mfg. (Non-Carbonated)  
Sugar Repacking, Mixing, Blending Only  
Tea - Blending And Mixing Including Packing Into Teabags  
TV Dinner Type Meals, Cooking, Packing And Freezing  
Vegetable Sauce Mfg.  
Vinegar Mfg. - From Purchased Concentrates Only  
Yeast Mfg.

**105 BAKERY, WHOLESALE**

Includes payroll developed by employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the insured's products to customers.

***UNDERWRITING GUIDE***

Bakery - Wholesale

Cracker Mfg.

Doughnut Mfg. – By Wholesale Bakery

Ice Cream Cone Mfg.

Macaroni, Spaghetti, Vermicelli Or Noodles Mfg.

Pretzel Mfg.

**106 PROCESSED MEAT PRODUCTS MFG. – NO SLAUGHTERING OR HANDLING OF LIVESTOCK**

Applicable to businesses that are principally engaged in making processed meat products. Such businesses will perform no slaughtering of animals whatsoever nor will they handle any livestock. The businesses will receive meat from unrelated concerns in boxed form and/or in carcass or partial carcass form. Processed shall mean that definite changes result in the meat product due to the application of chemicals and/or heat (the use of smoke and/or cooking) to the meat materials. Typical products of such businesses include but are not necessarily limited to: sausage, frankfurters, ready-to-eat luncheon meats, hams or bacon.

***OPERATIONS ALSO INCLUDED:***

Employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the business' products to customers.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 111 to a processed meat products manufacturing business that slaughters animals or handles livestock and is principally engaged in the wholesale sale of the processed meat products.
2. Assign Code 915 to a business slaughtering animals and who makes fresh meat cuts and/or processed meat products and is principally engaged in the retail sale of the fresh meat cuts and/or processed meat products.
3. Assign Code 910 to a business principally engaged in receiving meat in boxed, carcass or partial carcass form and that cuts the meat into portion-controlled fresh meat products such as steaks, roasts, or chops and that is principally engaged in the wholesale sale of the products. Such business does not kill animals or handle livestock or utilize chemicals and/or heat (the use of smoke and/or cooking) in processing the meat materials.
4. Assign Code 119 to a business principally engaged in receiving beef and/or veal in boxed, carcass or partial carcass form and cutting or grinding the beef or veal into hamburger, hamburger and/or veal patties and/or sandwich steaks and that is engaged in the wholesale sale of the products.
5. Assign Code 924 to a wholesale meat dealer who performs no cutting (or deboning) or processing of fresh meats, but who may repackage the fresh meats.

***UNDERWRITING GUIDE***

Bacon (Side And/Or Sliced) Mfg.

Cured Meats - Brined, Dried And Salted

Dehydration Of Meat

Ham - Boiled, Boneless, Roasted, And Smoked Mfg.

Luncheon Meats Mfg.

Pork Products Mfg. - Pickled, Cured, Salted And Smoked

Processed Meat Products Mfg.

Sausage Or Other Prepared Meat Products Mfg.

Scraple Mfg.

**107 CANDY, CHOCOLATE OR CHEWING GUM MFG.**

***UNDERWRITING GUIDE***

Candy Mfg.

Chewing Gum Mfg.

Chocolate Mfg.

Cocoa Mfg.  
Confectionery Mfg.  
Popcorn Mfg.

**108 BREWERY**

Includes the distribution of beer or malt liquors by the manufacturer, bottler or canner. Also includes payroll developed by employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the insured's products to customers.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 899 or the appropriate restaurant class (typically Code 897 or Code 975) to brewpubs, microbreweries, and other businesses brewing beer on the premises and serving that beer primarily by the drink to their customers for on-site consumption.

**UNDERWRITING GUIDE**

Brewery, Including Distributing Stations  
Malt Liquors Mfg. And Distribution

**109 DAIRY PRODUCTS MFG.**

Ice cream manufacturing by a separate group of employees in a physically separate department shall be assigned to Code 110.

Includes payroll developed by employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the insured's product(s) to customers.

**UNDERWRITING GUIDE**

Butter Or Cheese Mfg.  
Cheese Mfg.  
Condensed Milk Mfg.  
Creamery  
Dairy Products Mfg. (Except Ice Cream Mfg.)  
Dehydration Of Milk  
Malted Milk Powder Mfg., Including Dehydration Of Milk  
Milk Processor – Fluid  
Milk Products Mfg., N.O.C. (Excluding Ice Cream Mfg.)  
Yogurt Mfg.

**110 ICE CREAM MFG.**

**UNDERWRITING GUIDE**

Ice Cream Mfg.  
Water Ice Mfg.

**111 SLAUGHTERHOUSE –WHOLESALE, ALL OPERATIONS**

For businesses principally engaged in receiving live animals (e.g., cattle, hogs and/or sheep), killing the animals and dressing the carcasses to produce meat products and selling the meat products on a wholesale basis. A business eligible for this classification will normally ship deboned meats in boxed form and/or may also ship meats in carcass form. Such business may also produce processed meat products like bacon, hams, sausage or luncheon meats and/or also sell some portion of the meat production as fresh meat cuts (e.g., steaks, roasts).

***OPERATIONS ALSO INCLUDED:***

1. Employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the business' products to customers.
2. The employer's processing of animal by-products resulting from the employer's animal killing operations which may include but is not necessarily limited to: cooking of fat into tallow or lard and/or washing, scraping and salting of hides.

***UNDERWRITING GUIDE***

Butchering - Wholesale, Not Stockyards  
Meat Packing Plant - Wholesale, Including Slaughtering  
Packing House - Wholesale, Including Slaughtering  
Slaughterhouse - Wholesale, Including Processing

**112 CARBONATED BEVERAGE MFG.**

***OPERATIONS ALSO INCLUDED:***

1. Applicable to a business principally engaged in manufacturing, bottling and/or canning any carbonated beverage.
2. The distribution of the carbonated beverage(s) by the manufacturer, bottler or canner.
3. Payroll developed by employees engaged as delivery salespersons, route salespersons, and/or route supervisors engaged in the delivery of the insured's products to customers.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 108 to a business engaged in brewing, bottling and/or canning of beer, ale or malt liquors.

***UNDERWRITING GUIDE***

Alcoholic Beverage Bottling – Carbonated  
Beverage Mfg., Carbonated - Bottled Or Canned  
Bottling Or Canning Of Carbonated Beverages  
Canning Or Bottling Of Carbonated Beverages  
Carbonated Beverage Mfg. - Bottled Or Canned  
Mineral Water, Carbonated - Bottled Or Canned  
Soft Drinks (Carbonated) Mfg. - Bottled Or Canned

**113 PRESERVING OR CANNING OF FOOD**

***UNDERWRITING GUIDE***

Alcoholic Beverage Distilling  
Apple Cider Or Juice Mfg.  
Applesauce Mfg.  
Canning Or Preserving Of Food  
Cat Or Dog Food Mfg. - Canned  
Dehydration Of Food - Except Dehydration Of Meat Or Milk  
Distilling Of Alcoholic Liquors  
Dog Or Cat Food Mfg. – Canned  
Eggs, Dehydrated  
Eggs, Powdered  
Frozen Fruit, Fruit Juice, Processing  
Fruit Or Vegetable Juice, Canned, Bottled Or Bulk  
Fruit Evaporating  
Fruit Juice Mfg.  
Fruit Preserving  
Gelatin Mfg.

Jam Mfg.  
Jelly Mfg.  
Juice Mfg. – Fruit  
Pet Food Mfg. - Canned - Non Farm Domestic  
Pickle Mfg.  
Pie Filling Mfg.  
Preserving Or Canning Of Food  
Sauerkraut Mfg.  
Spirituos (Distilled) Liquor Bottling By Distiller  
Syrup Mfg., For Soda Fountains  
Tomato Paste Mfg.  
Vegetable And Fruit Juice - Canned, Bottled Or Bulk  
Vegetable Canning  
Vinegar Mfg. - By Fermentation  
Whiskey Mfg.  
Winery

**114 RENDERING WORKS**

Applicable to businesses principally engaged in rendering inedible grease and tallow from animal fat, bones and meat scraps; and businesses principally engaged in manufacturing animal oils and animal meal.

***UNDERWRITING GUIDE***

Animal And Marine Fat And Oil Mfg.  
Animal Oil Mfg.  
Animal Rendering Works, N.O.C.  
Cod Liver Oil Mfg.  
Fish Oil Mfg.  
Grease And Tallow Mfg.  
Grease Mfg., Animal  
Oil Mfg., Animal

**115 TOBACCO PRODUCTS MFG., INCLUDING TOBACCO REHANDLING**

***UNDERWRITING GUIDE***

Cigar Mfg.  
Cigarette Mfg.  
Snuff Mfg.  
Tobacco (Chewing And Smoking) And Snuff Mfg.  
Tobacco Rehandling  
Tobacco Stemming And Redrying

**119 MEAT PRODUCTS MFG., N.O.C.**

Applicable to businesses principally engaged in making hamburger and/or hamburger or veal patties and/or sandwich steaks.

***UNDERWRITING GUIDE***

Hamburger Or Hamburger Patty Mfg.  
Meat Products Mfg., N.O.C.  
Sandwich Steak Mfg.  
Veal Patty Mfg. - Plain Or Breaded



TEXTILES AND CLOTHING MFG.

130 TEXTILE WASTE, SHODDY AND UNWOVEN FELT, MFG., THE GARNETING OF FIBRES.

**UNDERWRITING GUIDE**

Cotton Batting Mfg.  
Cotton Waste Mfg.  
Felt Mfg. – Unwoven  
Hatters' Fur Processing  
Padding And Upholstery Filling Mfg.  
Processed Waste And Recovered Fibers And Flock Mfg.  
Shoddy Mfg.  
Sisal Garneting  
Weather Stripping Mfg. – Felt  
Wool Reworking

132 SPINNING OR WEAVING

**UNDERWRITING GUIDE**

Artificial Silk Spinning And Weaving  
Carbonizing Of Hair Or Wool  
Carding Of Fibers  
Carpet Mfg.  
Chenille Products Weaving  
Combing Of Fibers  
Cordage Mfg., Including Fiber Preparation  
Cotton Gin Operation  
Cotton Spinning And Weaving  
Curled Hair Mfg. Felt Mfg. – Woven  
Fiber Preparation For Spinning Or Weaving  
Flax Spinning And Weaving  
Fur Mfg. – Synthetic  
Gilling Of Fibers  
Hackling Of Fibers  
Hair Processing (Excluding Dehairing Or Wig Making)  
Hemp Spinning And Weaving  
Jute Spinning And Weaving  
Label Mfg., Woven Labels  
Linen Cloth Weaving  
Linen Thread Mfg.  
Mop Head Mfg., From Cotton Waste, No Other Operations  
Moss Ginning  
Narrow Fabric Mill - Cotton, Wool, Silk Or Man Made Fibers  
Nylon Spinning And Weaving  
Opening Of Fibers  
Paper Twine Mfg.  
Picking Of Fibers  
Pipe Cleaner Mfg.  
Plush Or Velvet Mfg.  
Rayon Spinning And Weaving  
Ribbon Mfg., Textile Fabrics  
Rope Mfg., Including Fiber Preparation  
Rug Mfg.  
Scouring Of Natural Or Synthetic Fibers

Separating Of Natural Or Synthetic Fibers  
 Silk Spinning And Weaving  
 Silk Thread Or Yarn Mfg.  
 Silk Throwing And Weaving  
 Spinning Of Fibers  
 Textile Weaving  
 Thread Mill  
 Tire Cord And Fabric Mfg.  
 Twine Mfg., Including Fiber Preparation  
 Velvet Mfg.  
 Weaving Of Textile Fibers  
 Webbing Mfg.  
 Wire Cloth Weaving (Wire Drawing To Be Separately Rated By Code 406, Rolling Mill, N.O.C.)  
 Wool Combing Or Scouring  
 Wool Spinning And Weaving  
 Woven Carpet And Rug Mfg. Yarn Mfg. – Wool  
 Yarn Mill, Wool, Including Carpet And Rug Yarn Silk  
 Yarn Throwing, Twisting, And Winding Mill, Cotton, Man-Made Fibers And Silk

**134 KNIT GOODS MFG.**

Applies to the knitting of yarn into cloth or fabric and the dyeing and/or finishing of the knitted fabric by the knitting mill. Subsequent manufacturing of clothing or non-apparel textile products shall be assigned to either Code 161 or to Code 163, respectively, when performed by a separate crew of employees in a physically separate work area.

***UNDERWRITING GUIDE***

Braid And Fringe Mfg.  
 Glove Mfg. – Knit  
 Knit Glove Mfg.  
 Knit Goods Mfg., N.O.C.  
 Lace Mfg.  
 Necktie Mfg., Knitted

**135 HOISERY MFG.**

***UNDERWRITING GUIDE***

Hosiery Dyeing  
 Hosiery Finishing  
 Hosiery Mfg.  
 Knitting Mill, Hosiery

**136 EMBROIDERY MFG.**

***UNDERWRITING GUIDE***

Emblem Mfg.  
 Embroidery Mfg.  
 Pleating, Stitching Or Tucking – Dress Fabrics Or Trimmings – Not Clothing Mfg.  
 Quilted Cloth Manufacturing Contractor – For Garments Or Household Furnishings  
 Trimmings Mfg., Fancy Trimmings Or Piping, Not Manufacturing Binding, Tape Or Ribbon

**139 DYEING, MERCERIZING, BLEACHING, PRINTING, COATING OR FINISHING NEW GOODS – EXCLUDING HOISERY FINISHING, RUBBER OR RESIN COATING AND OIL-CLOTH MANUFACTURING WHICH ARE SEPARATELY RATED AS PROVIDED FOR IN THIS MANUAL.**

***UNDERWRITING GUIDE***

Bleaching, Fabrics  
 Cloth Printing  
 Coating New Fabrics, Except Rubberized Fabrics Or Oilcloth  
 Dyeing  
 Fabric Coating, N.O.C.  
 Feather Dyeing  
 Finisher Of Broad Woven Fabrics  
 Finishing New Textile Goods  
 Impregnated Fabrics Mfg.  
 Machine-Painting Shade Cloth  
 Mercerizing Of New Goods  
 Printing Of Fabrics  
 Textile Bleaching And Dyeing  
 Textile Printing  
 Typewriter Ribbon Mfg.  
 Yarn Dyeing Or Finishing

**141 LAUNDRY, N.O.C.**

Includes businesses principally engaged in cleaning carpets and upholstered furniture on customers' premises. Assign Code 971 to incidental carpet and upholstered furniture cleaning by a commercial or industrial building cleaning contractor. Assign Code 882 to incidental carpet and upholstered furniture cleaning by a house cleaning contractor.

Also includes payroll developed by employees engaged as delivery salespersons, route salespersons and/or route supervisors performing the pick-up of items to be laundered or cleaned and the delivery of the items after laundering or cleaning.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 928 to separately-staffed receiving, collecting or distributing stations with no laundering at the same or contiguous locations.

***UNDERWRITING GUIDE***

Carpet And Rug Cleaning And Storage  
 Carpet Cleaning On Customers' Premises  
 Diaper Service – Laundry  
 Furniture Cleaning Or Polishing On Customers' Premises  
 Industrial Launderer  
 Infant Wear Service Laundry  
 Launderer, Industrial  
 Laundry Collection By Launderer  
 Laundry, Hand  
 Laundry, N.O.C.  
 Linen Supply Service Including Laundering  
 Rug And Carpet Cleaning And Storage  
 Towel Supply Service Including Laundering  
 Uniform Supply Service Including Laundering  
 Upholstery Cleaning On Customers' Premises

**142 DRY CLEANING PLANT**

Receiving, collecting or distributing stations that are separately staffed and with no dry cleaning at the same or contiguous location shall be assigned to Code 928.

Includes primarily risks engaged in dry cleaning or dyeing apparel and household fabrics other than rugs (See Code 141). Establishments dyeing fabrics for the trade are classified by Code 139.

Also includes payroll developed by employees engaged as delivery salespersons, route salespersons and/or route supervisors performing the pick-up of items to be laundered or cleaned and the delivery of the items after laundering or cleaning.

***UNDERWRITING GUIDE***

Cleaning And Dyeing, Except Rug Cleaning By Dry Cleaner  
Cloth Sponging (Shrinking), Inspection Or Mending – By Specialist Contractor  
Drapery Dry Cleaning Plant  
Dry Cleaning Plant, Except Rug Cleaning  
Dyeing And Cleaning, Except Rug Cleaning By Dry Cleaner  
Feather Washing, Steaming, Cleaning And Renovating  
Fur Clothing - Cleaning, Tumbling, Glazing, Combing And Ironing  
Laundry Collection By Dry Cleaner

**161 APPAREL MFG.**

Restricted to the manufacture of wearing apparel from woven or knit fabrics, related materials such as leather or rubber or resin coated fabrics.

The manufacture of yarn into knitted cloth or fabric shall be assigned to Code 134 when performed by a separate group of employees in a physically separate department. If there is no separation, all payroll shall be assigned to Code 134.

***UNDERWRITING GUIDE***

Academic Costumes Mfg. - Caps And Gowns  
Apparel Mfg.  
Bathing Suit Mfg. - Knitting To Be Separately Rated  
Belt Mfg. - Cloth - Wearing Apparel Only - No Buckles, Webbing Or Leather Parts Mfg.  
Beret Mfg.  
Burial Garment Mfg.  
Cap Mfg. - Graduation Caps And Gowns  
Cap Mfg. – Headwear  
Cloth Cutting By Contractor - Garment Fabrics  
Clothing Mfg.  
Coat - Front Or Interlining Mfg.  
Collar Mfg.  
Costume Mfg. - Masquerade Or Theatrical  
Diaper Mfg. – Cloth  
Dress Mfg.  
Front Or Interlining Mfg. – Coat  
Fur Clothing Mfg. (Preparation Of Skins To Be Separately Rated)  
Fur Plate Mfg.  
Fur Pointing  
Garment Sewing Contractor  
Glove Lining Mfg.  
Glove Mfg., Except Fire Resistant, Industrial Use, Knit Or Rubber  
Handkerchief Mfg.  
Hat Frame Mfg., Ladies  
Hat Lining Mfg.  
Hat Mfg., Felt  
Hat Mfg., N.O.C.  
Insulated Clothing Mfg. - Thermal Type  
Leather Clothing Mfg.  
Lingerie Mfg.  
Lining Mfg. – Hat  
Linings, Sewing Into Coats By Hand

Mask Mfg. - Costume – Cloth  
Millinery And Straw Hat Mfg.  
Millinery Mfg., Felt  
Nailhead Ornamentation Attaching Nailheads Or Similar Articles To Textile Fabrics By Means Of Foot Presses  
Necktie Mfg., From Fabric  
Raincoat And Other Waterproof Outer Garments Mfg.  
Robe And Dressing Gown Mfg.  
Rubber Garment Mfg., No Rubber Mill  
Sewing Contractor – Garment  
Sewing, Hand  
Shoulder Pad Or Coat Front Mfg.  
Shoulder Strap For Lingerie Mfg. – Fabric  
Shower Cap Mfg. – Plastic  
Suede Clothing Mfg.  
Suit, Skirt, And Coat Mfg.  
Suspender Mfg. - No Buckles, Webbing Or Leather Parts Mfg.  
Textile Mending, Invisible Weaving Of Wearing Apparel  
Tie Mfg. – Neckwear  
Uniform Mfg.  
Vestment Mfg.  
Women's, Misses', And Juniors' Outerwear Mfg., N.O.C.  
Women's, Misses', Children's, And Infants' Underwear And Nightwear Mfg.  
Work Clothing Mfg.

**163 TEXTILE PRODUCTS MFG., N.O.C.**

Contemplates sewn non-apparel textile products including products made from soft textile type plastics such as vinyls.

The manufacture of yarn into cloth or fabric shall be separately classified as provided in this Manual.

Separately rate the installation, removal or repair of furnishing goods to Code 670.

***UNDERWRITING GUIDE***

Accordion Door Mfg. - Fabric Or Plastic – No Woodworking  
Air Conditioner Cover Mfg.  
Baby Blanket, Crib Linen Mfg.  
Ball Mfg. - Sporting Goods - Inflatable Plastic Beach Type  
Banner Mfg.  
Bedding Mfg. - Blanket, Sheet, Pillowcase  
Bedspread Mfg.  
Belt Mfg. - Industrial Use - From Premanufactured Textile Fabric  
Bias Bindings Mfg.  
Bindings Mfg. - Bias And Straight  
Blanket Mfg.  
Blanket, Sheet, Pillowcase - Bedding Mfg.  
Buffing And Polishing Wheel Mfg. - Made From Cloth - No Metal Parts  
Bunting Mfg., Shop Only  
Casket Or Coffin Lining Mfg. - No Casket Mfg. Or Upholstery Work  
Chenille Products Mfg. From Chenille Cloth  
Coffin Or Casket Lining Mfg. - No Casket Mfg. Or Upholstery Work  
Comforter Or Quilt Mfg.  
Cover Mfg. - Air Conditioner  
Curtain Mfg.  
Door Mfg., Accordion - Plastic Or Fabric – No Woodworking  
Drapery Or Curtain Mfg.

Feather Assembly - Sewn, On Wire Frames Decorated For Costumes/Band Plumes  
 Feather Pillow Mfg.  
 Flag Mfg., Shop Only  
 Furnishing Goods Mfg. - Not Canvas Or Burlap  
 Hammock Mfg.  
 Heating Pad Mfg. - Fabric Covering Only  
 House Furnishings Mfg. - From Textile Fabrics  
 Household Linens, Bedspreads, Towels, Drapes Mfg.  
 Kite Mfg.  
 Lamp Shade Mfg. (Excluding Frame Manufacturing)  
 Linen Mfg. - House Furnishings  
 Lining For Casket Interiors Mfg. - No Casket Mfg. Or Upholstery Work  
 Measuring Tape Mfg. - Cloth - Sewing Type  
 Mosquito Netting - No Mfg. Of Net  
 Napkin Mfg. - Cloth  
 Netting - Mosquito - No Mfg. Of Net  
 Pennant Mfg.  
 Pillow Cover Mfg.  
 Pillow Mfg.  
 Polishing Cloth Mfg.  
 Polishing Wheel Mfg. - Cloth Or Felt - No Metal Parts  
 Pool Mfg. - Swimming - Inflatable Kiddie-Type Pools  
 Quilt Or Comforter Mfg.  
 Roller Mfg. - Covered Sleeves Only  
 Safety Belt Mfg. - Automobile - No Hardware Mfg.  
 Scenery - Theatrical - Curtain And Drapery Mfg.  
 Shoe Ornament Mfg. - Fabric  
 Shoe Shining Or Polishing Cloth Mfg.  
 Shower Curtain Mfg. - Cloth, Plastic, Vinyl  
 Sleeping Bag Mfg.  
 Slipcover Mfg.  
 Stage Scenery - Theatrical - Curtain And Drapery Mfg.  
 Stuffed Toy Mfg. - Cloth  
 Table Cloth Mfg.  
 Table Pad Mfg. - From Cardboard And Fabric  
 Tape Mfg. - Mending - Fabric  
 Theatrical Scenery - Curtain And Drapery Mfg.  
 Towel Mfg., Textile Fabrics (Except For Disposable Towel Mfg.)  
 Toy Mfg. - Stuffed Animals Or Other Cloth Stuffed Toys  
 Umbrella Mfg.  
 Wheel Mfg. - Cloth - Buffing And Polishing - No Metal Parts  
 Wig Mfg. - Synthetic Materials  
 Window Shade Mfg. - No Roller Mfg.

**165 MATTRESS OR BOX SPRING MFG.**

The manufacture of wire springs shall be classified by Code 457 provided such operations are conducted by a separate crew of employees in a physically separate department.

***UNDERWRITING GUIDE***

Mattress Mfg.

**166 CANVAS OR BURLAP PRODUCTS MFG.**

Includes manufacturing or repairing bags made from textile cloth or fabric.

Separately rate the installation, removal or repair of awnings, tents or other canvas products away from the

shop to Code 681.

***UNDERWRITING GUIDE***

Automobile Convertible Top Mfg. - Fabric Or Vinyl, No Installation  
Automobile Seat Cover Mfg. - No Installation  
Awning Mfg. – Cloth  
Awning Or Tent Mfg.  
Bag Mfg. - Fabric Or Bulk Materials  
Bag Renovating, Textile Fabrics  
Burlap Goods Mfg.  
Canvas Products Mfg.  
Cloth Bag Mfg.  
Cloth Bag Repairing  
Furnishing Goods Mfg. - Canvas Or Burlap  
Knapsack Mfg.  
Life Jacket Or Preserver Mfg.  
Parachute Mfg. (Hardware Mfg. To Be Separately Rated)  
Sail Making  
Sporting Goods - Knapsack Mfg.  
Tent Mfg.  
Textile Bag Mfg. - Canvas Or Burlap

**201 TANNING AND LEATHER DRESSING**

***UNDERWRITING GUIDE***

Degreasing Skins  
Fur Dressing Or Dyeing  
Leather Dealer  
Leather Dressing  
Leather Finishing  
Leather Tanning  
Sheepskin Pickling  
Tanning, Leather  
Wool Pulling

**204 SHOE MFG.**

***UNDERWRITING GUIDE***

Boot And Shoe Mfg.  
Counter, Heel And Sole Mfg. - Leather  
Footwear Mfg. - Not Rubber  
House Slippers Mfg.  
Shoe Findings Mfg.  
Shoe Mfg.  
Shoe Repairing  
Shoe Stock Mfg., No Tanning Or Leather Dressing  
Slipper Mfg.

**205 LEATHER GOODS MFG., N.O.C.**

Includes the manufacture of handbags, purses, wallets, dog collars, leashes, straps, belts, etc. from leather, simulated leather or vinyl sheet.

***UNDERWRITING GUIDE***

Bag Mfg., Traveling  
Baseball Mfg.

Basketball Mfg.  
 Dog Collar Mfg.  
 Football Mfg.  
 Glove Mfg., Including Baseball, Boxing, Handball Or Punching Bag Glove (Except Rubber Gloves)  
 Handbag, Mfg. - From All Materials  
 Harness Or Saddle Mfg.  
 Leash Mfg.  
 Leather Belting Mfg.  
 Leather Embossing  
 Leather Goods Mfg., N.O.C. (See Also Gloves, Hats, Shoes)  
 Leather Skiving  
 Luggage Mfg., Excluding Trunks  
 Medicine Ball Mfg.  
 Personal Leather Goods Mfg.  
 Pocketbook Mfg. - From All Materials  
 Purse Mfg. - From All Materials  
 Saddle Mfg.  
 Strap Mfg. - From Leather, Simulated Leather Or Plastic  
 Volleyball Mfg.  
 Wallet Mfg.  
 Women's Handbag Or Purse Mfg.

**221 PLASTIC ARTICLES MFG., INJECTION MOLDING**

***UNDERWRITING GUIDE***

Injection Molding Of Plastics  
 Plastic Articles Mfg., Injection Molding

**222 PLASTIC ARTICLES MFG., N.O.C**

Applicable to plastic molding businesses principally engaged in the molding of any plastic product by any plastic molding technique except for plastic molding businesses principally engaged in injection molding which is assigned to Code 221 or businesses principally engaged in molding plastic composite products which is assigned to Code 227.

***UNDERWRITING GUIDE***

Artificial Marble Products Mfg.  
 Bag Mfg. – Plastic  
 Cable Mfg. - Insulated Electrical - Wire Drawing To Be Separately Rated  
 Hose Mfg. – Plastic  
 Marble Products Mfg. – Artificial  
 Molding, Plastic - Of Any Product By Any Molding Technique Other Than Injection Molding  
 Pipe Mfg. – Plastic  
 Plastic Articles Mfg., N.O.C.  
 Plastic Bag Mfg.  
 Plastic Mfg., Sheets And Rods  
 Plastic, Molded Products Mfg. N.O.C.  
 Vanity Mfg. - Resin Poured Or Cast Type/Artificial Marble Product  
 Wire Insulating - Includes Incidental Wire Stranding - Wire Drawing To Be Separately Rated

**225 RUBBER GOODS OR TIRE MFG.**

***UNDERWRITING GUIDE***

Balloon Mfg. - Rubber - Advertising And Toy  
 Bathing Cap Mfg. – Rubber  
 Boot And Shoe Mfg. – Rubber  
 Bottle Mfg. – Rubber



Elastic Mfg.  
Eraser Mfg.  
Fabrics, Rubberized  
Foam Rubber Mfg.  
Footwear Mfg. – Rubber  
Gasket Mfg. – Rubber  
Glove Mfg. – Rubber  
Heel Mfg. – Rubber  
Hose Mfg. – Rubber  
Latex, Foamed Mfg.  
Life Jacket Mfg. - Inflatable Rubberized Fabric  
Life Raft Mfg. – Rubber  
Printers' Roller Mfg.  
Reclaiming Rubber  
Rubber Band Mfg.  
Rubber Products Mfg., N.O.C.  
Rubber Reclaiming  
Rubber Tire Mfg.  
Rubber Tire Retreading  
Rubberized Fabrics Mfg.  
Sheeting - Rubber Or Rubberized Fabric  
Sponge Rubber And Sponge Rubber Products Mfg.  
Stopper Mfg. – Rubber  
Tire And Inner Tube Mfg.  
Tire Recapping Or Retreading  
Toy Mfg. – Rubber  
Tubing – Rubber  
Vulcanized Rubber Products Mfg.  
Wet Suit Mfg. – Rubber  
Wire Insulating – Rubber

**227 OILCLOTH, LINOLEUM AND CORK CARPET MFG.**

***UNDERWRITING GUIDE***

Artificial Leather Mfg.  
Coating New Fabrics, Rubberized Or Oilcloth  
Cork Carpet Mfg.  
Fiberglass (A Fibrous Glass And Resin Composite) Mfg.  
Leather (Imitation) Mfg.  
Linoleum Mfg.  
Metallizing Of Fabrics  
Oilcloth Mfg.  
Plastic Composite Products Molding  
Resin Coated Fabric Mfg.  
Rubber Coating  
Silo Mfg. - Fiberglass, Shop Only  
Waxing Of Cloth  
Yarn, Plastic Coated - Made From Purchased Yarn

**PAPER AND PAPER GOODS MFG. AND PRINTING**

**255 PAPER OR PULP MFG. – ALL KINDS**

***UNDERWRITING GUIDE***

Abrasive Paper Or Cloth Preparation

Bark Peeling, In Paper Mill  
Building And Roofing Paper Mfg.  
Building Paper Mfg.  
Cardboard Mfg.  
Emery Cloth Mfg.  
Fiber (Paper) Products Mfg.  
Fiberboard Mfg.  
Paper Coating And Glazing - By Paper Mill  
Paper Finishing - By Paper Mill  
Paper Mfg.  
Paper Mill  
Particle Board Mfg.  
Photographic Film And Dry Plate Mfg.  
Pipe Mfg., Fiber  
Pulp (Paper) Mfg.  
Roofing Paper Or Roofing Felt Mfg.  
Sandpaper Mfg.

**257 PAPER PRODUCTS MFG., N.O.C.**

Applicable to businesses principally engaged in the manufacture of one or more converted paper products that are not otherwise classified by either Code 261, 263 or 265. These products include but are not necessarily limited to: folding and/or set-up/rigid boxes, paper towels, products made from tissue paper, paper cups or plates, holiday or party decorations, party favors, mailing tubes, paper cans and paper sheeting, slitting or winding. Any printing conducted by a paper products manufacturing not otherwise classified (Code 257) business on its products is incident to such enterprise and is not subject to separate classification.

***OPERATIONS NOT INCLUDED:***

There shall be no payroll division between Code 257 and Code 281 unless the employer fulfills the multiple enterprises criteria delineated in Rule IV, Paragraph C. 3.a 2.

***UNDERWRITING GUIDE***

Air Filter Mfg. - All Types  
Bed Underpads – Disposable  
Box Mfg. - Paper - Set-Up, Rigid Or Folding (Non-Corrugated)  
Box Or Container Cardboard Partitions Mfg.  
Box Partitions Mfg.  
Can Mfg. – Paper  
Cardboard Or Paper Mailing Tube Mfg.  
Coffee Pot Filter Mfg. – Paper  
Cup Or Plate Mfg. – Paper  
Diaper Mfg. – Disposable  
Die Cutting - Paper, Paperboard Or Cardboard – By Specialist Contractor  
Disposable Diaper Mfg.  
Disposable Towel Mfg.  
Drinking Straw Mfg. – Paper  
Fiber Drum Mfg.  
Filter Mfg. - Air - All Types  
Folding Cardboard Or Paperboard Box Mfg.  
Garland Mfg.  
Holiday Decorations Mfg. - Paper Or Plastic  
Mailing Tube Mfg.  
Match Mfg. – Paper  
Napkin Mfg. – Paper  
Paper Bag Mfg.  
Paper Box Mfg. - Set-Up, Rigid Or Folding (Non-Corrugated)

Paper Cup, Dish Or Plate Mfg.  
 Paper Hat Mfg. - All Types  
 Paper Or Cardboard Mailing Tube Mfg.  
 Paper Or Foil Goods Mfg.  
 Paper Products Mfg., N.O.C.  
 Paper Sheeting, Slitting Or Winding  
 Paper Towel Mfg.  
 Papier-mâché Goods Mfg.  
 Partitions (Cardboard) Mfg. - For Boxes Or Containers  
 Party Decorations Or Favors Mfg.  
 Rigid/Set-Up Paper Box Mfg.  
 Sanitary Napkin Mfg.  
 Set-up Paperboard Box Mfg.  
 Tinsel Mfg.  
 Tissue Paper Products Mfg. - Facial Or Toilet  
 Towel Mfg. - Paper Or Disposable  
 Tubes Or Cores Mfg. – Paper  
 Underpads Mfg. - Bed - Disposable

## 261 CORRUGATED PAPER AND/OR CORRUGATED BOX OR CONTAINER MFG.

Applicable to a business principally engaged in the corrugating of paper and/or the manufacture of boxes or containers from corrugated paper. The employer receives paper that will be corrugated as an integral part of the employer's manufacturing process or the employer receives paper corrugated by and purchased from an unrelated source. Corrugation involves paper being slowly passed over a steam or gas heated metal drum, then revolved around a roll covered with silicate of soda which is deposited on the tips of the corrugation. The paper is then moved along until it reaches the paper liner (either a single or double facing), then the corrugated paper and the liner(s) travel under pressure where they are combined and dried. Also applicable to the manufacture of fiberboard boxes or containers. Printing by a corrugated box or container manufacturer on its box or container products is construed to be incident to the corrugated box or container enterprise and is not subject to separate classification.

### ***OPERATIONS NOT INCLUDED:***

Assign Code 255 to separate staff in a physically separate work area engaged in paper manufacturing.

### ***UNDERWRITING GUIDE***

Box Or Container Mfg. - Corrugated  
 Container Mfg. – Corrugated  
 Corrugated Paper And/Or Corrugated Products Mfg.  
 Fiberboard Box Or Container Mfg.

## 263 PAPER COATING/FINISHING – BY CONTRACTOR

Applicable to a business principally engaged in operations involving various types of coatings which are mixed in mixers or agitators and run into troughs of coating machines. Rolls of paper, plastic film or other materials (except rubber or textile fabric) are coated as they pass over the rolls revolving through this mixture. The paper, plastic film or other materials are dried on rolls or stacks, some may be polished or embossed, finished by calendaring, slit to desired widths and rewound or sheeted to size, then labeled and packed. Products may be printed with advertising material before the coating or on the reverse side, after this operation. In the manufacture of oiled, paraffined or waxed paper the waxes or oils are heated and mixed, and paper is run through a waxing machine and over a drying roll. The now waxed paper is then cut, slit, rewound on spools or sheeted or die-cut, wrapped and packed. Laminated paper, plastic film or other materials are produced by feeding a paste or glue between layers of paper, plastic film or other materials, pressing the layers together, drying and finishing by winding into rolls or sheeting to size, or else cutting, slitting or die cutting to size and shape, wrapping and tying into bundles. Printing by a paper coating/finishing business on its products is incident to the paper coating/finishing enterprise and is not

subject to separate classification.

**UNDERWRITING GUIDE**

Carbon Paper Mfg.

Coating And/Or Glazing Of Paper Or Plastic – By Specialist Contractor

Laminating – Paper – By Contractor

Paper Finishing - By Specialist Contractor

Paper Laminating - By Contractor

Pressure-Sensitive Labels Or Paper Mfg.

Waxed Paper Mfg. - Coating Paper With Wax – No Paper Mfg.

**265 STATIONARY PRODUCTS MFG.**

Applicable to a business principally engaged in the manufacture of stationery, loose-leaf ledgers or notebooks. Cardboard, binders' cloth, leather or imitation leather, canvas, paper, glue, paste, gold leaf, printing and ruling ink, metal rings, posts, screws, separators or fittings are received from unrelated businesses. Cardboard is cut to size and covered with leather, imitation leather or cloth by gluing, pasting and some sewing. Covers are reinforced by stripping and may be embossed in ink or gold leaf and the appropriate fittings are attached to complete the binder. Fillers for binders are manufactured from paper, which is cut to size on either manual or power cutters. Also includes but is not necessarily limited to the making of envelopes, writing tablets or pads, file folders, file jackets, desk pads and index cards. Paper ruling, silk screening or other printing on the products assignable to this class by the product's manufacturer is incident to the stationery products enterprise and not subject to separate classification.

**OPERATIONS NOT INCLUDED:**

The manufacture of metal rings, posts, screws, separators or fittings shall be assigned to the appropriate metal working class.

**UNDERWRITING GUIDE**

Binder Mfg., Ringed

Coin Wrapper Or Currency Strap Mfg.

Computer Paper Mfg. (No Paper Mfg.)

Desk Calendar Mfg.

Envelope Mfg.

File Folder Mfg.

File Jacket Mfg.

Index Card Mfg.

Loose-Leaf Binder Or Ledger Mfg.

Notebook Mfg. (No Paper Mfg.) - All Types

Notepad Mfg.

Paper Rolls For Office Machines Or Cash Registers Mfg.

Ringed Binder Mfg.

Stationery Products Mfg.

Writing Tablet Mfg. (No Paper Mfg.)

**281 PRINTING, N.O.C**

Applicable to printing businesses principally engaged in the reproduction of one or more printed products or providing printing industry services pursuant to a Code 281 Underwriting Guide entry or printed products that are not specifically classified by an Underwriting Guide entry. Also includes the bindery department that finishes the employer's print production. Finishing may include but is not necessarily limited to: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding, drilling or punching holes, stapling, sewing, wire stitching, gluing – perfect binding, laminating, foil stamping or embossing.

**OPERATIONS ALSO INCLUDED:**

(Businesses principally engaged in one more of the following activities)

1. The screen printing of any product including finished apparel articles
2. Web-press production of printed product either specifically assigned to Code 281 or not specifically classified by an Underwriting Guide entry (e.g., books, business forms, direct mail advertising)
3. Service contractors to the printing industry (e.g., printers' finishers)
4. Specialist contractors decorating china or glassware by means of purchased or customer-provided decals, the cutting or engraving of glassware, engraving per se or making printing plates
5. The manufacture of plastic or vinyl sign letters and the application of such onto a substrate – shop only, no installation
6. The manufacture of rubber stamps

***OPERATIONS NOT INCLUDED:***

1. Assign Code 136 to embroidery operations performed by a separate staff in a physically separate work area.
2. Assign Code 265 to a manufacturer of stationery products including but not necessarily limited to loose-leaf or ringed binders, envelopes, notebooks or file folders.
3. Assign Code 282 to a newspaper or periodical publisher who also prints the newspaper or periodical or to a contract printer principally engaged in printing any product(s) denoted in a Code 282 Underwriting Guide entry by means of a web press(es).
4. Assign Code 285 to printing businesses principally engaged in providing customer copy reproduction by means of sheet-fed offset printing presses utilizing paper sheet sizes greater than 17 x 22 inches or that have four or more color towers regardless of the paper sheets' size or any Halm envelope printing unit or another sheet-fed unit/printing technique (e.g., letterpress) on paper sheets of any size.
5. Assign Code 932 to printing businesses principally engaged in providing customer copy reproduction by means of small offset presses, also known as duplicators, on paper sheet sizes 17 x 22 inches or less or electrostatic (photo) copiers on paper sheets of any size.
6. Assign Code 948 to a business that performs printing and direct mailing provided that more than 50 percent of the print production is used as direct mail.
7. Code 281 and another printing class (or Codes 257, 261, 263, 265 or 948) will not be assigned to any printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.
8. Code 281 may not be assigned when printing operations are a General Inclusion into the business' governing classification.

***UNDERWRITING GUIDE***

Book Printing By Web Press - By Publisher Or Contractor  
Bookbinding Or Rebinding - By Specialist Contractor  
Bottle Cap Printing  
Business Forms Printing - By Web Press  
Chemical Etching - By Specialist Contractor  
China Decorating - By Specialist Contractor With No China Mfg.  
Cigar Band, Printing  
Coin Wrapper, Printing - By Specialist Contractor  
Dress Pattern Printing  
Electrotyping - By Specialist Contractor  
Engraving - By Specialist Contractor  
Etching (By Chemical Method) By Specialist Contractor  
Glass Products Decorating Or Engraving By Specialist Contractor  
Greeting Card Printing By Publisher Or Contractor  
Label (Pressure-Sensitive) Printing By Web Press - By Specialist Contractor  
Paper Dress Pattern Printing  
Pattern (Dress) Printing – Paper  
Photoengraving - By Specialist Contractor  
Plastic Sign Letters Mfg. - Shop Only  
Playing Cards Mfg.  
Pressure-Sensitive Label Printing By Web Press - By Specialist Contractor  
Printers' Finisher - By Specialist Contractor

Printing - Books Or Greeting Cards - By Publisher Or Contractor  
Printing Plate Mfg. - By Specialist Contractor  
Printing, N.O.C.  
Rubber Stamp Mfg.  
Screen Printing (Including Finished Textile Articles) - By Specialist Contractor  
Stereotyping - By Specialist Contractor  
Tag Printing  
Vinyl Sign Letters Mfg. - Electronically Scored - Shop Only  
Wallpaper Printing (Paper Mfg. To Be Separately Rated)

**282 NEWSPAPER OR PERIODICAL PRINTING – BY PUBLISHER OR CONTRACT PRINTER**

Applicable to businesses principally engaged as a newspaper(s) publisher or the publisher of another type of publication(s)/intellectual property assigned to Code 282 by Underwriting Guide entry who also prints the newspaper(s) or other publication(s)/intellectual property. Also applicable to printing businesses principally engaged in printing newspapers or another publication(s)/intellectual property specifically assigned to Code 282 by an Underwriting Guide entry for unrelated customers. The newspaper(s) or other type(s) of publication(s)/intellectual property will be printed by means of a web press(es) regardless of whether the publisher or a contract printer performs the printing.

1. A newspaper's pages may be cut, collated and folded by the web press. Inserts may be placed into the newspaper by inserting machine or by hand. The newspapers may be tied into bundles and delivered either by the publisher and/or contract printer.
2. A periodical may be finished by performing one or more of the tasks listed below: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding and gluing – perfect binding. The periodical publisher and/or contract printer may further mail the periodical to subscribers.

***OPERATIONS NOT INCLUDED:***

1. Code 282 and another printing class will not be assigned to any publishing and/or printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.

***UNDERWRITING GUIDE***

Catalogue Printing By Publisher Or Contract Printer  
Comic Book Printing By Publisher Or Contractor  
Magazine Printing By Publisher Or Contractor  
Newspaper Inserts (e.g., Advertising, Sunday Comics, Sunday Magazines) Printing By Publisher or Contractor  
Newspaper Printing By Publisher Or Contractor  
Periodical Printing By Publisher Or Contractor  
Statistical Report Printing By Publisher Or Contractor  
Telephone Book Printing By Publisher Or Contractor  
Trade Journal Printing By Publisher Or Contractor

**285 PRINTING – PRINCIPALLY SHEET-FED PRESS PRODUCTION**

Applicable to printing businesses principally engaged in providing customer copy reproduction by means of sheet-fed offset printing presses utilizing paper sheet sizes greater than 17 x 22 inches or that have four or more color towers regardless of the paper sheets' size or any Halm envelope printing unit or another sheet-fed press printing technique (e.g., letterpress) on paper sheets of any size. Also includes the bindery department that finishes the employer's print production. Finishing may include but is not necessarily limited to: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding, drilling or punching holes, stapling, sewing, wire stitching, gluing – perfect binding, laminating, foil stamping or embossing.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 281 to printing businesses principally engaged in providing customer copy reproduction of printed products or providing printing industry services pursuant to a Code 281 Underwriting Guide entry or that are not specifically classified by an Underwriting Guide entry.
2. Assign Code 932 to printing businesses principally engaged in providing customer copy reproduction by means of small offset presses, also known as duplicators, on paper sheets sized 17 x 22 inches or less or electrostatic (photo) copiers on paper sheets of any size.
3. Code 285 and another printing class will not be assigned to any printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.

***UNDERWRITING GUIDE***

Printing - Principally Sheet-Fed Press Production (Of Any Printed Product)

**WOODWORKING**

**301 SAWMILL**

Includes the grading, sorting, pulling, piling, air or kiln drying, loading and storage of sawmill products.

***OPERATIONS NOT INCLUDED:***

1. Subsequent wood products manufacturing operations conducted by a separate crew of employees in a physically separate department shall be separately classified as provided in this Manual.

***UNDERWRITING GUIDE***

Barking Mill  
 Kiln Drying Of Lumber - By Sawmill  
 Sawmill  
 Snow Fence Mfg., Cutting Lath From Logs.  
 Wood Chips Mfg.

**305 CARPENTRY SHOP, INCLUDING PLANING MILL**

Includes but is not necessarily limited to the manufacture of sash, door, assembled millwork, pallets or wood trusses.

Separately rate erection work as provided for in this Manual.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 301 to sawmill operations.
2. Assign Code 306 to a business principally engaged in making woodenware products N.O.C. as defined in this Manual.
3. Assign Code 855 to the operation of a physically separate and separately-staffed lumber and/or building material dealer on the premises of a carpentry shop that fulfills the multiple enterprise criteria discussed in Rule IV, C. 3. a. 2., Section 1 of this Manual.
4. Assign Code 935 to the operation of a physically separate and separately-staffed retail store on the premises of a lumber and/or building materials dealer and carpentry shop that also fulfills the multiple enterprise criteria discussed in Rule IV, C. 3. a. 2., Section 1 of the Manual.

***UNDERWRITING GUIDE***

Assembled Millwork Mfg.  
 Bark Peeling In Veneer Mill  
 Barrel Repair - Wood – By Specialist Contractor  
 Barrel Stock Mfg., No Sawmill Work  
 Basket Mfg. – Veneer  
 Box Or Box Shook Mfg.  
 Building Mfg., Portable – Wood

Carpentry Shop  
Contract Packaging - Crating - In Shop  
Crate Mfg. – Wood  
Door Frame Or Sash Mfg. - Wood  
Door Mfg. – Wood  
Fence Mfg. - Wood, Shop Only  
Flooring Mfg. – Wood  
Furniture Stock Mfg. - Non-Turned - By Specialist Contractor  
Hardwood Dimension And Flooring Mill, No Sawmill Operation  
Keg Mfg. – Wood  
Laminated Wood Building Beam And Column Mfg.  
Last Block Mfg.  
Millwork Plant  
Modular Home Mfg.  
Packaging, Contract - Crating - In Shop  
Packing Case Mfg.  
Pallet Mfg.  
Panel Mfg. - Soft Wood Or Plywood  
Planing Mill  
Plywood Container Mfg.  
Plywood Mfg., Including Veneer Mfg.  
Porch Enclosure Mfg.  
Prefabricated Building Mfg. - Wood, Shop Work  
Railing Or Stair Mfg. – Wood  
Sash Mfg. – Wood  
Sash, Door Or Assembled Millwork Mfg.  
Shingle Mfg. - Wood, Including In Shop Staining  
Shingle Staining, In Shop, No Off-Premises Work  
Shook Mfg.  
Shuttle Mfg.  
Silo Mfg. - Wood, Shop Only  
Staircase Or Stair Mfg. – Wood  
Stave Mfg. – Wood  
Structural Members, Laminated Wood - Arches, Trusses, Timbers  
Tank Building - Wood, Shop Only  
Trellis Mfg. – Wood  
Truss Mfg. – Wood  
Veneer Container Mfg.  
Veneer Mfg.  
Wire bound Box And Crate Mfg.  
Wood Floor Mfg.  
Wooden Barrel Mfg.  
Wooden Box Mfg., Except Cigar Boxes

**306 WOODENWARE MFG., N.O.C**

***UNDERWRITING GUIDE***

Axe Handle Mfg.  
Bird House Or Feeder Mfg. - Wood  
Bowling Pin Mfg. – Wood  
Brush Mfg.  
Cane Mfg.  
Coat Hanger Mfg. – Wood  
Cork Products Mfg.  
Crutches Mfg. – Wood  
Dowel Mfg. – Wood  
Furniture Turned Stock Mfg. - By Specialist Contractor



Gunstock Mfg., Finished Or Unfinished Shapes  
Handle Mfg. – Wood  
Hat Block Mfg. - Wood  
Ladder Mfg. – Wood  
Lath Mfg. – Wood  
Lead Pencil Mfg.  
Mop Mfg.  
Peg Or Skewer Mfg. – Wood  
Pencil, Pencil Stock, Penholder, Or Crayon Pencil Mfg. - Wood  
Pipe Mfg., Tobacco – Wooden  
Pulley Block Mfg. – Wood  
Screen Mfg., Window – Wood  
Shade Roller Mfg. – Wood  
Sign Or Sign Letter Mfg. - Wood, Shop Only, No Erection  
Ski Mfg. – Wood  
Spice, Cutlery Or Wine Racks Mfg. - Wood  
Spool Mfg. – Wood  
Toothpick Mfg.  
Umbrella Handle Mfg. – Wood  
Veneer Products Mfg., N.O.C. - No Veneer Mfg.  
Window Shade Roller Mfg. - Wood  
Wood Tack Strip Mfg.  
Wood Turned Products Mfg.  
Wooden Frames Or Seats Mfg. - For Furniture  
Wooden Tobacco Pipe Mfg.  
Woodenware Mfg., N.O.C.

**311 CABINET WORKS – WITH POWER-DRIVEN MACHINERY**

Applicable to a business principally engaged in the manufacture of cabinets, cabinet parts or other similar wood products in which power-driven machinery is used. Many of the products contemplated by this classification are made to buyers' or customers' specifications and require installation.

***OPERATIONS ALSO INCLUDED:***

1. Finishing of cabinets, cabinet parts or similar wood products by their manufacturer. The term finishing means shellacking, staining, painting, lacquering or varnishing or covering with formica, porcelain or similar materials.

***OPERATIONS NOT INCLUDED:***

1. Separately rate installation work by either Code 646 or Code 648 as provided in the Underwriting Guide.
2. Assign Code 327 to upholstering operations conducted by a separate employee crew in a physically separate department.

***UNDERWRITING GUIDE***

Architectural Woodwork Mfg.  
Bookcase Mfg. – Wood  
Bulletin Board Mfg.  
Cabinet Works - Wood - With Power-Driven Machinery  
Counter Top Mfg. – Wood  
Display Case Mfg. – Wood  
Exhibit Booth Mfg.  
Kiosk Mfg.  
Kitchen Cabinet Mfg. – Wood  
Library Cabinet Mfg. – Wood  
Parquet Flooring Mfg. - Hardwood  
Partition Mfg. – Wood

- Picture Frame Mfg. – Wood
- Refrigerated Showcase Mfg. - Wood
- Restaurant Booth Mfg. – Wood
- Room Divider Mfg.
- Showcase Mfg. – Wood
- Store Counter Mfg. – Wood
- Toy Mfg. – Wood
- Vanities Mfg. – Wood (Architectural or Bathroom)
- Walk-In Refrigerator Mfg.

**319 FURNITURE ASSEMBLY**

Applicable to businesses principally engaged in the assembly of wood, metal or plastic furniture from parts manufactured by unrelated businesses. Included are all types of home or office furniture such as tables, chairs, dressers, chests of drawers, bed frames or desks or cabinet-type products. The assembly work is normally accomplished by means of nails, screws, brackets, glue, dowel pins and clamps. Also includes the finishing of the assembled products by painting, staining, varnishing, lacquering, shellacking or covering surfaces with Formica-type materials.

The repair or reconditioning of wood or metal furniture which does not require the manufacture or fabrication of parts (or whereby the fabrication is not performed by the risk but parts are purchased from other unrelated risks) shall also be assigned to this classification. The type of operations found here would involve only tightening loose parts, regluing parts or replacing broken parts, stripping off the old finish and applying a new finish.

This class further includes payroll developed in the manufacture and finishing of cabinet-type products only when such products are made without the use of power-driven woodworking machinery. The parts are cut to size and shape by means of hand tools or portable electric tools and then assembled and put together to form the completed product.

***OPERATIONS NOT INCLUDED:***

Upholstering of new or used, repaired or reconditioned furniture by a separate crew in a physically separate area shall be assigned to Code 327.

***UNDERWRITING GUIDE***

- Broom Mfg. - Assembling Only - No Woodworking
- Coffin Assembly - No Wood Or Metal Working
- Furniture Assembly - From Prefabricated Parts Or Pieces Only - No Woodworking
- Furniture Stripping - Incidental To Assembling Or Refinishing Operations Only
- Furniture Stripping, No Woodworking - By Specialist Contractor
- Lamp (Floor Or Table) Assembly Only - No Metal Or Wood Fabricating
- Wreath Assembly - Artificial - Plastic And Fabrics

**323 FURNITURE MFG. – WOOD**

Applicable to employers principally engaged in the manufacturing of individual completed wood furniture pieces or sets including but not necessarily limited to: bedroom, living room or dining room pieces or sets, office furniture, billiard tables, console-type audio or television cabinets, pianos or piano cases, juvenile or nursery furniture, lawn or garden furniture, frames for upholstered furniture, occasional tables, chairs, desks or wardrobes.

This classification contemplates both the fabrication of the various parts on woodworking machines and the subsequent assembly of the components into completed furniture. Also included is the finishing by staining, painting, varnishing, lacquering or polishing. In addition, hardware such as hinges, pulls, locks or casters may be attached.

Also applies to the repair of furniture when it is necessary to machine new parts as replacements for

damaged or broken parts.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 327 to a separate employee crew in a physically separate work area performing upholstery.
2. The manufacture of furniture parts which are not assembled into completed furniture or completed chair or furniture frames by the same employer is assignable to Code 305 for non-turned furniture parts or to Code 306 for all turned furniture stock.

**UNDERWRITING GUIDE**

- Billiard Table Mfg.
- Cedar Chest Mfg.
- Chair Or Chair Frame Mfg. - Wood
- Coffin Mfg. – Wood
- Fiber Furniture Mfg.
- Furniture Assembling - Wood, By A Furniture Manufacturer, Including Woodworking
- Furniture Frame Mfg. – Wood
- Headboard Mfg. - Wood (Upholstery Work If Conducted By A Sep. Crew In A Sep. Dept. Shall Be Separately Rated)
- Musical Instrument Mfg. – Wood
- Organ Building - Including Installation
- Piano Or Player Piano Mfg.
- Rattan Or Fiber Furniture Mfg.
- Tank, Seat Or Cabinet Mfg. - Toilet - Wood
- Trunk Mfg. – Wood
- Venetian Blind Mfg. – Wood
- Willow Ware Mfg.
- Wood Household Or Office Furniture Mfg.
- Wooden Coffin Mfg.
- Wooden Musical Instruments Mfg.

**327 FURNITURE UPHOLSTERING, SHOP ONLY**

An upholstery shop’s operations shall include but are not necessarily limited to: fabric cutting and sewing, spring-up, trimming and the final assembly of the upholstered materials onto the manufactured frame.

**OPERATIONS NOT INCLUDED:**

1. Frame manufacturing or frame assembly shall be classified as provide for in this Manual.
2. Upholstering operations conducted at customers’ locations is assignable to Code 670.

**UNDERWRITING GUIDE**

- Automobile Seat Cover Installation And/or Seat Upholstering
- Automobile Top Installation, Fabric Or Vinyl
- Coffin Or Casket Upholstery Work
- Furniture Upholstering
- Reupholstering
- Upholstering Car Seats
- Upholstering Shop Only, No Furniture Assembling

**PRIMARY NONFERROUS METAL WORKING**

**402 SMELTING OF NONFERROUS METALS OR HOT-DIP GLAVANIZING**

Also includes employers principally engaged in melting nonferrous scrap metal to produce ingots.

Not available for businesses principally engaged in the handling of any ferrous scrap metals. Such businesses must be assigned to Code 858.

Galvanizing by methods other than the hot-dipping procedure shall be assigned to the classification best describing the process

***UNDERWRITING GUIDE***

Aluminum Ingots And Primary Production Shapes From Bauxite/Alumina  
Copper Smelting And Refining, Primary  
Galvanizing Works - Hot Dip  
Lead Mfg., Red Or White  
Lead Sheet, Pipe And Shot Mfg.  
Lead Smelting  
Lead Smelting And Refining, Primary  
Melting Of Nonferrous Scrap Metals  
Precious Metal Refining, Primary  
Primary Smelting And Refining Of Nonferrous Metals, N.O.C.  
Red Lead Mfg.  
Retinning Of Metal Not Done In Rolling Mill  
Rust Proofing (Hot Dipping) Of Metals  
Secondary Smelting, Refining, And Alloying Of Nonferrous Metal And Alloys  
Smelting Of Nonferrous Metals, N.O.C.  
Tin Smelting And Refining  
White Lead Mfg.  
Zinc Smelting And Refining, Primary

**403 ROLLING, DRAWING OR EXTRUDING NONFERROUS METALS**

Also includes making nonferrous pipe or tubes or forging nonferrous metals.

Subsequent product(s) manufacturing operations conducted by a separate crew(s) of employees, in a physically separate department(s), shall be separately classified as provided for in this Manual.

***UNDERWRITING GUIDE***

Aluminum Extruded Products Mfg.  
Atomizing Molten Nonferrous Metal  
Can Mfg., Seamless  
Cold Rolling Or Drawing, Nonferrous Metals  
Copper Pipe Or Tube Mfg. By Extruding And Drawing  
Drawing - Nonferrous Metals  
Extruded Products Mfg. - Nonferrous Metals  
Forging - Nonferrous Metals Only  
Metal Can Mfg., Seamless  
Miniature Tube Mfg. - From Nonferrous Metals  
Nonferrous Metals Cold Rolling, Drawing, Extruding, Or Forging  
Pipe Mfg. - Brass, Copper Or Aluminum  
Platinum Group Metals - Rolling, Drawing And/or Extruding  
Powder Mfg. - Atomizing Molten Nonferrous Metal  
Tin Foil Mfg.  
Tube Mfg. - Nonferrous  
Wire Drawing - Nonferrous Metals  
Wire Mfg. - Nonferrous

**STEEL MAKING AND ROLLING MILLS**

**404 STEEL MFG.**

***UNDERWRITING GUIDE***

Stainless Steel Mfg.  
Steel Mfg.

**406 ROLLING MILL - FERROUS METALS – NOT AVAILABLE FOR ROLLING MILLS IN PLANTS OPERATING OPEN-HEARTH, BESSEMER, ELECTRIC OR CRUCIBLE STEEL FURNACES**

***UNDERWRITING GUIDE***

Cold Rolling Or Drawing - Ferrous Metals  
Cold-Rolled Sheet Mfg. - By Specialist Contractor  
Corrugating Iron And Steel - Cold-Rolled – By Specialist Contractor  
Doubling Process, Sheet Rolling - By Specialist Contractor  
Ferrous Metals Cold Rolling Or Drawing  
Plate Steel Mfg. - By Specialist Contractor  
Rolling Mill - Ferrous Metals  
Rolling Mill, Sheet Metal - By Specialist Contractor  
Sheet Rolling, Cold Rolling - By Specialist Contractor  
Steel Wire Drawing  
Wire Drawing – Ferrous  
Wire Mfg.

**407 TUBE OR PIPE MFG., IRON OR STEEL – NOT CAST IRON PIPE – EXCLUDING STEEL MAKING BUT INCLUDING SKELP ROLLING**

***UNDERWRITING GUIDE***

Miniature Tube Mfg. - From Ferrous Metals  
Pipe Or Tube Mfg. - Iron Or Steel  
Skelp Rolling  
Steel Pipe And Tube Mfg.  
Tube Mfg. - Iron Or Steel

**STEEL FABRICATING**

**411 STEEL FABRICATING – BRIDGE AND STRUCTURAL SHOPS, SHOP ONLY, ERECTION TO BE SEPARATELY RATED AS CODE 655**

***UNDERWRITING GUIDE***

Bridge Shop  
Radio And Television Tower, Fabrication  
Steel Fabrication, Bridge And Structural Shops  
Steel Works, Structural  
Steel Fabrication  
Tower, Transmission, Fabrication

**413 IRON WORKS – SHOP – ORNAMENTAL, NON-STRUCTURAL IRON OR STEEL FABRICATING**

Separately rate installation, service, or repair to the applicable construction classification(s) as warranted.

***UNDERWRITING GUIDE***

- Aluminum Railings Mfg.
- Architectural Or Ornamental Iron Work Mfg.
- Balcony Mfg.
- Fence Or Fence Post Mfg. - Ornamental Iron Or Steel
- Fire Escape Mfg.
- Flagpole Mfg. – Metal
- Flooring Mfg. - Open Steel Grating
- Furniture Mfg. - Wrought Iron
- Gate Mfg. - Ornamental Metal
- Grandstand Or Bleacher Mfg. - Metal
- Grating Mfg. - Open Steel Flooring
- Iron Shutter Mfg.
- Iron, Ornamental, Fabrication Shop
- Lamp Post Mfg. – Metal
- Metal Arches Mfg., For Buildings
- Metal Lath Mfg.
- Ornamental Brass Goods Mfg.
- Ornamental Or Architectural Metal Work Mfg.
- Partition Mfg. - Ornamental Iron
- Pipe Bending - Fabrication Shop
- Power Pipe Fabrication
- Racing Sulky Mfg.
- Railing Mfg.
- Stair Railing Mfg. – Metal
- Steel Curtain Wall Mfg.
- Sulky Mfg., Racing

**415 FABRICATED PLATE WORK – METAL, INCLUDING BUT NOT NECESSARILY LIMITED TO BOILER OR TANK MFG. – SHOP ONLY**

Plate shall be #3 U.S. Standard Gauge (1/4" thick) or thicker.

***UNDERWRITING GUIDE***

- Autoclave Mfg., Industrial
- Boiler Mfg., Shop Only
- Buoy Mfg. – Metal
- Casing Mfg., Boiler Metal Plate
- Condenser Mfg., Steam
- Culvert Mfg. - Metal Plate
- Cylinder Mfg. - Pressure Metal Plate
- Dumpster Or Refuse Container Mfg. - From Metal Plate
- Gas Tank Mfg. - Metal Plate
- Industrial Boiler Mfg.
- Liquid Oxygen Tank Mfg. - Metal Plate
- Military Tank Hull Mfg.
- Oil Storage Tank Mfg. - Metal Plate
- Plate Work, Fabricated
- Pressure Vessel Mfg. - Industrial Metal Plate
- Refuse Container Or Dumpster Mfg. - From Metal Plate
- Still Mfg. - Pressure Metal Plate
- Tank Mfg. - Pressurized Or Non-Pressurized, Including For Tank Trucks - From Metal Plate
- Truss Plate Mfg. – Metal
- Vacuum Tank Mfg. - Metal Plate
- Vat Mfg. - Metal Plate

**416 CAR MFG., RAILROAD – ALL KINDS**

***UNDERWRITING GUIDE***

Car Mfg., Rebuilding Or Repair, Railroad - All Kinds  
Freight Car Mfg.  
Industrial Locomotive And Parts Mfg.  
Locomotive And Parts Mfg.  
Mine Car Mfg.  
Railroad Car Mfg.  
Railway Maintenance Car Mfg.  
Refrigerator Car Mfg.  
Switching Locomotive And Parts Mfg.  
Tank Freight Car Mfg.  
Tender Mfg., Locomotive

**FOUNDRIES**

**421 STEEL FOUNDRY, OPEN-HEARTH AND ELECTRIC**

The secondary machining of castings by a separate staff in a physically separate work area shall be assigned to Code 461.

***UNDERWRITING GUIDE***

Casting Foundry, Steel  
Electric Steel Foundry  
Foundry, Steel  
Steel Alloy Castings Mfg.  
Steel Foundry

**425 IRON FOUNDRY, N.O.C.**

The secondary machining of castings by a separate staff in a physically separate work area shall be assigned to Code 461.

***UNDERWRITING GUIDE***

Cast Iron Pipe Mfg.  
Casting Foundry, Ductile Or Grey Iron  
Ductile Iron Foundry  
Enameled Cast Iron Ware Mfg.  
Foundry, Iron, N.O.C.  
Grey Iron Foundry  
Heater Or Radiator Mfg. - Cast Iron  
Hydrant Mfg. Water - Cast Iron  
Iron Foundry, N.O.C. (See Also Classes 427 And 445)  
Manhole Cover Mfg. - Cast Iron  
Pipe Mfg. - Cast Iron, N.O.C.  
Radiator Or Heater Mfg. - Cast Iron  
Stove Mfg. - Cast Iron

**427 MALLEABLE IRON FOUNDRY**

The secondary machining of castings by a separate staff in a physically separate work area shall be assigned to Code 461.

***UNDERWRITING GUIDE***

Casting Foundry, Malleable Iron  
Foundry, Malleable Iron  
Malleable Iron Foundry

**429 DIE CASTING MFG.**

Also includes secondary machining of die castings by the die casting employer. There is no payroll division with Code 461.

***UNDERWRITING GUIDE***

Aluminum Die Castings Mfg.  
Die Castings Mfg. - Aluminum, Brass, Bronze, Copper Or Zinc  
Zinc Die Castings Mfg.

**447 NONFERROUS METALS FOUNDRY**

When foundry is operated and there is silicosis potential, the supplemental loading will apply to the foundry portion of payroll. Code 0066 at the carrier rate is to apply to such foundry payroll, but note that this payroll is also included in the Code 447 payroll at the carrier rate. Premium developed under Code 0066 is not subject to experience or retrospective rating.

Also includes secondary machining of nonferrous castings by the foundry employer. There is no payroll division with Code 461.

***UNDERWRITING GUIDE***

Aluminum Castings Mfg.  
Aluminum Ware Mfg., Cast  
Brass Castings Mfg.  
Bronze Castings Mfg.  
Bushing Or Bearing Mfg. - Nonferrous Metal - Cast  
Casting Mfg. - Nonferrous Metals  
Centrifugal Castings Mfg. - Nonferrous Metals  
Copper Castings Mfg.  
Foundry - Nonferrous, N.O.C.  
Hardware Mfg. - Nonferrous - By Foundry Method  
Investment Castings Mfg. - Nonferrous Metals  
Nonferrous Metals Foundry  
Plumbing Fixture Fittings And Trim (Brass Goods) Mfg. - Cast  
Spin Casting Foundry - Nonferrous Metals  
Type Foundry  
Zinc Castings Mfg.

**METAL WORKING**

**431 FORGING**

Includes die making, trimming or grinding and heat treating operations. The secondary machining of forgings by a separate staff in a physically separate work area shall be assigned to Code 461.

***UNDERWRITING GUIDE***

Anvil Mfg. - Forged  
Forging, N.O.C.  
Gun Forging, Iron And Steel



Horseshoe Mfg.  
Iron Forging  
Press Forging  
Projectile Or Shell Casing Mfg.: Forging - Separately Rate Loading Or Testing With Explosives  
Upset Forging

**433 TOOL MFG. – FORGED**

Applicable to businesses principally engaged in the manufacture of tools by use of forging techniques or methodology. Steel or alloy metals in various bar and rod forms will be cut to length and then heated in furnaces. The heated metal stock is then forged with drop hammers, reheated and forged to final shape or form with the appropriate dies or patterns. The forgings are then cooled, trimmed or ground as needed and tempered by heat treating. Includes secondary machining of the forged tools by the forge business. There is no payroll division with Code 461.

Examples of products within the scope of this classification are: axes, agricultural and gardening tools, sledge hammers, logging tools, construction tools and oil well tools.

**OPERATIONS ALSO INCLUDED:**

Specialist businesses principally engaged in the heat treating of metal for unrelated customers.

**UNDERWRITING GUIDE**

Agricultural Tools Mfg.  
Axe Mfg.  
Construction Tools Mfg.  
File (Tool) Mfg. – Forged  
Gardening Tools Mfg.  
Heat-Treating Of Metal - By Specialist Contractor  
Logging Tools Mfg.  
Oil Well Tools Mfg.  
Sledgehammer Mfg.  
Tool Mfg. – Forged

**435 SPRING MFG. – HOT WOUND**

Also includes Chain Mfg.

**UNDERWRITING GUIDE**

Automobile Bumper Mfg.  
Automobile Spring Mfg.  
Chain Mfg.  
Coiled Flat Spring Mfg.  
Leaf Spring Mfg.  
Railroad Car Or Locomotive Spring Mfg.  
Spring Mfg. - Hot Wound  
Steel Spring Mfg. - Except Wire (Cold Wound) Springs  
Torsion Bar Spring Mfg.

**441 TOOL MFG., N.O.C**

Applies to a business principally engaged in machining tool steel or tungsten carbide into tools used for cutting or machining operations on machine shop equipment (e.g., lathes, mills). Also applies to a business principally engaged in making jigs or fixtures used to hold or position work on machine shop equipment. Further applies to a business principally engaged in machining tool steel or tungsten carbide into molds for plastics or powdered metal molding or nonferrous metal casting or dies for wire drawing, metal stamping, plastic or nonferrous metal extrusion. The business' machining operations may include but are not

necessarily limited to turning, milling, grinding or tapping. The tools, dies or molds may be assembled together, polished, buffed, tested and inspected.

A business principally engaged in the operations discussed above is typically a job shop. A job shop is defined for this classification as a business principally engaged in machining one or more of the above listed products for unrelated businesses and that has either no proprietary product(s) or the business' proprietary product(s) generates less than 50 percent of the business' revenue.

**OPERATIONS ALSO INCLUDED:**

1. Employers principally engaged in the manufacture of one or more of the following products: wood or metal patterns, models, aircraft propellers-wood, architectural scale models, last forms-wood or wood carving by hand or machine.

**OPERATIONS NOT INCLUDED:**

1. Cemented carbide tips for cutting tools or any other products made from powdered metal that are pressed to shape, machined and sintered shall be assigned to Code 506.
2. Molds or patterns produced by foundry (the melting and casting of the molten metal) process shall be assigned to the appropriate foundry class.
3. Dies produced by chemical etching or engraving shall be assigned to Code 281.
4. The manufacture of forged tools shall be assigned to Code 433.
5. Products made by molding plastic shall be assigned to the appropriate plastic molding classification.
6. Metal stamping or sheet metal products fabrication shall be classified as provided in this Manual.
7. Assign Code 445 to the manufacture of non-forged and non-powered hand tools, such as screwdrivers, pliers, hammers or chisels, and/or non-forged bench tools.
8. Assign Code 445 to saw blade (all types) or industrial knife manufacture.
9. Machined Parts Mfg. - N.O.C. shall be defined as machining single-piece parts for unrelated businesses and where more than 50 percent of the single-piece machined parts made by the employer are not assigned to any other manufacturing classification. Businesses so principally engaged shall be assigned to Code 446.
10. Assign the applicable manufacturing classification when the employer is principally engaged in assembling single-piece machined parts into end-product components. Assembly operations include but are not limited to: welding, fastening, inserting, pressing, and the joining of springs, ball bearings, ears, or other parts or components to any other part or component.
11. An employer principally engaged in machining single-piece parts specifically assigned to any manufacturing classification shall be assigned to that specified manufacturing classification.
12. Specialist contractors electroplating parts manufactured by an unrelated business (es) shall be assigned to Code 449.
13. Code 441 is not applicable to any business that has a separate department making tools, dies, molds or any of the other products assigned to Code 441 principally for use by that business in making any product(s) assigned to another manufacturing classification

**UNDERWRITING GUIDE**

- Aircraft Propeller Mfg. – Wood
- Architectural Scale Model Mfg. - By Specialist Contractor
- Cutlery Mfg. (Non-Forged) For Household Or Butcher Shop/Restaurant Use
- Die Mfg.
- Fixture Or Jig Mfg.
- Gauge Mfg. - Ring, Plug Or Snap
- Jig Or Fixture Mfg.
- Label Mfg. – Metal
- Last Form Mfg. – Wooden
- Machine Tools And Accessories Mfg.
- Machine Tools Mfg. - Metal - Cutting Or Forming Types
- Model Or Pattern Mfg. - Wood Or Metal, Shop Only, Excluding Castings
- Mold Mfg., Excluding Castings

Pattern Or Model Mfg. - Wood Or Metal, Shop Only, Excluding Castings  
Punch Mfg., For Marking Metal  
Sewing Machine Attachment Mfg. (e.g., Hemmers, Binders)  
Shoe Form Mfg. – Wood  
Steel Rule Die Mfg.  
Tool Mfg., N.O.C.  
Tool Sharpening, Industrial Tools  
Welding Or Cutting Torch Tip Mfg.  
Wood Carving - By Hand Or Machine

**445 HARDWARE MFG., N.O.C.**

Applies to businesses principally engaged in the manufacture of hardware. The term encompasses a variety of products manufactured by different production techniques including but not necessarily limited to: machining (including screw machining), stamping, and foundry.

Please see the Underwriting Guide entries below for a representative listing of hardware products and the in- shop specialist contractors (e.g., coating of parts, polishing and buffing and spray painting) assigned to this classification.

Also apply the supplemental loading (Code 0067) to the foundry portion of the Code 445 payroll when the employer uses the foundry process (the melting and pouring of molten metal into sand molds) to make hardware products. Code 0067 at the carrier rating value is to apply to such foundry payroll, but note that the foundry payroll is also to be included in Code 445 payroll at the carrier rating value. Premium developed under Code 0067 is not subject to experience or retrospective rating.

Investment casting uses ceramic molds made from pouring slip rather than sand molds. The investment casting process is assignable to Code 445 and is not also subject to Code 0067.

***OPERATIONS ALSO INCLUDED:***

1. The secondary machining of hardware castings by the foundry employer.
2. A business principally engaged in machining or assembling non-forged or non-powered hand or bench tools such as screwdrivers, pliers, hammers, chisels or wrenches.
3. A business principally engaged in the manufacture of any type of saw blade or applying carbide tips or diamond cutting segments onto saw blades.
4. A business principally engaged in manufacturing any type of industrial knife.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 433 to a business principally engaged in forging hand tools.
2. Assign Code 473 to a business principally engaged in making portable powered hand tools.

***UNDERWRITING GUIDE***

Acetylene Torch Mfg.  
Arms Mfg., Excluding Ammunition Mfg.  
Automatic Screw Machine Products Mfg.  
Automatic Sprinkler Mfg.  
Bolt Mfg.  
Bottle Cap Or Crown Mfg.  
Brush Manufacture - Using Tinplate Not Wood  
Builders Hardware Mfg.  
Bushing Mfg.  
Carburetor Mfg.  
Cartridge Mfg., No Handling Of Explosives  
Coating Of Parts - By Contractor  
Collapsible Curtain Rod Mfg. - Metal Tube Mfg.

Electric Fixtures Mfg.  
 Fastener Mfg., N.O.C.  
 File, Tool (Non-Forged) Mfg.  
 Flashlight Mfg., Or Assembling  
 Franklin Stove Assembly  
 Gas And Electric Fixtures Mfg.  
 Gun, Handgun Mfg.  
 Handgun Mfg.  
 Hand Tool Mfg. - Non-Forged (Excluding Axes, Agricultural Tools, Sledgehammers Or Wheelbarrows)  
 Hardware Mfg., N.O.C. Including Foundry  
 Hydraulic Stabilizer Mfg., For Trains  
 Industrial Knife Mfg. - All Types  
 Investment Casting  
 Lamp Or Portable Lantern Mfg.  
 Lighting Fixtures Mfg.  
 Meat Chopper Mfg.  
 Nail Mfg., Not Wire  
 Nut Or Bolt Mfg.  
 Painting Or Powder Coating Metal Parts – Shop - By Specialist Contractor  
 Pistol Mfg.  
 Playground Equipment Mfg.  
 Plumbers' Fittings Mfg.  
 Plumbers' Supplies Mfg., N.O.C.  
 Polishing And Buffing, Shop Only – Specialist Contractor  
 Portable Lamp Or Lantern Mfg.  
 Powder Coating Of Parts (Electrostatic Spray Application) - By Contractor  
 Rifle Mfg.  
 Sadiron Mfg.  
 Saw Blade Mfg. - All Types  
 Scale And Balance Mfg.  
 Screw Machine Products  
 Screw Mfg.  
 Shotgun Mfg.  
 Skate Mfg.  
 Small Arms Mfg.  
 Spike Mfg.  
 Spray Painting - In Shop Only  
 Sprinkler Mfg., Automatic  
 Stabilizer Mfg., Hydraulic For Trains  
 Tube Mfg. - Metal, Collapsible  
 Valve And Pipe Fitting Mfg., Except Cast Plumbers' Brass Goods  
 Valve Mfg.  
 Welding Torch Mfg.

**446 MACHINED PARTS MFG., N.O.C.**

Applies to a business principally engaged in Machined Parts Mfg., N.O.C. Such term will be defined as applying to a business machining single-piece parts for others. A business principally engaged in Machined Parts Mfg., N.O.C., is typically a job shop. A job shop is defined as a business principally engaged in machining single-piece parts for unrelated businesses and has no proprietary product(s) or the machining of the business' proprietary product(s) is less than 50 percent of the business' overall machining.

**OPERATIONS NOT INCLUDED:**

1. An employer whose business operations are described by another classification in this Manual shall be assigned to that classification.
2. An employer principally engaged in machining single-piece parts specifically assigned to any other

- manufacturing classification shall be assigned to that specified manufacturing classification.
- 3. Assign the applicable manufacturing classification when the employer is principally engaged in assembling single-piece machined parts into end-product components. Assembly operations include but are not limited to: welding, fastening, inserting, pressing, and the joining of springs, ball bearings, gears, or other parts or components to any other part or component.
- 4. As specified in this Manual assign the applicable casting, forging, stamping, forming or fabrication classification to an employer so principally engaged.

***UNDERWRITING GUIDE***

Additive Mfg./ 3D Printing  
Aircraft Propeller Mfg. – Metal  
Machined Parts Mfg., N.O.C.

**447 NONFERROUS METALS FOUNDRY**

When foundry is operated and there is silicosis potential, the supplemental loading will apply to the foundry portion of payroll. Code 0066 at the carrier rate is to apply to such foundry payroll, but note that this payroll is also to be included in the Code 447 payroll at the carrier rate. Premium developed under Code 0066 is not subject to experience or retrospective rating.

Also includes secondary machining of nonferrous castings by the foundry employer. There is no payroll division with Code 461.

***UNDERWRITING GUIDE***

Aluminum Castings Mfg.  
Aluminum Ware Mfg., Cast  
Brass Castings Mfg.  
Bronze Castings Mfg.  
Bushing Or Bearing Mfg. - Nonferrous Metal - Cast  
Casting Mfg. - Nonferrous Metals  
Centrifugal Castings Mfg. - Nonferrous Metals  
Copper Castings Mfg.  
Foundry - Nonferrous, N.O.C.  
Hardware Mfg. - Nonferrous - By Foundry Method  
Investment Castings Mfg. - Nonferrous Metals  
Nonferrous Metals Foundry  
Plumbing Fixture Fittings And Trim (Brass Goods) Mfg. - Cast  
Spin Casting Foundry - Nonferrous Metals  
Type Foundry  
Zinc Castings Mfg.

**449 ELECTROPLATING**

***UNDERWRITING GUIDE***

Anodizing Metals  
Chromium Plating  
Detinning  
Electroplating  
Gold Plating  
Metal Anodizing  
Plating Of Metal Articles  
Silver Plating  
Tin Plating

**451 AUTOMOBILE, TRUCK OR TRAILER BODY MFG.**

Also includes an employer principally engaged in fabricating an automobile, truck or trailer body and then attaching the fabricated body onto a customer supplied or purchased chassis.

This class is not available for payroll division with Code 463. Code 463 shall be assigned to an employer engaged in both the making of the automobile, truck, or trailer body and chassis and then assembling the complete motor vehicle.

***UNDERWRITING GUIDE***

Ambulance Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis

Automobile Body Mfg., Except Plastic Body Molding

Bus Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis

Carriage Mfg.

Chassis Mfg.

Fire Truck Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis

Hearse Body Mfg.

Mobile Home Mfg. - Non Self-Propelled

Trailer Mfg.

Truck Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis

Truck Cab Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis

Vehicle Chassis or Frame Mfg.

Wagon Body Mfg.

**454 SHEET METAL PRODUCTS FABRICATION, N.O.C., SHOP**

Sheet metal shall be thinner than #3 U.S. Standard Gauge (less than 1/4" thick).

***OPERATIONS NOT INCLUDED:***

1. Separately rate the installation of sheet metal products as provided for in this Manual.

***UNDERWRITING GUIDE***

Agate Or Enamel Ware Mfg.

Aluminum Ware Mfg. - From Sheet Aluminum

Automobile Parts Mfg., Miscellaneous Stamped Parts

Automobile Radiator Mfg.

Automobile Wheel Mfg.

Barrel Or Drum Mfg. - Metal

Barrel Or Drum Reconditioning Or Repairing - Metal

Bin Mfg. - Sheet Metal

Brass Products Mfg., N.O.C. - From Sheet Stock

Building Mfg., Portable - Metal, No Erection

Can Mfg., Seamed

Casing Mfg. - Sheet Metal

Chimney Flashing Mfg., No Installation Work

Cooking Utensil Mfg. - Steel Or Aluminum

Copper Products Mfg. - From Sheet Stock

Coppersmithing - Shop Only

Duct Fabrication

Enamel Ware Mfg.

Flue Mfg., Stove Or Furnace - By Specialist Contractor

Hood Mfg., Range

Hotel Kitchen Equipment Mfg.

Household Cooking Utensil Mfg.

Machine Guard Mfg. - Sheet Metal  
Metal Can Mfg., Seamed  
Metal Shipping Barrels, Drums, Kegs Or Pails - Used, Dealer  
Metal Spinning's Mfg.  
Metal Stampings Mfg.  
Metal, Sheet Goods Mfg., N.O.C.  
Perforated Metal Mfg.  
Radiator Mfg., Auto  
Restaurant Kitchen Equipment Mfg.  
Sheet Metal Products Fabrication, N.O.C., Shop Only  
Sign Mfg. - Metal, Shop Only - No Erection  
Silo Building - Metal, Shop Only  
Steel Barrel Or Drum Mfg.  
Steel Drum Or Barrel Dealer, Secondhand  
Window Or Window Sash Mfg. - Metal Or Vinyl  
Ventilator Mfg. - Sheet Metal  
Wheelbarrow Mfg. - Metal

**456 METAL FURNITURE OR FURNISHING GOODS MFG., N.O.C.**

Sheet metal shall be thinner than #3 U.S. Standard Gauge (less than 1/4" thick).

Also includes the manufacture of major household or commercial kitchen or laundry appliances.

Upholstering operations conducted by a separate crew of employees in a physically separate department shall be assigned to Code 327.

***UNDERWRITING GUIDE***

Air Conditioner Or Air Conditioner Equipment Mfg. - Home Window Unit Or Central Air, Commercial Or Industrial  
Aluminum Awning Mfg.  
Aluminum Venetian Blind Mfg.  
Appliance Mfg., Major Household Or For Commercial Establishments, Kitchen Or Laundry  
Awning Mfg. - Metal, No Erection  
Bedstead Mfg. - Metal  
Bookcase Mfg. - Metal  
Brass Bed Mfg.  
Cabinet Mfg. - Sheet Metal  
Chair Mfg. - Metal  
Clothes Dryer Mfg., Commercial Or Household  
Coffin Mfg. - Metal  
Door Mfg. - Metal  
File Cabinet Mfg.  
Fireproof Equipment Mfg. - Metal  
Freezer Mfg., Commercial Or Household  
Furniture Mfg. - Metal  
Garment Rack Mfg. - Metal  
Golf Club Mfg. - Metal  
Ice Cream Cabinet Mfg.  
Incubator Mfg. - Metal  
Jalousie Or Jalousie Screen Mfg. - Metal Or Glass  
Ladder Mfg. - Metal  
Locker Mfg. - Metal  
Metal Furniture Mfg.  
Office Furniture Mfg. - Metal  
Oven Mfg. - Metal Industrial Drying Ovens  
Radiator Cabinet Or Shield Mfg. - Metal

Refrigerator Mfg., Commercial Or Household  
Sheet Metal Aircraft Parts Mfg.  
Shelving Mfg. – Metal  
Showcase Mfg. – Metal  
Ski Mfg. – Metal  
Soda Fountain Mfg.  
Stove Mfg. - Sheet Metal, Commercial Or Household  
Tennis Racquet Mfg. – Metal  
Trash Compactor Mfg.  
Venetian Blind Mfg. – Aluminum  
Ventilation Equipment Mfg.  
Washing Machine Mfg., Commercial Or Household

**457 WIRE GOODS MFG.**

Includes the manufacture of wire springs by cold winding technologies. The making of springs from bar stock by hot wound methodologies must be assigned to Code 435.

***UNDERWRITING GUIDE***

Artificial Christmas Tree Mfg.  
Bed Spring Mfg. – Wire  
Brush Mfg. – Wire  
Cable Mfg. - Not Insulated Electrical Cable  
Coat Hanger Mfg. – Metal  
Cold Wound Wire Spring Mfg.  
Fence Mfg. – Wire  
Lamp Shade Frame Mfg.  
Nail Mfg. – Wire  
Pocketbook Frame Mfg.  
Rope Mfg. – Wire  
Shopping Cart Mfg.  
Snow Fence Mfg., Wire Twisting  
Spring Mfg., Cold Wound  
Welding Rod Mfg.  
Wire Brush Mfg.  
Wire Fence Mfg.  
Wire Goods Mfg.  
Wire Rope Or Cable Mfg.

**458 JEWELRY MFG.**

***UNDERWRITING GUIDE***

Clock Mfg.  
Costume Jewelry Mfg.  
Diamond Cutter, Polisher, Setter  
Gold Leaf Mfg.  
Jewel Setting And Mounting  
Jewelry Mfg.  
Jewelry Polishing  
Lapidary  
Musical Instrument Mfg. – Metal  
Pendant Jewelry Mfg.  
Precious Stone Cutting, Polishing Or Setting  
Silverware And Plated Ware Mfg.  
Watch Mfg.  
Watch, Clock, And Parts Mfg.



**459 EYELET, NEEDLE, PIN, PEN OR TACK MFG.*****UNDERWRITING GUIDE***

Artificial Limb (Prosthesis) Mfg.

Ball Point Pen Mfg.

Button Mfg. – Metal

Electronic Terminal And Connector Mfg. – By Machining Or Stamping

Eyelet Mfg.

Implant Mfg. – Medical (e.g., hips, knees)

Mechanical Pencil Mfg.

Medical Implant Mfg. (e.g., hips, knees)

Miniature Valve And Fitting Mfg.

Needle, Pin, Hook Or Eye Mfg.

Pen Or Pen Point Mfg.

Pin Or Needle Mfg.

Razor Blade Mfg. – Safety

Rivet Mfg.

Swiss Screw Machine Shop

Tack Mfg.

Valve Mfg. – Miniature

Zipper Mfg.

**MACHINERY MFG.****461 MACHINE SHOP**

Also includes the manufacture of all types of internal combustion engines, all types of pumps, pneumatic drills or hammers or hydraulic devices (e.g., hydraulic jacks or lifts).

***OPERATIONS NOT INCLUDED:***

1. Assign the applicable wood products classification to a business principally engaged in such manufacturing.
2. Assign Code 415 to a business principally engaged in the manufacture of boilers and/or other fabricated plate products as defined in the Code 415 class description.
3. Separately rate the installation, service or repair of industrial machinery, pumps or other products to Code 675 or to an alternate construction classification, if applicable.

***UNDERWRITING GUIDE***

Aircraft Engine Or Engine Part Mfg. Or Repair, Shop Only

Automobile Engine Or Engine Part Mfg.

Automobile Jack Mfg.

Automobile Parts Mfg. - Produced By Machining - N.O.C.

Automotive Machine Shops - No Work On Cars - e.g., Cylinder Reboring, Valve Grinding Or Turning Down  
Brake Drums

Confectioners' Machinery Mfg.

Engine Or Engine Part Mfg., Internal Combustion

Equipment Repair, Industrial - Shop Only

Food Product Machinery Mfg.

Fuel Pump Mfg., Automobile

Gear Mfg. Or Grinding

Hydraulic Device Mfg. - Jacks, Auto Lifts

Industrial Equipment Repair, Shop Only

Internal Combustion Engine Mfg.

Jackhammer Mfg.

Machine Shop, N.O.C.  
Machined Automobile Parts Mfg., N.O.C.  
Machinery Reconditioning (Excluding Conveyors) - Shop Operations Only  
Measuring Or Dispensing Pump Mfg.  
Outboard Motor Or Motor Part Mfg.  
Paper Industry Machinery Mfg.  
Piston, Piston Pin Or Piston Ring Mfg.  
Pneumatic Tool Mfg.  
Printing Machinery Mfg.  
Printing Trade Machinery And Equipment Mfg.  
Projectile Or Shell Casing Mfg.: Secondary Machining - Separately Rate Loading Or Testing With Explosives  
Pump Mfg.  
Safe Mfg.  
Shaft Mfg. - All Types  
Stoker Mfg.  
Supercharger Mfg.  
Textile Machinery Mfg.  
Typesetting Machinery Mfg.  
Woodworking Machine Mfg.

**463 AUTOMOBILE MFG.**

Code 463 shall be assigned to an employer engaged in both the making of the automobile, truck, or trailer body and chassis and then assembling the complete motor vehicle.

This class is not available for payroll division with Code 451. Code 451 shall be assigned to an employer principally engaged in fabricating an automobile, truck, or trailer body and then attaching the fabricated body onto a customer supplied or purchased chassis.

***UNDERWRITING GUIDE***

Automobile Mfg.  
Automobile Truck Mfg.  
Bicycle Mfg.  
Forklift Truck Mfg.  
Industrial Truck Mfg.  
Motorcycle Mfg.  
Tractor Mfg.  
Truck Mfg.

**465 CONVEYOR OR HOISTING SYSTEMS MFG., OR RECONDITIONING**

Elevator, escalator, conveyor or hoisting system erection, installation or repair is to be separately rated as Code 675.

***UNDERWRITING GUIDE***

Conveyor Mfg. - Or Reconditioning  
Elevator Or Elevator Door Mfg.  
Escalator Mfg.  
Hoisting Systems Mfg.  
Overhead Crane Mfg.

**467 BALL OR ROLLER BEARING MFG.**

Applicable to businesses principally engaged in the fabrication of either metal ball or roller bearings. Where a business is engaged in the fabrication of either metal ball or roller bearings and these are consumed by the business' production process, such operations shall be classified in accordance with the class

appropriate to the business.

**UNDERWRITING GUIDE**

Ball Bearing Mfg.  
Roller Bearing Mfg.

**471 PRINTED CIRCUIT BOARD ASSEMBLY OR ELECTRICAL WIRE HARNESS MFG. – BY CONTRACTOR**

Applies to businesses principally engaged in performing any of the services discussed below for others on a contract basis.

Includes the manufacture/assembly of printed circuit boards, the placement of components onto printed circuit boards (mounting/stuffing) or the installation of resultant boards into a chassis with the addition of wire leads.

**OPERATIONS ALSO INCLUDED:**

- 1. The assembly of electrical wire harnesses, automotive wire harnesses or connector cable assemblies.

**OPERATIONS NOT INCLUDED:**

- 1. Assign Code 472 to electronic component manufacturing.
- 2. Assign Code 473 to electrical cord assembly.
- 3. The manufacture of wire or cable shall be separately classified as provided for in this Manual.

**UNDERWRITING GUIDE**

Automotive Wire Harness  
Assembly Cable Connector  
Assembly Electrical Wire Harness  
Assembly Printed Circuit Board Mfg. - By Specialist Contractor  
Printed Circuit Board Stuffing By Contractor  
Stuffing Printed Circuit Boards, Adding Wiring And Chassis By Contractor Per Customer Design

**472 ELECTRONIC COMPONENT MFG., N.O.C.**

Applies to the manufacture of electronic component parts used to receive, store, govern or direct the flow of current within an electrical circuit, such as resistors, capacitors, coils, transformers (less than 746 watts), filters or transducers.

**OPERATIONS ALSO INCLUDED:**

- 1. Semiconductor material refining
- 2. Integrated circuit manufacture
- 3. Quartz crystal culturing
- 4. Glass-to-metal seal manufacture

**OPERATIONS NOT INCLUDED:**

- 1. The manufacture of non-electronic parts (e.g., pushbuttons, springs, gaskets or plastic parts). The inclusion of such non-electronic parts in the electronic device shall not be construed as an electronic component as defined by this classification.

**UNDERWRITING GUIDE**

Ceramic Capacitor Mfg. - Less Than 1 H.P.  
Coils – Less Than 1 H.P.  
Diode Mfg.  
Integrated Circuit Mfg.

Light Emitting Diode Mfg.  
Liquid Crystal Display Mfg.  
Oscillator Mfg.  
Quartz Crystal Culturing  
Resistor Mfg. - Less Than 1 H.P.  
Semiconductor Refining - Silicon Wafers  
Silicon Chip Mfg.  
Transducer Mfg.  
Transformer Mfg. - Less Than 1 H.P. Used In Electronic Devices  
Transistor Mfg.

**473 ELECTRICAL APPARATUS MFG., N.O.C.**

Applies but is not limited to the manufacture or shop repair of electrical housewares, hand-held power tools, electrical fixtures or small electrical appliances.

***UNDERWRITING GUIDE***

Automobile Horn Mfg., Electric  
Automotive Alternator Or Generator Mfg. Or Repair  
Automotive Lighting, Ignition Or Starting Apparatus Mfg.  
Ballast Mfg. - Fluorescent Lights  
Battery Charging Equipment Mfg.  
Battery Mfg., Dry  
Blender Mfg. – Household  
Blinker light Mfg.  
Carpet Shampooer Mfg.  
Centrifuge Mfg., Laboratory  
Christmas Tree Light Cord Sets Mfg.  
Dimmer Switch Mfg.  
Electric Blanket Mfg.  
Electric Cord Assembly, Cable Mfg. To Be Separately Rated  
Electric Fan Mfg.  
Electric Heating Element Mfg.  
Electric Housewares And Fan Mfg.  
Electric Switches Mfg. - Household And Crossbar  
Electric Wire Assembly – Cord  
Electrical Apparatus Mfg.  
Electrical Equipment For Internal Combustion Engines Mfg.  
Electro-Physical Therapy Equipment Mfg.  
Fire Alarm Siren Mfg.  
Floor Cleaning/Waxing Machine Mfg.  
Fuse Mfg. – Electrical  
Hair Dryer Mfg. - Hand-Held  
Hand Tool Mfg. - Electric - Portable  
Heating Pad Mfg.  
Humidifier Mfg.  
Mercury Switch Mfg.  
Razor Mfg. Or Repair – Electric  
Switch Mfg. – Household  
Trains, Electric - Toy Or Model Mfg.  
Vacuum Cleaner - Service Or Repair  
Vacuum Cleaner Mfg.  
X-Ray Equipment Mfg.

**474 ELECTRIC POWER OR ELECTRIC TRANSMISSION EQUIPMENT MFG.**

Contemplates the manufacture of equipment for the generation, storage or transmission of electrical energy.

Includes the manufacture of power transformers (over 1 horsepower), switch- gear or switchboard apparatus, and generators.

***UNDERWRITING GUIDE***

Bus-bar Mfg.  
Circuit Breaker Mfg.  
Electric Power Equipment Mfg. For Utilities  
Generator Mfg., Electric  
Switchgear Or Switchboard Apparatus Mfg.  
Transformer Mfg. (1 H.P. Or More)

**475 BATTERY MFG., STORAGE**

***UNDERWRITING GUIDE***

Automobile Battery Mfg.  
Battery Mfg., Storage  
Storage Battery Mfg.

**476 INDUSTRIAL CONTROLS OR SYSTEMS MANUFACTURE/ASSEMBLY**

Industrial control systems measure and control the power distribution or process variables such as flow, level, liquid concentration, motion and rotation. Shop wiring is the principal task where controls, switches and instrumentation are wired into a cabinet (which may have been manufactured by the business or purchased) or a complete control station which can be computer-based, allowing the operator to read, display and change the operating system.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 488 to businesses principally engaged in the manufacture of meters, counters, thermometers or other electronic analytic/measuring instrumentation not otherwise classified.
2. Separately rate installation or repair provided at customer locations as provided for in this Manual.

***UNDERWRITING GUIDE***

Environmental Control Systems Mfg./Assembly  
Motor Controller Assembly  
Power Controller Assembly  
Process and Batch Control Systems Assembly  
Process Control Systems Mfg./Assembly  
Traffic Control Systems Assembly

**477 ELECTRIC MOTOR MFG. OR REPAIR**

Applies to firms principally engaged in the manufacture, shop repair or rewinding of electric motors, armatures or field coils.

***UNDERWRITING GUIDE***

Armature Mfg.

Electric Motor Mfg. Or Repair - Shop Only

**483 OFFICE MACHINE MFG.**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 952 to a separate crew performing service and repair at customer locations.

***UNDERWRITING GUIDE***

Adding Machine Mfg.

Calculator Mfg.

Cash Register Mfg.

Cigar And Cigarette Lighter Mfg. Or Assembling

Computer Mfg.

Computer Peripheral Mfg.

Electronic Organ And Synthesizer Mfg.

Facsimile Equipment Mfg.

Laser Printer Cartridge Mfg. Or Remanufacture

Modem Mfg.

Office Machine Mfg.

Organ, Electronic - Mfg.

Sewing Machine - Service Or Repair

Sewing Machine Mfg.

Slot Machine Mfg.

Vending Machine Mfg.

Voting Machine Mfg.

**485 COMMUNICATIONS, SEARCH, DETECTION OR SIGNAL PROCESSING EQUIPMENT MFG.**

Includes but is not limited to the manufacture of:

- (1) Telephone equipment or apparatus
- (2) Radio or TV broadcasting or communications equipment
- (3) Search, detection, navigation, guidance, aeronautical or nautical systems

***UNDERWRITING GUIDE***

Aircraft Radio Or Transmitting Equipment Mfg.

Amplifier Mfg.

Antenna Mfg.

Depth Sounding Equipment Mfg.

Hearing Aid Mfg.

Infrared Homing Systems Mfg.

Intercommunications Equipment Mfg.

Microphone Mfg.

Microwave Communication Equipment Mfg.

Missile Guidance Equipment Mfg.

Multiplexer Mfg.

Navigational Instruments Mfg.

Radar Devices Mfg.  
Radio Or Television Transmitting, Signaling Or Detection Equipment Or Apparatus Mfg.  
Receivers - Radio Communication Mfg.  
Recording Devices Mfg.  
Sonar Equipment Mfg.  
Speaker Mfg.  
Stereo Equipment Mfg.  
Tape Recorder Mfg.  
Telemetering Equipment Mfg.  
Telephone Equipment Or Apparatus Mfg.  
Transponder Mfg.  
Video Cassette Recorder Mfg.

**486 INCANDESCENT LIGHT BULB OR ELECTRONIC TUBE MFG.**

***UNDERWRITING GUIDE***

Cathode Ray Picture Tube Mfg.  
Electric Light Bulb Mfg.  
Electron Tube Mfg.  
Incandescent Light Bulb Mfg.  
Medical Diagnostic Lamp Mfg.  
Megetron Device Mfg. (Specialty Electron)  
Neon Sign Mfg. - Shop Only, No Installation, Service Or Repair  
Photoflash Cube Mfg.  
Radio & Television Tube Mfg.  
Television Tube Mfg.  
Transmitting, Industrial And Special Purpose Electron Tube Mfg.  
Vacuum Tube Mfg.  
X-Ray Tube Mfg.

**487 SURGICAL OR OPTICAL INSTRUMENT MFG.**

Applies but is not limited to the manufacturing of surgical or dental instruments, optical instruments, optical lens grinding, fiber optics or other precision metal instruments such as drafting equipment, compasses, T-squares or triangles.

***UNDERWRITING GUIDE***

Audio Compact Disc Duplicating  
Binocular Mfg.  
Coating Optical Products - Vacuum Deposition Method  
Dental Drill Or Dental Tools Mfg.  
Drafting Equipment Mfg.  
Micrometer Mfg.  
Optical Instrument Or Lens Mfg.  
Surgical Instrument Mfg.  
Surveying Equipment Mfg.  
Telescope Mfg.

**488 ELECTRONIC MEASURING OR ANALYTICAL INSTRUMENT MFG.**

Includes the manufacture of electric test equipment, totalizing fluid meters or counters, electronic test or measuring instrumentation.

Also contemplated by this class is the manufacture of medical diagnostic equipment such as CAT scanners or MRIs.

***UNDERWRITING GUIDE***

Aircraft Instrument Mfg. (Not Radio Or Radar)

Altimeter Mfg.  
 Automatic Temperature Control Mfg.  
 Blood & Gas Analyzer Mfg.  
 CAT Scanner Mfg.  
 Defibrillator Mfg.  
 Electric Measuring Instrument Or Test Equipment Mfg.  
 Electrocardiograph Equipment Mfg.  
 Fetal Monitor Mfg.  
 Flow Controller Mfg.  
 Flowmeter Mfg.  
 Gas Detection Monitor Mfg.  
 Gas Meter Mfg.  
 Heart Scan Systems Mfg.  
 Magnetic Resonance Imaging (MRI) Mfg.  
 Medical Equipment Mfg., Electronic - Diagnostic Or Treatment  
 Pyrometer Mfg.  
 Respirator Equipment Mfg.  
 Semiconductor Test Equipment Mfg.  
 Speedometer Mfg.  
 Steam Pressure Gauge Mfg.  
 Tachometer Mfg.  
 Taximeter Mfg.  
 Thermocouple Mfg.  
 Thermometer Mfg.  
 Thermostat Mfg.  
 Ultrasound Imager Mfg.  
 Valve Actuator Mfg.  
 Vital Signs Monitoring Equipment Mfg.  
 Volt Meter Mfg.  
 Wafer (Semiconductor) Dicing Machine Mfg.  
 Wafer Cleaning Equipment  
 Water Meter Mfg.  
 Wet Wafer Processing Equipment

**489 DENTAL LABORATORY**

***UNDERWRITING GUIDE***

Artificial Teeth Mfg.  
 Dental Laboratory  
 Hearing Aid Ear Mold Mfg.

**STONE AND CLAY PRODUCTS MFG.**

**501 CEMENT MFG. – INCLUDING QUARRYING**

***UNDERWRITING GUIDE***

Calcium Carbide Mfg.  
 Cement Mfg., Including Quarrying  
 Cement Quarry Operated By Manufacturer  
 Lime Burning Or Processing - By Specialist Contractor  
 Plaster Mill  
 Quarry, Cement - Operated By Manufacturer



**502 PLASTER STATUARY OR ORNAMENT MFG.**

***UNDERWRITING GUIDE***

Acrylic Embedment's Mfg.  
Map Mfg. Relief, Made Of Plaster  
Plaster Form Mfg.  
Plaster Statuary Mfg.

**506 POWDER METAL PRODUCTS MFG.**

***UNDERWRITING GUIDE***

Powder Metal Products Mfg.

**507 GRAPHITE PRODUCTS MFG.**

***UNDERWRITING GUIDE***

Carbon Products Mfg.  
Graphite Products Mfg.

**509 ASBESTOS GOODS MFG. – FOR ESTABLISHMENTS UTILIZING ASBESTOS FIBERS IN THEIR MANUFACTURING PROCESSES THAT RESULT IN AN ASBESTOS PRODUCT.**

***UNDERWRITING GUIDE***

Asbestos Cement Products Mfg.  
Asbestos Goods Mfg.  
Asbestos Paper Mfg.  
Asbestos Spinning Or Weaving  
Blanket Mfg., Insulating For Aircraft - Asbestos  
Brake Lining Mfg. – Asbestos  
Cloth Mfg. – Asbestos  
Fire Resistant Glove Mfg.  
Glove Mfg. - Fire Resistant  
Paper Mfg. – Asbestos  
Tape Mfg. – Asbestos  
Textile Mfg. – Asbestos  
Vinyl Asbestos Floor Tile Mfg.

**511 CONCRETE PRODUCTS MANUFACTURING**

***UNDERWRITING GUIDE***

Bathtub Mfg. - Concrete  
Cast Stone Mfg. – Concrete  
Cement Block Mfg.  
Cinder Block Mfg.  
Concrete Block Mfg.  
Concrete Burial Vault Mfg.  
Concrete Products Mfg.  
Drain Tile Mfg. - Concrete  
Pipe Mfg. – Concrete  
Plaster Block Mfg.  
Precast Concrete Products Mfg. – Shop  
Septic Tank Mfg. – Concrete  
Silo Building – Concrete, Shop Only  
Step Mfg. – Prefabricated Concrete

**512 BRICK MFG., N.O.C.**

Assign Code 514 to a location(s) principally engaged in manufacturing refractory products.

***UNDERWRITING GUIDE***

Brick Mfg., N.O.C. Fireproofing  
Fireproofing Tile Mfg. - Clay Pipe Mfg. – Terra-Cotta  
Sand Lime Brick Mfg.  
Structural Clay Products Mfg., N.O.C., Non- Refractory  
Terra-Cotta Mfg.  
Tile Mfg., Roofing, Structural Or Terra-Cotta

**513 POTTERY, N.O.C. – NO BRICK, NON-DECORATIVE TILE, SEWER PIPE OR GAS RETORTS MFG.**

A supplementary dust disease loading shall be added by the PCRB to cover the potential hazard of those employers using material containing free silica.

Code 0176 at the carrier rate is to apply to such exposure, but note that payroll developed by the exposure is also to be included in the Code 513 payroll at the carrier rate. Premium developed under Code 0176 is not subject to experience or retrospective rating.

***UNDERWRITING GUIDE***

Abrasive Shape Mfg.  
Abrasive Wheel Mfg.  
Ceramic Mfg.  
China Decorating - By A China Manufacturer  
China Tableware Mfg.  
Earthenware Mfg.  
Foundry Sand Cores Mfg. - By Contractor  
Grinding Wheel Mfg.  
Grindstone Mfg., No Quarrying  
Mineral Wool Mfg. - Including Spinning And Weaving  
Porcelain Electrical Product Mfg.  
Porcelain Mfg.  
Pottery Mfg., Glazed  
Pottery Mfg., N.O.C. - No Brick, Tile, Sewer Pipe Or Gas Retorts  
Rock Wool Mfg. - Including Spinning And Weaving  
Sand Mold Mfg. – By Independent Contractor  
Tile Mfg., Decorative  
Vitreous China Plumbing Fixture Mfg.  
Vitreous China Table And Kitchen Articles Mfg.  
Vitreous Tile Mfg.

**514 REFRACTORY PRODUCT MFG.**

***UNDERWRITING GUIDE***

Clay Refractory Products Mfg., Including Silica Or Semi-Silica  
Refractory Products Mfg., Including Silica Or Semi-Silica  
Silica Brick Mfg.

**GLASS MFG.**

**535 GLASS OR GLASSWARE MFG.**

The manufacture of glass products from purchased glass shall be assigned to Code 536.

**UNDERWRITING GUIDE**

- Cut Glass Mfg.
- Fibrous Glass Mfg.
- Flat Glass Mfg.
- Glass Container Mfg.
- Glass Mfg., Stained
- Glassware Mfg.
- Plate Glass Mfg.
- Polished Glass Mfg.
- Pressed Or Blown Glass Mfg.
- Rolled Glass Mfg.
- Sheet Glass Mfg.
- Sheet Window Glass Mfg.
- Sodium Silicate Mfg.
- Stained Glass Mfg.
- Window Glass Mfg.
- Wire Glass Mfg.

**536 GLASS PRODUCTS MFG. – FROM PURCHASED GLASS – NO GLASS MANUFACTURING**

**UNDERWRITING GUIDE**

- Glass Merchant - Bending, Beveling, Grinding Or Silvering Plate Glass By Separate Shop Crew
- Glass Ornament Mfg. - From Purchased Glass
- Laboratory Glassware Mfg. - From Purchased Glass
- Laminated Glass Products Mfg. - From Purchased Glass
- Mirror Mfg. - From Purchased Glass
- Stained Glass Products Including Window Mfg. - From Purchased Stained Glass
- Tiffany Lamp Shade Mfg. - From Purchased Stained Glass

**CHEMICALS INDUSTRIES**

**551 CHEMICAL PROCESSING OR PRODUCTS MFG., N.O.C.**

For establishments engaged in manufacturing miscellaneous chemical preparations not otherwise classified.

**UNDERWRITING GUIDE**

- Acid Mfg.
- Agricultural Chemical Mfg.
- Agricultural Pesticide Mfg.
- Alkali Mfg.
- Alum Mfg.
- Aniline Dye Mfg.
- Bicarbonate Of Soda Mfg.
- Charcoal Mfg.
- Chemical Processing Or Products Mfg., N.O.C.
- Copper Recovery, Not Smelting
- Cotton Seed Oil Mfg.
- Creosote Mfg. - From Tar
- Distillation, Wood
- Dye Mfg.
- E-Liquid/Vaping Liquid Mfg.
- Fungicide Mfg.
- Herbicide Mfg.

Insecticide Mfg.  
Iron Recovery By Chemical Means  
Magnesium Metal Mfg. - Electrolysis Of Fused Magnesium Chloride Process  
Magnesium Metal Mfg. - Ferro-Silicon Process  
Magnesium Metal Mfg., N.O.C.  
Oil Mfg., Vegetable  
Pest Strip Mfg.  
Pesticide Mfg.  
Pyroxylin Mfg., Not For Use In Explosive Mfg.  
Salt Refining  
Silica Gel Mfg.  
Soda Bicarbonate Mfg.  
Sulfate Mfg.  
Sulfuric Acid Mfg.  
Tanning Extract Mfg.  
Tar Refining  
Vegetable Oil Mfg. All Types  
Vitriol Mfg.  
Wood Alcohol Mfg. – Natural  
Wood Distillation  
Zinc, Recovery Of - By Chemical Means

**553 GASES – MFG. OF CARBONIC OXIDE, ANHYDROUS AMMONIA, OXYGEN OR HYDROGEN**

***UNDERWRITING GUIDE***

Acetylene Gas Mfg.  
Ammonia Mfg.  
Anhydrous Ammonia Mfg.  
Carbon Dioxide Mfg.  
Carbonic Acid Gas Mfg.  
Gas Mfg.  
Hydrogen Mfg.  
Ice Mfg., Dry Ice  
Industrial Gas Mfg.  
Oxygen or Hydrogen Mfg.

**555 DRUG OR MEDICINE MFG.**

***UNDERWRITING GUIDE***

Biological Product Mfg.  
Cough Drop Mfg.  
Drug Mfg.  
Medicine Mfg.  
Pharmaceutical Preparation Mfg.  
Serum Mfg.  
Transdermal Nitroglycerine Patch Mfg.

**563 PAINT OR COLORS MFG. – NO RED OR WHITE LEAD MFG.**

***UNDERWRITING GUIDE***

Adhesives Mfg.  
Color Mfg., No Red Or White Lead Mfg.  
Dope (Plastic Model Paint) Mfg.  
Dry Toner Mfg.  
Enamel Paint Mfg.  
Ink Mfg., Printing  
Inorganic Pigment Mfg.

Lacquer Mfg.  
Metal Polish Mfg.  
Mineral Color Mfg.  
Mucilage Mfg.  
Paint Brush Cleaner Mfg.  
Paint Mfg., No Red Or White Lead Mfg.  
Paint Remover Mfg.  
Paint, Varnish, Lacquer Or Enamel Mfg.  
Pigment Color Mfg.  
Polish Or Leather Dressing Mfg.  
Primer, Paint, Mfg.  
Printing Ink Mfg.  
Putty, Caulking Compound, And Allied Product Mfg.  
Roofing Compound Mfg., No Refining  
Shellac Mfg.  
Shoe Polish Mfg.  
Stains - Varnish, Oil And Wax, Mfg.  
Toner (Dry) Mfg.  
Varnish Mfg.  
Water Paint Mfg.  
Whiting Mfg.  
Wood Filler And Sealer Mfg.  
Wood Stain Mfg.

**571 SOAP MFG.**

***UNDERWRITING GUIDE***

Beeswax Mfg.  
Candle Mfg.  
Cleaning, Polishing Or Sanitation Preparations Mfg.  
Cosmetic, Perfume Or Other Toilet Preparations Mfg.  
Crayon Mfg.  
Degreasing Solvent Mfg.  
Detergent Mfg.  
Disinfectant (Household And Industrial) Mfg.  
Dry Cleaning Preparation Mfg.  
Furniture Polish And Wax Mfg.  
Household Bleach, Dry Or Liquid Mfg.  
Log Mfg. – Synthetic (wax and sawdust combination)  
Perfume, Cosmetic Or Other Toilet Preparations Mfg.  
Perfumery Extract Mfg.  
Polishing, Cleaning Or Sanitation Preparations Mfg.  
Saddle Soap Mfg.  
Scouring Compound Mfg.  
Sealing Wax Mfg.  
Shampoo Mfg.  
Soap Or Other Detergent Mfg.  
Synthetic Log Mfg. (wax and sawdust combination)  
Washing Compound Mfg.  
Wax Or Wax Products Mfg.  
Wax Remover Mfg.

**573 FERTILIZER MFG.**

***OPERATIONS NOT INCLUDED:***

Separately rate fertilizer application or lime spreading onto soil to Code 007.

***UNDERWRITING GUIDE***

Fertilizer Blending Or Mixing  
Fertilizer Mfg.  
Plant Food Mfg. – Mixed

**581 OIL REFINING, PETROLEUM**

***UNDERWRITING GUIDE***

Aromatic Chemical Mfg. In Petroleum Refinery  
Benzene Mfg. In Petroleum Refinery  
Blending Lubricants  
Catalyst Mfg., Oil-Based  
Gasoline Blending Plant  
Grease Mixing Or Blending, Not Animal Or Vegetable  
Kerosene Mfg.  
Lubricant, Blending  
Lubricating Oil And Grease Mfg., Excluding Animal And Vegetable Products  
Naphtha Mfg. In Petroleum Refinery  
Nylon Mfg.  
Oil Blending - Not Animal Or Vegetable  
Oil Refining, Petroleum  
Oil Re-Refining, Used Motor Oil  
Petroleum Refining  
Plastic Material, Synthetic Resin, Or Nonvulcanizable Elastomer Mfg.  
Rayon Mfg.  
Sulfonated Oil And Assistant Mfg.  
Synthetic Rubber Intermediates Mfg.  
Synthetic Rubber Mfg.

**EXCAVATION AND CONSTRUCTION**

**601 ROAD OR STREET CONSTRUCTION: PAVING OR REPAVING**

Applies to the laying of the road starting with the sub-base and includes all kinds of paving or repaving, surfacing or resurfacing or scraping, including airport runways or warming aprons. Also included are trimming and finishing of shoulders, installing curbing and erecting guard rails or fences.

***OPERATIONS ALSO INCLUDED:***

1. Concrete drilling or sawing on highways or roads.
2. Flagmen provided by specialist contractors.
3. Painting lines on highways or roads.
4. Safety grooving of road surfaces by specialist contractor.
5. Portable/temporarily located asphalt plants operated by a paving contractor.

***OPERATIONS NOT INCLUDED:***

1. CLEARING OF LAND projects shall be classified as delineated in the General Auditing & Classification Information section.
2. Separately rate subsurface work which involves all work necessary to bring the road up to grade: earth or rock excavation, filling or grading to Code 609.
3. Separately rate tunneling projects to Code 615.
4. Separately rate bridge and culvert building where clearance is more than 10 feet at any point or the entire distance between terminal abutments exceeds 20 feet to Code 654.

- 5. Assign the applicable quarrying classification to quarrying and stone crushing by the quarry operator.
- 6. Assign Code 855 to permanently located and separately staffed asphalt plants.

***UNDERWRITING GUIDE***

Airport Construction, Paving - Landing Strip Or Warming Apron  
 Airport Runway Construction - Paving Or Repaving  
 Asphalt Laying, On Constructed Highway By Contractor  
 Asphalt Laying, On Constructed Highway By Supplier  
 Asphalt Road Spraying  
 Concrete Drilling Or Sawing - On Highways Or Roads  
 Curbstone - Concrete Prefabricated - Installed By Road Contractor  
 Fence Erection, Highway Barriers By Paving Contractor  
 Flagmen - Provided By Specialist Contractor  
 Guardrail Or Metal Fence Erection - By Road Contractor  
 Highway Maintenance, Scraping, Paving Or Repaving By Contractor  
 Milling Of A Road's Surface – By An Independent Contractor Or The Paving Contractor  
 Painting Lines On Highways Or Roads  
 Paving Or Repaving, Road And Street  
 Repaving - Street Or Road  
 Road Construction - Paving Or Repaving  
 Safety Grooving of Road Surfaces – By Contractor  
 Street Or Road Construction Or Maintenance - Scraping, Paving Or Repaving  
 Surfacing Or Resurfacing Of Road Or Street  
 Warming Apron Paving, Airport

**603 SEWER CONSTRUCTION – ALL WORK TO COMPLETION, INCLUDING MASONRY WORK IN CONNECTION THEREWITH – NO TUNNELING**

***UNDERWRITING GUIDE***

Sewer Construction, All Work To Completion Except Tunneling, See Class 615.  
 Storm Drain Construction

**605 RAILROAD CONSTRUCTION AND MAINTENANCE OF WAY BY CONTRACTORS – ALL OPERATIONS INCIDENT THERETO, EXCEPT TUNNELING AND BRIDGE BUILDING**

The entire payroll in construction of bridges or culverts exceeding a span of 12 ft. or in the construction of tunnels must be separately classified and rated.

***UNDERWRITING GUIDE***

Railroad Construction, By Contractor  
 Railroad Maintenance Of Way, By Contractor

**606 OIL OR GAS WELL DRILLING**

***OPERATIONS ALSO INCLUDED:***

- 1. Drilling for oil or gas starts with drilling vertically to the depth where an oil or gas deposit is anticipated (from prior exploration of the site) and may also include horizontal drilling at the achieved depth in one or more additional directions.

***OPERATIONS NOT INCLUDED:***

- 1. Assign Code 607 to all types of non-oil or gas drilling.
- 2. Assign Code 607 to specialist contractor performing oil or gas well services in the well bore. See Code 607 for additional details.

**UNDERWRITING GUIDE**

Gas Well Drilling

Oil Well Drilling

**607 DRILLING, N.O.C. - BY CONTRACTOR**

Applicable to all types of drilling except drilling for oil or gas wells.

**OPERATIONS ALSO INCLUDED:**

1. Oil and/or gas well services performed in the well bore by a specialist contractor(s) including but not necessarily limited to: installation, recovery or replacement of casing, well cementing, well cleaning or swabbing, well fracturing/formation fracturing and well logging.
2. Horizontal directional drilling for underground utility construction is a trenchless (non-excavating) method of installing underground pipes, conduits or cables.
3. Microtunneling is a trenchless method of installing pipes. A computerized navigation system operated above ground advances and steers the microtunneling machine (MTB), jacks the pipe, and excavates the soil to directly install pipes.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 606 to oil or gas well drilling.

**UNDERWRITING GUIDE**

Boring Or Test Boring For Soil Samples

Drilling, N.O.C., By Contractor

Elevator Shaft Drilling - By Contractor

Fracturing (Fracing) Of Gas Or Oil Wells – By Contractor

Gas Or Oil Well Services (Performed in the Well Bore) By Contractor

Geothermal Well Drilling – By Contractor

Horizontal Directional Drilling – For Underground Utility Construction - By Contractor

Logging Of Oil And/or Gas Wells - By Contractor

Microtunneling

Oil Or Gas Well Casing Installation - By Contractor

Oil Or Gas Well Cementing, By Contractor

Oil Or Gas Well Cleaning - By Contractor

Oil Or Gas Well Services (Performed in the Well Bore) By Contractor

Oil Or Gas Well Shooting - By Contractor

Plugging Abandoned Oil Or Gas Wells – By Contractor

Stimulation Of Oil Or Gas Wells – By Contractor

Water Well Drilling - By Contractor

Well (Oil Or Gas) Stimulation By Contractor

**608 FLAT CEMENT WORK**

Applicable to a specialist contractor performing ground-supported concrete work in the construction of houses or one or two story commercial buildings, including but not necessarily limited to concrete footings, foundation walls, cellar floors, curbs, sidewalks and driveways. Also applicable to constructing ground-supported concrete floors for one or two-story commercial buildings and the blacktop paving or repaving of driveways, parking lots, sidewalks or yards. Further applicable to the breakup by use of picks or jackhammers and removal of old ground-supported concrete, digging with shovels, and the set-up and removal of forms by the ground-supported concrete contractor.

**OPERATIONS ALSO INCLUDED:**

1. Mausoleum or monument erection in cemeteries.
2. Diamond core drilling within buildings by a specialist contractor.



- 3. Painting lines in parking lots or tennis courts by a specialist contractor.
- 4. The coating of concrete floors (typically with an epoxy resin) by a specialist contractor.

**OPERATIONS NOT INCLUDED:**

- 1. Assign Code 601 to the paving or repaving of streets, roads, airport runways or warming aprons.
- 2. Assign Code 601 to concrete curb or gutter work performed by a street or road paving contractor.
- 3. Assign Code 609 to excavation performed by means of mechanical equipment. See Code 609 for further information.
- 4. Assign Code 654 to ground supported concrete footings and foundation walls in the construction of commercial or residential buildings three stories or more.
- 5. Assign Code 654 to the installation of precast concrete walls or panels.
- 6. Assign Code 654 to the erection/dismantling of forms incident to the pouring of self-bearing floors and/or other non-ground supported concrete work.
- 7. Assign Code 654 to Guniting/Shotcrete installation.
- 8. Assign Code 855 to concrete pumping services by a specialist contractor.
- 9. Assign Code 855 to a separately-staffed and permanently-located ready mix concrete or asphalt plant.

**UNDERWRITING GUIDE**

Airport Construction, Paving Of Automobile Parking Areas  
 Asphalt Laying, Driveway, Floor, Yard, Sidewalk  
 Cement Work, Flat, Not Self-Bearing Or Reinforced  
 Concrete Floor Construction, Not Self-Bearing  
 Diamond Core Drilling Within Buildings – By Specialist Contractor  
 Driveway Construction - Blacktop Or Cement  
 Flat Cement Work Contractor  
 Mausoleums And Monuments In Cemeteries, Erection Only  
 Painting Lines On Parking Lots Or Tennis Courts  
 Paving, Driveway - Blacktop Or Cement

**609 EXCAVATION**

Applicable to payroll developed in general excavation, grading, trench digging, filling or backfilling. Also applicable to road construction subsurface work which involves all work necessary to bring the road up to grade, including earth or rock excavation, filling or grading. Such work is performed with power shovels, trench diggers, bulldozers or graders. The business may be a specialist excavation contractor principally engaged in one or more of the listed tasks. The business may be a general contractor employing a separate staff performing one or more of the listed tasks or the business has kept separate payroll records for personnel who interchange between one or more of the tasks listed above and other construction tasks assigned to another construction classification.

**OPERATIONS ALSO INCLUDED:**

- 1. All methods of clearing or removing brush and/or tree stumps that is not incident to tree removal.
- 2. Excavation and/or grading for parking lots.
- 3. Blasting services by specialist/independent contractors under contract with unrelated businesses including incident drilling.
- 4. Cross-country oil or gas pipeline construction.
- 5. Landfill operation by an independent contractor.

**OPERATIONS NOT INCLUDED:**

- 1. Assign the applicable "all work to completion" construction classification when a business is performing work assignable to an "all work to completion" classification. Any excavation work performed by the business incident to an "all work to completion" job or project shall be included in the "all work to completion" construction classification applicable to the job or project.

2. Separately rate the laying of a road's sub-base, its paving or repaving, surfacing or resurfacing or scraping to Code 601. This also includes airport runways or warming aprons.
3. Separately rate tunneling projects to Code 615.
4. Separately rate bridge and culvert building where clearance is more than 10 feet at any point or the entire distance between terminal abutments exceeds 20 feet to Code 654.
5. Assign the applicable quarrying classification to quarrying and stone crushing by quarry operator.

***UNDERWRITING GUIDE***

Airport Runway Or Warming Apron Construction - Sub-surface Work  
 Blasting Contractor - Includes Incident Drilling By The Blasting Contractor  
 Building Underpinning  
 Canal Irrigation, Construction  
 Caves, Excavation Of New Areas For Exhibition Purposes  
 Cell Tower Erection – Excavation Or Grading Of The Site By Contractor  
 Cellar Excavation  
 Culvert Construction, Not Exceeding 10 Feet Span Excavation, N.O.C.  
 Excavation - Street Or Road - Including Rock Excavation  
 Foundation Excavation  
 Gas Or Oil Pipeline Construction - Cross-Country  
 Grading  
 Grading Preparatory To Building Erection  
 Grave Digging - By Contractor  
 Humus Digging And Bagging  
 Irrigation System Construction  
 Landfill Operation  
 Levee Construction  
 Oil Or Gas Pipeline Construction - Cross-Country  
 Overburden Stripping, By Contractor (Not Coal Operator)  
 Peat Digging  
 Pipeline Construction, Oil Or Gas - Cross-Country  
 Pipeline Reclamation, Oil Or Gas  
 Rock Excavation, Not Quarry  
 Septic Tank Installation, By Specialist Contractor  
 Street Or Road Rock Excavation  
 Sub-Surface Work - Road Or Street Construction  
 Surface Mine Reclamation - By Contractor - Grading, Recontouring

**611 PILE DRIVING, INCLUDING TIMBER WHARF BUILDING**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 654 to payroll developed in pouring concrete into driven pilings.

***UNDERWRITING GUIDE***

Bulkhead Construction - State Coverage Only  
 Jetty Construction - State Coverage Only  
 Pile Driving - State Coverage Only  
 Wharf Building, Timber - State Coverage Only

**615 TUNNELING OR SHAFT SINKING, ALL WORK TO COMPLETION**

Code 0152 must be applied to Code 615 payroll to determine the mandatory catastrophe reserve which is not subject to experience or retrospective rating. To provide coverage for Federal Black Lung, the Federal Mine Safety and Health Act Endorsement must be attached to the policy at the additional nonrateable disease loading specified under Code 0164 on the rate pages.

Code 0152 and if applicable Code 0164 apply to the payroll developed in tunneling and shaft sinking, but

note that such exposure is also to be included in the Code 615 payroll at the manual rate.

**OPERATIONS NOT INCLUDED:**

1. Assign Microtunneling to Code 607. Microtunneling is a trenchless method of installing pipes. A computerized navigation system operated above ground advances and steers the microtunneling machine (MTB), jacks the pipe, and excavates the soil to directly install pipes.

**UNDERWRITING GUIDE**

Caisson Work – Under Pneumatic Pressure  
 Cofferdam Work – Under Pneumatic Pressure  
 Mine Shaft Sinking, By Contractor  
 Sewer Construction, Tunneling  
 Shaft Sinking  
 Tunneling

**617 GAS, STEAM, OR WATER MAIN CONSTRUCTION – ALL WORK TO COMPLETION**

**OPERATIONS ALSO INCLUDED:**

1. Conduit construction for cable or wires.

**OPERATIONS NOT INCLUDED:**

1. Separately rate to Code 615 tunneling under pressure.
2. Horizontal directional drilling for underground utility construction is a trenchless (non-excavating) method of installing underground pipes, conduits or cables. Separately rate horizontal directional drilling for underground utility construction to Code 607.

**UNDERWRITING GUIDE**

Cable Installation In Conduits - By The Conduit Construction Contractor  
 Conduit Construction - All Work To Completion  
 Gas Main Construction - Local Distribution Systems - All Work To Completion Except Tunneling  
 Gas, Steam Or Water Main Repair - By Contractor - All Work To Completion Except Tunneling  
 Main Construction - Gas, Steam Or Water - Local Distribution Systems - All Work To Completion Except Tunneling  
 Steam Main Construction - All Work To Completion Except Tunneling  
 Water Main Construction, All Work To Completion Except Tunneling, See 615

**BUILDING CONSTRUCTION**

**645 WALLBOARD INSTALLATION – WITHIN BUILDINGS**

Includes the entire operation of installing drywall/wallboard including taping, seaming, texturing, but not painting.

**UNDERWRITING GUIDE**

Drywall Installation - Including Taping And Seaming  
 Plasterboard Installation  
 Sheet Rock Installation – Within Buildings  
 Taping And Seaming Of Wallboard  
 Wallboard Installation

**646 FURNITURE OR FIXTURE INSTALLATION – PORTABLE – IN OFFICES OR STORES**

***UNDERWRITING GUIDE***

Blackboard Installation – Wood

Church Furnishings - Wood (Altars, Pews) Installation

Display Rack Or Stand Installation - Metal, Plastic Or Wood

Electrostatic Painting Of Metal Cabinets Or Furniture – At Customers’ Locations – By Specialist Contractor  
Exhibit Booth Erection

Fixture Installation - Bank - Metal Partitions, Counters

Furniture Or Fixture Installation - Portable – In Offices Or Stores

Kitchen Equipment Installation - (Commercial) Metal

Partition, Shelving, Locker, Office And Store Fixture Installation

Partition Installation

Shelving And Store Fixture Installation

Showcase Erection And Installation, No Mfg.

Soda Fountain Or Counter Installation - Plumbing Or Electrical Wiring To Be Separately Rated

**647 INSULATION WORK, N.O.C.**

***OPERATIONS ALSO INCLUDED:***

1. A Weatherization Program insulates the client’s home, which may be a detached house, a twin, a row house or a mobile home. The clients are generally either elderly, on a fixed income or are low- income families. All of a weatherization program’s tasks (e.g., fixing windows and/or doors, installing blown or batt insulation, putting in foam sealants, doing caulking or putting in weather stripping) are incidental to the efforts of preventing outside air from infiltrating the home and concurrently preventing warm or air-conditioned air from escaping the homes’ insulation.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 651 to payroll developed in asbestos encapsulation or removal (not pipe insulation).
2. Assign Code 663 to pipe covering or insulation work including asbestos encapsulation or removal.

***UNDERWRITING GUIDE***

Acoustical Insulation Material Installation

Fireproofing Materials Installation – Spray On Type

Insulation Work, N.O.C.

Insulation Work, Residential

Rock Wool Installation

Sound Insulation Installation

Weather Stripping Installation

Weatherization Program

Window Caulking - As A Part Of A Weatherization Program

**648 CARPENTRY – INSTALLATION OF CABINET WORK, FINISHED WOODEN FLOORING OR INTERIOR TRIM**

***OPERATIONS ALSO INCLUDED:***

1. The installation of parquet flooring.
2. The installation of countertops of any material except stone countertops.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 668 to the installation of all types of stone countertops.

***UNDERWRITING GUIDE***

Bathtub Liner Installation  
Cabinet Installation, Commercial Or Residential  
Carpentry - Installation Of Cabinet Work, Finished Wooden Flooring Or Interior Trim  
Finished Hardwood Floor Installation  
Floor Installation - Portable - Wood  
Floor Laying, Finished Hardwood  
Floor Sanding Or Scraping - Wood  
Hardwood Floor Laying  
Interior Trim Installation – Wood  
Kitchen Cabinet Installation - Wood  
Locks, Installation In New Buildings  
Parquet Floor Laying  
Paving, Wood Block, Interior  
Stair Building (Wooden) Erection

**649 CEILING INSTALLATION – SUSPENDED ACOUSTICAL GRID TYPE**

***UNDERWRITING GUIDE***

Acoustical Ceiling Installation - Suspended Grid Type  
Ceiling Installation - Acoustical - Suspended Grid Type

**651 CARPENTRY – COMMERCIAL STRUCTURES**

***UNDERWRITING GUIDE***

Aluminum Awning Erection - Commercial  
Aluminum Storm Sash Installation - Commercial  
Asbestos - Encapsulation Or Removal (Not Pipe Insulation)  
Boarding Up Of Abandoned Buildings (Including Those Designed For Dwelling Occupancy)  
Bridge Building – Wood  
Carpentry, N.O.C. Excluding Concrete Form Building  
Cooling Tower Erection, Prefabricated – Wood  
Door Installation - Commercial – All Types Except Overhead Doors  
Fence Erection – All Types – Commercial or Residential  
General Construction - Commercial  
Grandstand Or Bleacher, Erection By Contractor - Portable - Wood  
Greenhouse Erection  
Insulation (Asbestos) - Encapsulation Or Removal (Except Pipe Insulation)  
Interior Stripping/Gutting Of Buildings  
Jalousie Or Jalousie Screen - Metal Or Glass, Erection Of - Commercial  
Lead Paint Removal (From Any Non-Pipe Surface) - By Contractor  
Metal Fence (e.g., Aluminum, Chain Link or Wrought Iron) Erection – Commercial or Residential  
Metal Storm Sash Installation - Commercial  
Prefabricated Wooden Building And Structural Member Erection  
Siding Installation (Aluminum, Vinyl, Wood Or Cement Board) - Commercial Structures  
Silo Erection – Wood  
Storm Window Or Storm Door, Installation – Wood Or Metal - Commercial  
Tank Erection – Wooden  
Vinyl Fence Erection – Commercial or Residential  
Window Screen Or Screen Door Installation – Metal Or Wood - Commercial  
Wood Fence Erection – Commercial or Residential

**652 CARPENTRY – RESIDENTIAL INCLUDES ONE- OR TWO-FAMILY DETACHED HOUSES, TOWNHOUSES OR ROW HOUSES OR BUILDINGS DESIGNED PRIMARILY FOR MULTIPLE OCCUPANCY (E.G., APARTMENTS) THREE STORIES OR LESS IN HEIGHT OR GARAGES CONSTRUCTED IN CONNECTION WITH THE HOUSES OR APARTMENTS**

***OPERATIONS ALSO INCLUDED:***

1. Assign Code 652 to the entire payroll of employees interchanging among trades at a specific job site.

***OPERATIONS NOT INCLUDED:***

1. Separately classify trades where there is no interchange of personnel at specific job sites.

***UNDERWRITING GUIDE***

- Aluminum Awning Erection - Residential
- Aluminum Storm Sash Installation - Residential
- Carpentry - Detached One Or Two Family Dwellings
- Carpentry - Remodeling Of One Or Two Family Dwellings
- Carpentry - Residential For Multiple Dwelling Occupancy - Three Stories Or Less
- Door Installation – Residential – All Types Except Overhead Doors
- Home Improvements And/or Remodeling
- Jalousie Or Jalousie Screen - Metal Or Glass, Erection Of - Residential
- Metal Storm Sash Installation - Residential
- Modular Home Setup, Warranty Service, Remodeling Or Repair
- Punch List Repairs - By Contractor To A New House
- Siding Installation (Aluminum, Vinyl, Wood Or Cement Board) - Residential
- Storm Window Or Storm Door Installation – Wood Or Metal - Residential
- Window Screen Or Screen Door Installation – Metal Or Wood - Residential

**653 MASONRY**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 603 to payroll developed in masonry work in connection with sewers.
2. Assign Code 665 to payroll developed in sandblasting by a painting contractor preparatory to painting.
3. Assign Code 971 to payroll developed in the power washing of exterior walls or decks at residential or commercial sites.

***UNDERWRITING GUIDE***

- Boiler Brick Work, Installation Or Repair
- Brick Pointing
- Bricking Up Abandoned Buildings
- Bricklaying
- Building Caulking, Exterior
- Building Cleaning, Exterior Walls
- Cement Block Erection
- Chimney Construction – Masonry
- Fireplace Installation
- Fireproof Tile Setting
- Glass Block Installation - Structural Use
- Hardscaping Installation
- Marble Setting, Exterior Only
- Masonry, N.O.C.
- Pavers (Decorative Brick Or Stone) Installation
- Plaster Block Erection
- Retaining Wall Construction (Excluding Concrete)
- Sandblasting The Outside Of Buildings – By Specialist Contractor
- Silo Erection - Masonry Or Tile
- Stone Setting – Structural
- Stonework Erection By Contractor
- Structural Glass Block Installation, Interior

Stucco Work, Exterior Walls  
Swimming Pool Plastering– By Specialist Contractor  
Swimming Pool Tile Installation – By Specialist Contractor  
Tuck Pointing  
Waterproofing Of Buildings  
Window Caulking

**654 CONCRETE CONSTRUCTION**

Applicable to commercial concrete building construction such as self-bearing floors, foundations, piers, bridges, culverts or silos. Also applicable to making or erecting forms, placing reinforcing rods, taking down or stripping forms and finishing (smoothing out irregularities) the poured concrete. Code 654 applies to each of the aforementioned steps in the concrete construction process whether all work is performed by one contractor or one or more of the job steps are outsourced to a specialty subcontractor(s).

***OPERATIONS ALSO INCLUDED:***

1. Grouting (including drilling) which is the placement of cement, plastic compounds or concrete or the pumping of fly ash.
2. Guniting (Shotcrete Installation).
3. Pouring concrete into driven pilings.
4. Ground-supported concrete footings or foundation walls in the construction of commercial or residential buildings three stories or more.
5. Precast concrete panel or wall installation.
6. The wrecking or demolition of concrete or concrete encased buildings or structures.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 608 to a specialty contractor performing ground-supported concrete work in the construction of houses or one or two-story commercial buildings.
2. Assign Code 609 to excavation performed by mechanical equipment. See Code 609 for further information.
3. Assign Code 855 to concrete pumping services by a specialist contractor.
4. Assign Code 855 to a separately-staffed and permanently-located ready mix concrete plant.

***UNDERWRITING GUIDE***

Cell Tower Erection – Building Of The Concrete Pad By Contractor  
Cement Finishing  
Concrete Construction  
Concrete Floor Construction, Self-Bearing  
Concrete Form Erection  
Concrete Parking Garage Construction  
Concrete Reinforcing Rod Setting  
Concrete Work, Dams  
Concrete Work, Floors, Etc., Above Ground Level  
False Work Erection For Concrete Construction  
Grouting - Including Drilling - Placing Of Cement, Plastic Compounds Or Concrete, Or Pumping Of Fly Ash  
Guniting (Shotcrete Installation)  
Panel Or Wall Installation - Precast Concrete  
Parking Garage Construction - Concrete  
Precast Concrete Panel Or Wall Installation  
Reinforcing Rod Setting - Including By Specialist Contractor  
Retaining Wall Construction - Concrete  
Shotcrete Installation (Guniting)  
Silo Erection – Concrete  
Wall Or Panel Installation - Precast Concrete

**655 IRON ERECTION**

***UNDERWRITING GUIDE***

- Bridge Building – Metal
- Bridge Painting
- Cell Tower Erection – Erection Of The Tower By Contractor
- Cell Tower Erection – Antenna(s) Installation, Service And/or Repair By Contractor
- Chimney Cleaning - Industrial Smokestacks
- Concrete, Pre-Stressed, Erection By Contractor
- Corrosion Proofing Of Chemical Tanks
- Fire Escape Installation By Contractor - Outside
- Gas Holder Erection
- Iron Erection
- Iron Or Steel Erection, Structural
- Metal Furring, By Contractor
- Oil Field Tank Painting
- Painting Of: Bridges, Oil Field Tanks, Steel Structures Or Tanks
- Ski-Lift Erection
- Smokestack Or Chimney Lining - Industrial
- Steel Erection, N.O.C.
- Steel Frame Structure Erection
- Steel Structures Painting
- Steel Tank Erector
- Steel Tower Erection For Cross-Country Electric Or Telephone Lines
- Swimming Pool Installation - Iron Or Steel
- Tank Erection – Steel
- Tank Painting
- Welding - Structural Steel
- Windmill Erection – Metal

**656 ELECTRIC OR TELEPHONE LINE CONSTRUCTION BY CONTRACTORS**

Includes the setting of poles, installation of pole hardware or transformers or the stringing of lines.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 005 to payroll developed in the clearing of right-of-way on new lines, maintenance of right-of-way on existing lines or tree trimming.
2. Assign Code 655 to payroll developed in the erection of steel towers for cross-country lines.
3. Separately rate the tasks performed by a contractor(s) in erecting a cell phone tower. Such tasks may include but are not necessarily limited to:
  - a. Assign Code 609 to the cleaning, excavation and/or grading of the site.
  - b. Assign Code 654 to building the concrete pad.
  - c. Assign Code 655 to the erection of the tower and/or to the installation and/or repair of the tower’s antennas.
  - d. Assign Code 660 to running a lateral line connecting the cell tower site to the land-line telephone network and/or installing low voltage wiring to the computer(s) or the fiber optic cable carries the telephone signal to and from the cell site’s base station call switching equipment.
  - e. Assign Code 952 to the programming, service or repair of computerized telephone call switching equipment in the cell site’s base station.

***UNDERWRITING GUIDE***

- Electric Line Construction, By Contractor
- Floodlight Erection – Permanent
- Installation Of Telephone Or Electric Pole Hardware
- Installation Of Telephone Or Electric Transformers



Power Line Construction  
 Setting Of Telephone Poles  
 Stringing Of Electric Or Telephone Lines  
 Telephone Line Construction By Contractor

**657 RIGGING, N.O.C. – BY CONTRACTOR**

Applies to an employer providing rigging services to unrelated concerns on a contract basis. Rigging is a process used to secure materials that are to be moved by lifting equipment such as cranes, hoists, and block and tackle. A rigging contractor may be limited to securing the load, may both secure and lift the load, or may secure, lift and move the load to another location.

***OPERATIONS ALSO INCLUDED:***

1. The disassembly, reassembly and setting and securing in place (e.g., bolting) of the item being rigged when performed by the rigging contractor to facilitate the rigging job.
2. The over the road transportation of the item being rigged, typically via the use of heavy or wide load trucks, when performed by the rigging contractor.
3. The operation of a mobile crane or other hoisting/lifting equipment when performed by a rigging contractor in order to move and/or set in place the item being rigged.

***OPERATIONS NOT INCLUDED:***

1. Separately rate installation work as provided for in this Manual. Installation includes but is not necessarily limited to the running and connecting of new plumbing, electrical or mechanical lines and related work. The disassembly, reassembly, transportation and setting and securing in place (e.g., bolting) of the item being rigged when performed by the rigging contractor to facilitate the rigging work shall not be construed to be installation.
2. Code 657 shall not apply to an employer whose field of business is construction, installation, service or repair and performs rigging work to facilitate the employer's own construction, installation, service or repair work.
3. An employer in the business of renting cranes with operators shall be assigned to Code 802.

***UNDERWRITING GUIDE***

Oil Rig Or Derrick Erecting And Dismantling – By Contractor  
 Rigging - Non Ship  
 Safe Moving  
 Tower Bell Installation

**658 IRON ERECTION OR INSTALLATION – ORNAMENTAL OR NON-STRUCTURAL ONLY**

***UNDERWRITING GUIDE***

Architectural Bronze, Iron, And Brass Metal Work, Erection Only  
 Balcony Erection  
 Banister, Railing, Or Guard Erection - Metal  
 Fire Escape Installation, Inside  
 Fireproof Shutter Erection  
 Flagpole – Erection  
 Guardrail Erection - By Specialist Contractor  
 Iron Erection, Ornamental Or Non-Structural Only  
 Ornamental Brass Erection  
 Ornamental Bronze Erection

Ornamental Iron Grill Erection  
Ornamental Iron Railing Erection  
Prison Cell Erection – Steel  
Railing Erection – Metal

**659 ROOFING – ALL KINDS**

Applicable to specialist contractors performing any type of roofing, roofing repair or reroofing job utilizing any type of roofing material, including but not necessarily limited to hot tar, shingles, slate, tile or rubber on any type of roof, such as flat, sloped or built-up. Includes all personnel working on a roofing job (e.g., ground personnel passing materials to personnel on the roof and picking up debris and personnel on the roof).

***OPERATIONS ALSO INCLUDED:***

1. Roof decking and related carpentry work performed by a roofing contractor.
2. The installation of sheet metal products (e.g., fascia, gutters, downspouts, chimney flashing) by a roofing contractor that is a part of a roofing job.
3. Roof spraying, painting or coating by a roofing contractor.

***OPERATIONS NOT INCLUDED:***

1. There is no payroll division between Codes 659 and 676 at the same location or job.
2. Assign Code 454 to a separately-staffed and located sheet metal fabrication shop.

***UNDERWRITING GUIDE***

Roofing - All Kinds

**660 ALARM OR SOUND SYSTEM – INSTALLATION OR REPAIR**

***UNDERWRITING GUIDE***

Alarm Or Sound System Installation  
Audio And Intercommunication System Installation - Within Buildings  
Battery Back-Up Power Systems – Service Or Repair By Specialist Contractor  
Burglar Alarm System Installation, By Contractor  
Cable Television – System Hookup Or Service – By Specialist Contractor  
Closed Circuit Television Systems - Installation Or Repair  
Computer Wiring Installation Within Buildings – By Specialist Contractor  
Environmental Control Systems Installation, Service Or Repair – By Specialist Contractor  
Fire Alarm System Installation  
Intercommunication System Installation, Within Buildings  
Invisible Fence Installation  
Public Address Systems Installation – Including Loudspeakers  
Sound System Installation  
Telephone Cable Laying With Automatic Equipment – Street to Building – By Specialist Contractor  
Telephone Wiring Installation Within Buildings – By Specialist Contractor

**661 ELECTRICAL WIRING**

Includes electric fixtures, apparatus installation or the making of service connections.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 656 to payroll developed in overhead electric telephone line construction.
2. Assign Code 660 to payroll developed in the installation and/or service or repair of alarms or sound systems as provided for in this Manual.

***UNDERWRITING GUIDE***

Cable Installation Or Replacement In Existing Conduit - By Specialist Contractor  
Electric Cable Laying With Automatic Equipment – Street To Building - By Specialist Contractor  
Electric Fixture Installation - By Contractor  
Electrical Contractor  
Electrical Wiring In Buildings - By Contractor  
Electronic Garage Door Opener Installation – By Contractor  
Floodlight Erection, Temporary - By Contractor  
Meters - Electric, Installing, Repairing And Testing, Including Shop - By Contractor  
Service Connections, Electrical Contractor  
Solar Electric (Photovoltaic) System Installation  
Traffic Light Installation - By Contractor

**662 APPLIANCE – ELECTRICAL - SERVICE OR REPAIR**

Includes the service or repair of window-unit type air conditioners, domestic refrigerators and/or commercial or domestic appliances including but not necessarily limited to: stoves, dishwashers, washing machines or clothes dryers. Also includes incidental shop or parts department employees.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 661 to payroll developed in the installation of electrical wiring.
2. Assign Code 663 to payroll developed in the installation of plumbing.
3. Assign Code 664 to payroll developed in the installation, service or repair of central air conditioning units or commercial refrigeration (including walk-in) units.
4. Assign Code 675 to payroll developed in the installation, service or repair of industrial equipment (e.g., conveyor ovens).

***UNDERWRITING GUIDE***

Air Conditioning Window-Type Units - Service Or Repair  
Appliances, Major Household Or Commercial, Electrical Or Gas - Service Or Repair  
Dryers, Household Or Commercial, Electrical Or Gas - Service Or Repair  
Electrical Or Gas Household Major Or Commercial Appliances - Service Or Repair  
Gas Fireplace Service Or Repair  
Household Major Or Commercial Appliances, Electrical Or Gas - Service Or Repair  
Refrigerator, Household - Service Or Repair  
Stoves, Household Or Commercial, Electric Or Gas - Service Or Repair  
Washing Machines, Household Or Commercial, Electrical Or Gas - Service Or Repair  
Water Cooler - Installation, Service Or Repair

**663 PLUMBING: GAS, STEAM, HOT WATER OR OTHER PIPEFITTING, INCLUDING HOUSE CONNECTIONS – SHOP PAYROLL, IF ANY, MUST BE INCLUDED**

Includes work within buildings.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 607 to payroll developed in geothermal and/or water well drilling.
2. Assign Code 675 to pipefitting in connection with the installation of machinery or apparatus outside of buildings.
3. Assign Code 677 to payroll developed in the installation, service or repair of commercial or industrial high pressure hot water or steam heating equipment.

***UNDERWRITING GUIDE***

Asbestos Encapsulation Or Removal (A Pipe Surface)  
Automatic Sprinkler Installation

Automatic Stoker, Gas Or Oil Burner Installation  
Beer Drawing Equipment, Cleaning And Installation  
French Drain Installation  
Furnace - Hot Water Or Steam - Installation, Service Or Repair  
Furnace Cleaning - Hot Water Or Steam  
Gas Pipefitting, Indoor  
Heating Equipment - Installation, Service Or Repair - Hot Water Or Steam  
Hot Water Tank - Installation, Service Or Repair  
Insulation Work, Pipe (Incl. Asbestos Encapsulation Or Removal)  
Lawn Sprinkler Installation  
Lead Paint Removal (From A Pipe Surface) – By Contractor  
Milking Equipment Installation  
Oil Still Pipe Insulation  
Pipe Covering Installation (Incl. Asbestos Encapsulation Or Removal)  
Pipe Laying For House Or Service Connections, By Plumbing Contractor  
Pipefitting - House Connections  
Plumbing, N.O.C.  
Pump Installation, Water  
Sewer Cleaning, House Connections, Using Portable Equipment  
Soda Dispensers - Installation And Repair  
Solar Water Heater Installation - Including Storage Tanks And Solar Panels  
Sprinkler Installation  
Stoker Installation Or Repair  
Sump Pump Installation  
Water Meter Installation - By Contractor  
Water Softener Installation And Service, Domestic  
Water Well Cleaning

**664 HEATING, VENTILATING OR AIR CONDITIONING CONTRACTOR**

Applicable to contractors performing forced air heating, ventilating or air conditioning equipment installation required for air comfort control or engaged in the service or repair of such equipment.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 607 to payroll developed in geothermal or water well drilling.
2. Assign Code 662 to payroll developed in the service or repair of window-unit air conditioners.
3. Assign Code 663 to payroll developed in the installation, service or repair of either hot water or steam heating equipment.
4. Assign Code 677 to payroll developed in the installation, service or repair of commercial or industrial high pressure hot water or steam heating equipment.

***UNDERWRITING GUIDE***

Air Conditioning (Central) Systems Installation, Repair Or Service  
Central Air Conditioning Systems Installation, Service Or Repair  
Cleaning, Oiling Or Adjusting Of Air Conditioning, Forced Air Heating Or Ventilating Systems  
Duct Installation - Heating, Ventilating Or Air Conditioning  
Ductless Heating And/OR Air Conditioning System – Installation, Service Or Repair  
Furnace Cleaning - Hot Forced Air  
Heating Systems - Hot Forced Air, Repair Or Service - Cleaning, Oiling Or Adjusting  
Heating Systems Installation, Except Electric, Hot Water Or Steam  
Radon Mitigation  
Refrigeration Or Central Air Conditioning Units Installation Or Service  
Ventilating System Installation  
Ventilating Systems Repair Or Service - Cleaning, Oiling Or Adjusting  
Warm Air Heating System Installation

**665 PAINTING AND DECORATING, INCLUDING SHOP**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 655 to payroll developed in the painting of steel structures or bridges.

***UNDERWRITING GUIDE***

Calcimining, By Contractor  
 Painting, Including Shop and Preparatory Sandblasting  
 Shingle Staining, On Structures, Including Shop Work  
 Whitewashing, By Contractor

**666 PLATE AND WIRE GLASS INSTALLATION**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 536 to payroll developed by a separate shop staff engaged in the manufacture of glass products including bending, beveling or silvering of purchased plate glass.

***UNDERWRITING GUIDE***

Glass Installer, Except Automobile  
 Glazier, Away From Shop  
 Glazing  
 Mirror Installation  
 Plate Glass Installation  
 Wire Glass Installation

**667 PAPER HANGING**

***UNDERWRITING GUIDE***

Glass or Window Tinting, Except For Auto Glass  
 Paperhanging  
 Solar Control Film Installation In Window  
 Wallpaper Hanging  
 Window or Glass Tinting, Except For Auto Glass

**668 TILE, STONE, MOSAIC OR TERRAZZO WORK – INTERIOR CONSTRUCTION ONLY INCLUDING MARBLE SETTING AND TILE WAINSCOTING, BUT EXCLUDING CEMENT FINISHING AND STRUCTURAL GLASS BLOCK INSTALLATION**

Structural glass block installation shall be assignable to Code 653.

***UNDERWRITING GUIDE***

Ceramic Tile Installation  
 Floor Installation - Ceramic Tile  
 Granite Countertop Installation  
 Interior Marble Installation  
 Interior Tile Mosaic Work  
 Marble Setting, Interior Only  
 Mosaic Tile Installation  
 Stone Setting - Non-Structural  
 Terrazzo Floor Laying  
 Tile Floor Laying - Ceramic Or Mosaic  
 Tile Wainscoting Installation

**669 PLASTERING, INCLUDING LATHING**

***UNDERWRITING GUIDE***

Lathing  
Plastering, N.O.C.  
Stucco Work, Building Interiors

**670 HOUSE FURNISHINGS INSTALLATION, N.O.C.**

***UNDERWRITING GUIDE***

Carpet Installation, By Specialist Contractor  
Curtain Or Drapery Installation From Floor Or Ladder  
Drapery Or Curtain Installation From Floor Or Ladder  
Flag And Bunting Erection From Floor Or Ladder  
Floor Coverings - Installation Of Linoleum, Asphalt Or Rubber Tiling - Not Ceramic Tile Installation  
Floor Installation - Not Concrete, Ceramic Or Wood  
Floor Laying - Linoleum, Asphalt, Rubber Or Composition Tiling, Not Ceramic  
Furnishing Goods Installation  
House Furnishings Installation  
Linoleum Laying  
Rubber Tile Installation  
Slipcover Installation  
Tile Floor Laying, Not Ceramic Or Mosaic  
Upholstering - Away From Shop  
Venetian Blind Installation, No Mfg.  
Vinyl Tile Installation  
Window Shade Installation

**673 ADVERTISING SIGN, MANUFACTURE, ERECTION OR REPAIR – NOT OUTDOOR ADVERTISING COMPANY**

***UNDERWRITING GUIDE***

Advertising Sign Mfg., Erection And Repair, Not Outdoor Advertising Company  
Electrical Sign And Advertising Display Mfg., Installation And Repair  
Neon Sign Mfg., Installation Or Repair  
Scoreboard Mfg., Installation Or Repair - Electric  
Sign Erection, Removal Or Repair, Not Outdoor Advertising Company

**674 SWIMMING POOL CONSTRUCTION, ALL WORK TO COMPLETION**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 655 to the construction of iron or steel reinforced swimming pools that are not ground supported (e.g., the type commonly found on an upper floor or rooftop of a hotel or apartment building).
2. Assign Code 971 to swimming pool cleaning or maintenance work performed by the separate staff of a swimming pool construction contractor or by a specialist contractor.

***UNDERWRITING GUIDE***

Swimming Pool Installation - All Types Except Iron Or Steel - All Work To Completion  
Swimming Pool Liner Installation - Vinyl, By Swimming Pool Installation Contractor

**675 MACHINERY OR EQUIPMENT ERECTION OR REPAIR**

Applies to the erection or repair of factory machinery or to the installation, erection or repair of elevators, escalators, conveyors or hoisting systems.

***UNDERWRITING GUIDE***

- Acetylene Gas Machine Installation
- Conveyor Or Conveyor Belt Installation
- Conveyor Oven Installation, Service Or Repair
- Crane Or Derrick Installation, Service Or Repair – Permanently-Sited
- Dismantling, Installation Or Service Or Repair Of Machinery Or Industrial Equipment, By Contractor
- Door Installation, Overhead - Wood Or Metal
- Electrical Apparatus, Machinery Or Motor Installation Or Field Repair
- Elevator Erection, Service Or Repair
- Escalator Installation, Service Or Repair
- Gasoline Station Equipment Installation (Including Excavation) Or Repair
- Hoist Installation, Service Or Repair Permanently-Sited
- Industrial Crane Installation, Service Or Repair – Permanently-Sited
- Installation Of Hod Hoists
- Installation Or Dismantling Of Machinery And Industrial Equipment, By Contractor
- Laundry Equipment Installation, Service Or Repair - Industrial
- Machine Belting Installation Or Repair
- Machinery Erection Service Or Repair
- Machinery Or Industrial Equipment Installation, Service Or Repair Or Dismantling, By Contractor
- Millwrighting
- Monorail System Installation (Except For Public Transportation)
- Oven (Conveyor) Installation, Service Or Repair
- Overhead Door Installation
- Pipefitting, Installation Of Apparatus Or Machinery Outside Of Buildings
- Pump Installation, Service Stations
- Pump, Air And Gas Compressor, And Pumping Equipment – Installation, Service Or Repair
- Safe Installation
- Scaffold Sale, Rental Or Erection, By Specialist Contractor
- Scale Installation Or Adjustment, Platform Or Beam Type
- Tank Installation, Gas Stations
- Textile Machinery Installation, Service Or Repair

**676 SHEET METAL INSTALLATION, NO PAYROLL DIVISION WITH CODE 659 AT THE SAME LOCATION OR JOB SITE**

***OPERATIONS NOT INCLUDED:***

- 1. Separately rate the shop fabrication of sheet metal products to Code 454.

***UNDERWRITING GUIDE***

- Downspout Installation - Metal
- Gutter Installation - Metal
- Metal Ceiling Installation

**677 BOILER INSTALLATION OR REPAIR**

Applicable to the installation or repair of commercial or industrial high-pressure steam boilers.

Includes all work to completion except brickwork, which must be assigned to Code 653.

***UNDERWRITING GUIDE***

- Boiler Installation Or Repair
- Construction Of Boiler Foundations
- Grate Installation In Boilers, By Specialist Contractor
- Pipe Connection, For Boilers

Steel Work In Connection With Boilers

**679 ADVERTISING COMPANY, OUTDOOR**

Applicable to outdoor advertising companies and includes but is not necessarily limited to: shop operations, the erection, painting, repair, maintenance or removal of signs, sign painting or lettering in or upon buildings or structures or bill posting.

***UNDERWRITING GUIDE***

Advertising Company - Outdoor

Bill Posting (Including By Specialist Contractor)

Billboard - Erection, Maintenance and/or Changing Of Advertising By Outdoor Advertising Co. Or Specialist Contractor

Sign Painting Or Lettering In Or Upon Buildings Or Structures

**681 CANVAS GOODS, AWNING OR TENT ERECTION, REMOVAL OR REPAIR**

***UNDERWRITING GUIDE***

Awning Erection Or Installation (Cloth)

Canvas Products Erection

Curtain Or Drapery Installation From Scaffolding

Drapery Or Curtain Installation From Scaffolding

Flag Or Bunting Erection From Scaffolding

Tent Installation

**SPECIAL STATE ACT EXPOSURES**

**709 TALLYMEN AND CHECKING CLERKS – ENGAGED IN CONNECTION WITH STEVEDORING WORK**

Coverage under State Act only.

***UNDERWRITING GUIDE***

Public Weighers And Samplers Of Steamship Agency - State Coverage Only

Tallymen - State Coverage Only

**716 MARINA**

Applicable to all waterfront operations, including but not necessarily limited to: the operation of boat docks, storage facilities, repair shops or marine railways, the sale or repair of boats or engines, the sale of parts or accessories, dockside snack bars and all dockside employees. The operation of separately-staffed inland boat showrooms or the operation of separately-staffed motels, restaurants, swimming pools, bowling lanes or other recreational facilities shall be separately classified as provided for in this Manual.

Separate staffs engaged in boat building are assignable to Code 718.

Coverage under State Act only.

***UNDERWRITING GUIDE***

Boat Rental - State Coverage Only

Boat Storage And Moorage - State Coverage Only

Marina - State Coverage Only

Yacht Basin - State Coverage Only



**718 BOAT BUILDING OR REPAIR**

Coverage under State Act only.

Includes businesses engaged in the building of recreational vessels and/or the repairing and the dismantling of a recreational vessel in connection with the repair of such vessel as defined in the United States Longshore and Harbor Workers' Compensation Act (LHWCA) as amended that have been granted exemption from the LHWCA by the United States Secretary of Labor. A copy of the exemption certificate shall be made available to the PCRB as documentation.

***UNDERWRITING GUIDE***

- Boat Building – Recreational - State Coverage Only
- Boat Dismantling – Recreational - State Coverage Only
- Boat Repairing – Recreational - State Coverage Only

**721 RAILROAD OPERATION, N.O.C., INCLUDING SHOP, ORDINARY MAINTENANCE AND REPAIR OF ROADBED**

The policies for risks with operations assignable to Code 721 must be endorsed excluding insurance of Federal Employers' Liability Act coverage. (Part Two)

***UNDERWRITING GUIDE***

Railroad, N.O.C. - Including Shop

**744 AIRCRAFT MANUFACTURE**

***UNDERWRITING GUIDE***

Aircraft Mfg.

**UTILITIES OPERATION**

**751 GAS UTILITY**

Payroll developed by meter readers having no regular duty of any other nature in the service of the employer shall be assigned to Code 951.

As provided for in this Manual separately classify: geophysical exploration, drilling for gas deposits, the operation of gas wells and the construction or operation of cross-country pipelines.

***UNDERWRITING GUIDE***

- Gas Utility
- Manufactured Gas Utility
- Mixed Gas Utility
- Natural Gas Utility

**752 OIL OR GAS PIPELINE OPERATION**

Applies to the operation of cross-country pipelines for the transmission of oil or natural gas, which may include the laying or relaying of gathering or distributing lines, the operating of pumping stations, line checking, meter reading, line maintenance or repair and prevailing right-of-way clearance.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 028 to the operation of oil or gas wells by the oil or gas well's lease owner or a contract operator.

2. Assign Code 581 to businesses engaged in oil refining.
3. Assign Code 607 to contractors performing oil or gas well services including but not necessarily limited to: installation, recovery or replacement of casing, well cementing, well cleaning or swabbing, well fracturing/formation fracturing or well logging.
4. Assign Code 609 to contractors building a cross-country pipeline.

***UNDERWRITING GUIDE***

Gas Or Oil Pipeline Operation

Oil Or Gas Pipeline Operation

**753 WATERWORKS**

Payroll developed by meter readers having no regular duty of any other nature in the service of the employer shall be assigned to Code 951.

***UNDERWRITING GUIDE***

Irrigation Plant, Selling And Pipe-Distributing Water

Liquid Waste Treatment Plant

Sewage Disposal Plant, Private

Steam Heating Company

Waste Treatment Plant - Liquid

Water Supply System, Private

Waterworks

**755 ELECTRIC UTILITIES OPERATION**

Payroll developed by meter readers having no regular duty of any other nature in the service of the employer shall be assigned to Code 951.

***UNDERWRITING GUIDE***

Cooperative Electric Utility

Electric Utility Operation

Private Electric Utility

R.E.A. Cooperative

**757 TELECOMMUNICATIONS COMPANY**

Applicable to FCC licensed businesses principally engaged in providing telephone services including but not necessarily limited to: wireline, long distance, cellular, radio paging or mobile radio services for customers on a fee basis.

***OPERATIONS ALSO INCLUDED:***

1. Includes the installation, maintenance, repair and operation of telephone lines and systems, remote transmission sites and central office switching equipment.

***OPERATIONS NOT INCLUDED:***

1. Specialist contractors performing installation, maintenance or repair of telephone lines, installing or replacing telephone poles or installing or servicing telephones for telecommunications companies shall be separately classified as provided for in this Manual.
2. Separately rate the tasks performed by a contractor(s) in erecting a cell phone tower. Such tasks may include but are not necessarily limited to:
  - a. Assign Code 609 to the clearing, excavation and/or grading of the site.
  - b. Assign Code 654 to building the concrete pad.
  - c. Assign Code 655 to the erection of the tower and/or the installation, service and/or repair of the tower's antennas.

- d. Assign Code 660 to running a lateral line connecting the cell tower site to the land-line telephone network and/or installing low voltage wiring to the computer(s) or the fiber optic cable carrying the telephone signal to and from the cell site's base station call switching equipment.
- e. Assign Code 952 to the programming, service or repair of computerized telephone call switching equipment in the cell site's base station.
- 3. Assign Code 759 to a business principally engaged in providing cable television and Internet services.

***UNDERWRITING GUIDE***

Telecommunications Company  
Telephone Company

**759 CABLE TELEVISION OPERATIONS**

Applicable to FCC licensed businesses principally engaged in providing cable television and/or Internet services to subscribing customers

***OPERATIONS ALSO INCLUDED:***

- 1. The erection or installation or system hook-up or service and/or repair or the operation of a cable television and Internet system by the cable and Internet provider.

***OPERATIONS NOT INCLUDED:***

- 1. Assign Code 936 to separately staffed broadcasting studios and/or separate crews engaged in the presentation and/or filming of news and events.
- 2. Separately classify contractors engaged in the construction or erection work or the hook-up or service of customers for a cable television or Internet provider as follows:
  - a. Assign Code 617 to payroll developed in installing conduit underground and running cable through the conduit.
  - b. Assign Code 656 to payroll developed in the stringing of cable from pole-to-pole.
  - c. Assign Code 660 to payroll developed in hooking up or servicing a customer (including installing or replacing a lateral line from the pole to the customer's building and/or running cable in the customer's building).
- 3. Assign Code 757 to a business principally engaged in providing telephone services.

***UNDERWRITING GUIDE***

Cable T.V. - Installation - Hooking Up Of Customers To Systems  
Cable T.V. - Installation Of New System, Except Towers  
Cable T.V. - Service and/or Repair Work For The System And Individual Customer  
Internet Service Provider  
Television, Cable - Installation Of New Systems, Except Towers

**TRUCKING AND STORAGE**

**801 STABLE, LIVESTOCK COMMISSION MERCHANT OR STOCKYARD ARE NOT ASSOCIATED WITH SLAUGHTERHOUSES**

***UNDERWRITING GUIDE***

Auctioneer, Livestock  
Boarding Stable  
Breeding Farm - Horse  
Carriage Tours Or Taxis (Horse Driven)

Cattle Auctioneer  
 Cattle Dealer  
 Farrier (Horse Shoeing By Specialist Contractor)  
 Horse Breeding Farm Or Boarding/Training Stable  
 Horse Driven Carriage Tours Or Taxis  
 Horse Shoeing By Specialist Contractor  
 Jockey - Employed By A Horse Breeding Farm Or Boarding/Training Stable  
 Livestock Commission Merchant  
 Livestock Dealer  
 Racing Stable  
 Riding Academy  
 Sales Stable  
 Stockyard  
 Therapeutic Riding Center

**802 MOBILE CRANE RENTAL WITH OPERATORS**

Applicable to specialist contractors engaged in the rental and/or leasing of cranes with operators.

***OPERATIONS NOT INCLUDED:***

1. Does not include the installation and/or service/repair of overhead cranes in an industrial setting.
2. Assign Code 657 to rigging contractors, including rigging contractors who operate mobile cranes or other lifting/hoisting equipment in order to move and/or set in place the item being rigged.
3. Assign Code 814 to the rental or leasing of mobile cranes without operators.

***UNDERWRITING GUIDE***

Crane Rental (Mobile) – With Operators By Specialist Contractor  
 Mobile Crane Leasing Or Rental – With Operators By Specialist Contractor

**803 TAXICAB COMPANY**

Applicable to a business engaged in operating a vehicle(s) that is available for immediate hire (on a call and demand basis) with the fare to be determined by zone or meter.

When cabs are leased to operators and no payroll records are available, an amount of \$54,050 per annum may be taken as payroll per operator provided the insurer has made a determination of employment status. This amount may be prorated if the operator does not work a full year.

***UNDERWRITING GUIDE***

Taxicab Company

**804 SCHOOL TRANSPORTATION – BY INDEPENDENT CONTRACTOR**

Applicable to an independent contractor engaged in the transportation of students to and from school. Such a business may also perform the transportation of students to and from sporting events or field trips.

***UNDERWRITING GUIDE***

Automobile Bus Operation, School Bus  
 Bus Operation, School  
 School Bus Operation, By Contractor

**805 MILK HAULING – BY CONTRACTOR**

Applies to contractors engaged in hauling unprocessed or processed milk, water or other liquid food products by tank truck.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 811 to contractors hauling brine or water for oil or gas well drilling or fracing.

***UNDERWRITING GUIDE***

Milk Hauling - By Contractor

Water Hauling - Tank Truck - By Contractor

**806 FURNITURE MOVING AND/OR STORAGE**

***OPERATIONS ALSO INCLUDED:***

1. The packaging or handling of households goods away from the employer's premises by the furniture moving and/or storage company or by an independent packing contractor.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 811 to the transporting or delivery and the setting into place at the customers' locations of furniture and/or major household appliances under contract for a manufacturer or store.

***UNDERWRITING GUIDE***

Furniture Moving and/or Storage

Household Goods Packing At The Customer's Location By The Moving Company Or By Independent Contractor

Merchandise Warehouse - Furniture - Including Moving

Move Packing Household Goods At The Customer's Location By The Moving Company Or By Independent Contractor - Household Or Office Furniture - With Or Without Storage Facility

Piano Mover

Warehouse - Public, Furniture

**807 AMBULANCE SERVICE – SALARIED EMPLOYEES**

Applicable to an independent contractor operating an ambulance service staffed by salaried employees. Each ambulance service is licensed by the Bureau of Emergency Medical Services of the Pennsylvania Department of Health who also credentials ambulance attendants. An ambulance service may engage in both emergency and non-emergency patient transfers. Non-emergency transfers are generally by appointment.

***UNDERWRITING GUIDE***

Ambulance Service - Non-Volunteer

**808 PARCEL DELIVERY COMPANY – NO HANDLING OF BULK MERCHANDISE OR FREIGHT**

Applies to risks engaged in the delivery of envelopes, parcels or packages limited to 150 pounds or less. Envelopes, parcels or packages refer to those items where the delivery tariff or charge is allocable to the individual envelope, parcel or package.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 811 to the hauling or transporting of materials or merchandise when the haulage or transport charge is based on truckload or partial truckload, the cumulative weight of the materials/merchandise being transported, the distance or mileage that the materials/merchandise is being transported, an hourly rate, or a flat contract price for the consignment.
2. Assign Code 811 to the transporting or delivery and setting into place at customers' locations of furniture and/or major household appliances under contract for a manufacturer or store.

3. Assign Code 802 to specialist contractors engaged in the rental and/or leasing of cranes with operators.
4. Assign Code 805 to the hauling of unprocessed or processed milk, water or other liquid food products by tank truck.
5. Assign Code 810 to the hauling of coal.
6. Assign Code 812 to the hauling or delivery of mail involving letters, parcels, packages, sacks, pallets or rolling containers under contract to the United States Postal Service.

***UNDERWRITING GUIDE***

Armored Motor Truck Delivery  
 Automobile Drive away Service, For Transportation of Private Clients' Cars  
 Parcel Delivery Company

**809 FUEL DISTRIBUTION – RETAIL OR WHOLESALE**

For businesses principally engaged in the sale of prepared coal, fuel oil, liquefied petroleum (LP), gas (bottled gas or in bulk), or any combination of these lines.

***OPERATIONS NOT INCLUDED:***

1. Separate crews installing and/or servicing fuel oil or gas heating units shall be separately classified as provided in this Manual.
2. Assign Code 810 for the hauling of unprepared coal.
3. Assign Code 811 to trucking businesses hauling fuel for unrelated businesses.
4. Assign Code 7313F to businesses operating coal or oil docks.
5. Please refer to the Coal Mine Compensation Rating Bureau of Pennsylvania ([www.cmcrbpa.com](http://www.cmcrbpa.com)) for the classification(s) applicable to the surface or underground mining of coal and/or the above ground operations necessary to prepare previously mined coal for distribution or sale by the mine operator or an independent coal preparation plant.

***UNDERWRITING GUIDE***

Anhydrous Ammonia Dealer  
 Bottled Gas Dealer  
 Butane Gas Dealer  
 Coal Merchant  
 Collection Of Used Motor Oil - By Specialist Contractor  
 Fuel Oil Distributor  
 Fuel Yard  
 Gas Distribution, Bottled Or Bulk  
 Gasoline Dealer, Wholesale  
 Kerosene Distribution  
 Liquefied Petroleum Gas Dealer And Distributor  
 Motor Oil (Used) - Collection By Specialist Contractor  
 Naphtha Distribution  
 Oil Distributing, Retail And Wholesale  
 Petroleum Broker  
 Petroleum Bulk Stations And Terminals – Including Blending And Mixing  
 Propane Gas Dealer  
 Used Motor Oil Collection - By Specialist Contractor

**810 COAL TRUCKING**

Applies to payroll developed in the contract hauling of coal by truck. The Federal Mine Safety and Health Act Coverage Endorsement must be attached to a policy reporting payroll to Code 810. The nonrateable premium for coverage under the Federal Mine Safety and Health Act is determined by applying the Code 0162 rating value to the Code 810 payroll.

Payroll developed in the contract hauling of general commodities other than coal not otherwise classified is assigned to Code 811. Code 810 and Code 811 may be assigned to an employer engaged in both the contract hauling of coal and in the contract hauling of general commodities not otherwise classified provided the employer keeps separate payroll records for the different hauling operations. If the employer does not keep separate payroll records, the entire payroll for all hauling operations must be assigned to the classification with the higher carrier rating value. When Code 811 is used as a result of this rule, attach the Federal Mine Safety and Health Act Coverage Endorsement at no additional charge.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 809 to the hauling of coal by a coal dealer.
2. This classification does not apply to employers classified to Coal Mine Compensation Rating Bureau Codes 1001, 1010, 1012, 1014, 1015, 1021 or 1023.

***UNDERWRITING GUIDE***

Coal Hauling - By Contractor

**811 TRUCKING, N.O.C.**

Applicable to hauling contractors principally engaged in hauling or transporting materials or merchandise for unrelated concerns when the haulage or transport charge is based on truckload or partial truckload, the cumulative weight of the materials/merchandise being transported, the distance or mileage that the materials/merchandise is being transported, an hourly rate, or a flat contract price for the consignment.

***OPERATIONS ALSO INCLUDED:***

1. Dispatchers and/or clerks on loading platforms, drivers, chauffeurs and their helpers and employees repairing vehicles.
2. The transporting or delivery and setting into place at customers' locations of furniture and/or major household appliances under contract for a manufacturer or store.
3. Contractors hauling brine or water for gas well drilling or fracing.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 802 to specialist contractors engaged in the rental and/or leasing of cranes with operators.
2. Assign Code 805 to the hauling of unprocessed or processed milk, water or other liquid food products by tank truck.
3. Assign Code 808 to the delivery of envelopes, parcels or packages limited to 150 pounds or less where the delivery tariff or charge is allocable to the individual envelope, parcel or package.
4. Assign Code 810 to the hauling of coal.
5. Assign Code 812 to the hauling or delivery of mail involving letters, parcels, packages, sacks, pallets or rolling containers under contract to the United States Postal Service.
6. Assign Code 995 to rubbish or garbage collection or debris box rental/service and dumpster rental/service.
7. Assign Code 657 to rigging contractors, including rigging contractors who perform the over the road transportation of the items being rigged.

***UNDERWRITING GUIDE***

Automobile Hauler  
Brine Hauling  
Chauffeurs And Helpers, Employed By Hauling Contractor  
Clerks On Loading Platforms  
Dispatchers On Loading Platforms  
Hauling Contractor  
Trucking, N.O.C.  
Water Hauling – For Oil Or Gas Well Drilling Or Fracing

**812 MAIL HAULING OR DELIVERY SERVICE COMPANY**

Applies to risks engaged under contract to the United States Postal Service for the hauling or delivery of mail involving letters, parcels, packages, sacks, pallets or rolling containers.

Includes U.S. Postal Service contract mail delivery performed on a bulk or individual item basis.

***UNDERWRITING GUIDE***

Mail Delivery - Under Contract To United States Postal Service

**813 WAREHOUSING – OTHER THAN FURNITURE MOVING AND/OR STORAGE**

For establishments principally engaged in either the cold storage or the warehousing or storage of general merchandise for unrelated concerns.

***UNDERWRITING GUIDE***

Cold Storage

Merchandise Warehouse – Cold Or General Merchandise

Portable On Demand Storage – Rental – Delivery To And Pick Up From Customer Locations

Storage - Cold Or General Merchandise

Storage Warehouse, Public

Warehouse - Storage, Public

Warehousing - Other Than Furniture Moving and/or Storage

**814 DEALER IN MOBILE, SELF-PROPELLED FACTORY, FARM OR CONSTRUCTION EQUIPMENT**

***OPERATIONS ALSO INCLUDED:***

1. The dealer's parts department

***OPERATIONS NOT INCLUDED:***

1. Assign Code 819 to payroll developed by employees engaged in the sale of mobile, self-propelled factory, farm or construction equipment and to the mobile, self-propelled factory, farm or construction equipment dealer's outside sales staff. See Code 819 for details.
2. Assign Code 855 to a business principally engaged in the rental or sale of construction equipment that is not mobile and self-propelled.

***UNDERWRITING GUIDE***

Construction Equipment - Rental, Sales Or Service (In Shop Or At Customer's Location)

Contractors Equipment - Rental, Sales Or Service (In Shop Or At Customer's Location)

Crane Repair, Mobile, By Specialist Contractor

Equipment Dealer - Mobile, Self-Propelled - Factory, Farm Or Construction

Farm Machinery Dealer

Forklift Service and/or Repair - By Specialist Contractor (Shop Or At Customer's Location)

Forklift Truck Dealer - Rental, Sales Or Service (In Shop Or At Customer's Location)

Golf Cart - Rental, Sale and/or Maintenance - By Specialist Contractor

Mobile Crane Repair, By Specialist Contractor

Mobile Equipment Dealer - Factory, Farm Or Construction

Tractor Dealer, Including Servicing And Repair

**815 AUTOMOBILE SERVICE CENTER OR GARAGE**

Please see the "Automobile Dismantlers" entry in the General Auditing & Classification Information Section regarding how to classify a business whose operations include the dismantling of automobiles and/or other



types of vehicles to recover usable/saleable used parts.

**OPERATIONS ALSO INCLUDED:**

1. Counter personnel and/or cost estimators for auto repair facilities waiting on customers, preparing job cost or sales estimators writing up orders and collecting payments for services rendered or merchandise purchased.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 225 to tire recapping or retreading when performed by a separate crew of employees in a physically separate work area.
2. See the Code 934 Section 2 class description for how to classify a new auto parts store that also provides automobile repair services.
3. Please refer to the "Automobile Service/Gasoline Station" entry in the General Auditing & Classification Information Section for information on classifying such business enterprise.

**UNDERWRITING GUIDE**

Air Conditioning Systems, Automobile Or Truck Installation, Service Or Repair  
 Automobile Body Repairing  
 Automobile Dismantler – See General Auditing & Classification Information  
 Automobile Paint Shop  
 Automobile Radiator Repair Shop  
 Automobile Repair Shop Automobile Towing  
 Carriage Repairing  
 Customizing Vans  
 Fender Repairing, Automobile  
 Frame Straightening On Automobiles  
 Garage  
 Glass Installer, Automobile  
 Maintenance Of Buses, By Public Garage  
 Quick Oil Change And Lubrication Garage  
 Recovery Of Usable Automobile Parts  
 Rubber Tire Dealer, Retail  
 Taximeter Installation Or Repair  
 Tire Dealer, Retail  
 Towing Company  
 Van Conversion Or Customizing  
 Wagon Repairing

**816 AUTOMOBILE FILLING STATION – RETAIL**

Please see the Automobile Service/Gasoline Station and the Self-Service Gasoline Stations and Convenience Grocers entries in the General Auditing & Classification Information section for information on classifying such business enterprises.

**UNDERWRITING GUIDE**

Automobile Laundry  
 Car Wash  
 Gasoline Station, Retail - Exclusively Gasoline Sales  
 Truck Washing Service – Permanently Sited

**817 BUS OPERATION**

**OPERATIONS NOT INCLUDED:**

1. Assign Code 828 to a business operating a paratransit and/or a shared ride program.

- 2. Assign Code 951 to separate staff engaged as tour guides.
- 3. Assign Code 803 to a business operating a vehicle(s) that is available for immediate hire (on a call and demand basis) with the fare to be determined by zone or meter.
- 4. Assign Code 804 to an independent contractor engaged in the transportation of students to and from school.
- 5. Assign Code 807 to an ambulance service staffed by salaried people.

***UNDERWRITING GUIDE***

Automobile Rental Company With Drivers (Limousine Service)  
 Bus Operation, Scheduled Lines  
 Charter Bus Service  
 Escort Service For Oversize Loads On Highways  
 Funeral Escort Service (Motorcycle)  
 Limousine Services  
 Maintenance Of Buses, By Bus-Operating Company  
 Motorcycle Funeral Escort Service  
 Oversize Loads On Highways - By Specialist Escort Contractor  
 Railroad Operation - Street, Including Shop  
 Scheduled Lines Bus Operation  
 Shuttle Service – By Specialist Contractor  
 Trolley Operation – Tracked Or Trackless

**818 AUTOMOBILE OR AUTOMOBILE TRUCK DEALER - ALL EMPLOYEES INCLUDING OFFICE. ALSO INCLUDES BUT IS NOT NECESSARILY LIMITED TO: INLAND BOAT DEALERS, MOBILE HOME DEALERS, RECREATIONAL VEHICLE DEALERS OR SPECIALIST CONTRACTORS PERFORMING MOBILE HOME SET-UP OR WARRANTY SERVICE**

***OPERATIONS NOT INCLUDED:***

- 1. Assign Code 652 to modular home setup, warranty service, remodeling or repair.

***UNDERWRITING GUIDE***

Automobile Dealer - New and/or Used Cars  
 Automobile Rental - Not a Limousine Service  
 Boat Dealer, With Services, Inland  
 Mobile Home - Setup Or Warranty Service – By Specialist Contractor  
 Mobile Home Dealer  
 Motorcycle Dealer (Including Sale Of Accessory Merchandise Such As Clothing, Racing Gear, Etc.)  
 Recreational Vehicle Dealer  
 Trailer (All Types) Sales, Rental Or Leasing  
 Truck Dealer - New and/or Used Trucks  
 Truck Rental - Not a Hauling Contractor

**819 MOBILE, SELF-PROPELLED FACTORY, FARM OR CONSTRUCTION EQUIPMENT SALESPERSON**

Applicable to the sales staff of a business classified to Code 814. The mobile, self-propelled equipment salesperson’s duties include but are not necessarily limited to: showing the equipment to customers, explaining the various features, overseeing customer testing of the equipment, negotiating prices and coordinating financing with the dealer’s finance department. Also applies to the Code 814 business’ outside sales staff.

***OPERATIONS ALSO INCLUDED:***

- 1. Automobile auctioneers, either independent or in conjunction with a business classified to Code 820. See Code 820 for additional details.
- 2. Automobile driving schools.

***UNDERWRITING GUIDE***

Auctioneer, Automobile  
Automobile Driver School

**820 AUTOMOBILE AUCTION - INCLUDING SNACK BAR OR RESTAURANT**

Applicable to businesses principally engaged in the auctioning of automobiles to automobile wholesalers, used car dealers, automobile dealerships or the general public. Also includes the auctioning of trucks and motorcycles. Also includes the operation of a snack bar or restaurant when conducted in conjunction with the auction.

***OPERATIONS NOT INCLUDED:***

Automobile auctioneers are assigned to Code 819.

***UNDERWRITING GUIDE***

Auction, Automobile (Including Snack Bar Or Restaurant, Automobile Auctioneers To Be Assigned To Code 819)

**821 BEVERAGE DISTRIBUTOR, WHOLESALE**

***UNDERWRITING GUIDE***

Beer And Ale Dealer, In Keg Or Case Lots Wholesale  
Beverage Distributing, Carbonated, Including Beer - Wholesale  
Soft Drink Distributing - Wholesale

**825 AUTOMOBILE STORAGE GARAGE OR PARKING STATION OR LOT – NO AUTOMOBILE REPAIR**

For automobile storage garages/parking stations/parking lots whose business is the storing or parking of automobiles. Includes cashiers who receive payment from customers.

Parking attendants on the payroll of enterprises such as hotels, restaurants, stores or theaters – not drive-in theaters – which operate parking facilities for their customers shall be rated with the enterprise.

***UNDERWRITING GUIDE***

Airport Parking Facility (Including Valet Service To And From Airport) Operation By Contractor  
Automobile Storage Garage  
Parking Areas

**828 PARATRANSIT SERVICE**

Paratransit service is regulated by the Federal Transit Administration pursuant to the Americans with Disabilities Act as amended. Each public entity operating a fixed route surface transportation system is required to provide paratransit service to the physically handicapped or otherwise disabled individuals who cannot take public transportation. Such individuals may be transported to doctors' appointments, places of employment, stores, social venues or other destinations as needed. The public entity may outsource the provision of this service to an unrelated entity. A fare is charged for this service that may not exceed twice the fare charged for a trip of similar length, at a similar time of day as would be charged by the public entity's fixed route system.

***OPERATIONS ALSO INCLUDED:***

1. Shared-ride program which is a door-to-door, advance reservation, ride sharing service offered on a space-available basis to senior citizens 65 years of age or older.

***UNDERWRITING GUIDE***

Handicapped – Transportation Services For  
Paratransit Service  
Transportation Services for the Elderly  
Transportation Services for the Handicapped

**MATERIAL DEALERS**

**855 LUMBER AND/OR BUILDING MATERIAL DEALER**

Applicable to establishments principally engaged in selling lumber and/or building materials on a wholesale or retail basis. The lumber may include but is not necessarily limited to: rough and dressed lumber, flooring, molding, doors, sashes, frames and other millwork. The building materials may include but are not necessarily limited to: roofing, siding, shingles, wallboard, brick, cement, ready-mix concrete, sand or gravel. This class also includes payroll developed in the delivery of hardware, lumber and/or building materials by the lumber/building material dealer.

***OPERATIONS ALSO INCLUDED:***

1. The operation of a sales counter where the insured’s counter staff takes customer telephone, facsimile or walk-in orders for the lumber and/or building materials, accepts payment or charges the customer’s “house” account, and transfers the orders to the insured’s yard or warehouse staff. The counter staff may also sell merchandise from a counter display, display racks behind the counter and/or a display space in front of the counter.
2. The operation of a showroom where customers may view samples of the lumber and/or building materials sold and place orders for such.
3. The sale and mounting of door hardware onto a door by a door distributor.
4. The making of door frames by a door distributor.
5. A business principally engaged in the rental and/or sale of non-mobile and non-self-propelled construction equipment (e.g., temporary bridge sections, shoring equipment, and air compressors).

***OPERATIONS NOT INCLUDED:***

1. Separate manufacturing staff(s) in a physically-separate work area(s) shall be separately classified as provided for in this Manual.
2. Separate staff performing erection or construction shall be separately classified as provided for in this Manual.
3. Assign Code 935 to the operation of a physically separate and separately-staffed retail store on the premises of a lumber and/or building material dealer that fulfills the multiple enterprise criteria discussed in Rule IV, C 3.a. 2., Section 1 of this Manual.

***UNDERWRITING GUIDE***

Aggregates Dealer  
Asphalt Mixing Plant - Operated By Dealer  
Building Material Dealer, New  
Building Materials Dealer, Secondhand  
Cemetery Monument Or Memorial, Cutting, Engraving and/or Polishing  
Cinder Dealer  
Commercial Lumber Yard  
Concrete Dealer, Ready-Mixed  
Concrete Mixing  
Concrete Pumping Services - By Independent Contractor  
Cut Stone Or Stone Products Mfg.  
Door Or Window Distributor  
Dry Ice Dealer

Engineered Hardwood Floor Dealer  
 Fence Dealer – All Types  
 Hardwood Flooring Dealer  
 Grain Elevator Operation  
 Heat Treating of Wood Packaging Material (Including Pallets) – By Specialist Contractor  
 Humus Or Topsoil Dealer - No Excavation  
 Ice Dealer - No Mfg.  
 Insulation Dealer  
 Kiln Drying of Lumber – No Sawmill Operations  
 Landscaping Supplies Dealer (e.g., Mulch, Topsoil Or Stone)  
 Log Dealer – No Logging or Sawmill Operations  
 Lumber Cutting, Incidental Cutting To Size By Lumber Yard  
 Lumber Dealer  
 Lumber Yard, Secondhand Material  
 Manure Dealer  
 Marble Cutting And Polishing  
 Metal Road Plate Rental  
 Millwork Glazing, Not Performed By Millwork Plant  
 Millwork, Hand Assembling  
 Monument Or Memorial (Cemetery) Cutting, Engraving and/or Polishing  
 Mortar Mfg., No Construction Work  
 Mulch Dealer  
 Non-Mobile & Non-Self-Propelled Construction Equipment – Rental Or Sale  
 Paving Mixtures Mfg.  
 Peat Moss Dealer  
 Plywood Dealer  
 Ready-Mixed Concrete Dealer  
 Rental Or Sale Of Non-Mobile & Non-Self-Propelled Construction Equipment  
 Sash, Door Or Finished Millwork Dealer  
 Sawdust Dealer  
 Secondhand Building Material Dealer  
 Soapstone Products Mfg.  
 Stone Cutting Or Polishing - Not By A Mine Or Quarry Operator  
 Topsoil Or Humus Dealer - No Excavation  
 Vanities Assembly - Marble  
 Window Or Door Distributor  
 Wood Dealer, Kindling And Firewood  
 Wood Preserving

#### **857 METAL SERVICE CENTER (FERROUS OR NONFERROUS METALS)**

Applicable to a business principally engaged in the sale and distribution of new ferrous or nonferrous metal merchandise generally obtained from new metal producers such as steel mills or smelters, including but not necessarily limited to: beams, sheet stock in coils, bars, rods, rounds, channel iron, angles or plates. Such business may handle a broad variety of new metal merchandise or specialize in handling a single type.

The new metal merchandise received by the business is unloaded and stored. The new metal merchandise may be shipped "as is" to the customer or it may be cut, slit, sheeted, bent or burned into the size or shape required by the customer and delivered by truck or rail. The processing equipment may include but is not necessarily limited to: sheeters, hacksaws, drills, benders or cutting torches.

Specialists principally engaged in the sale of reinforcing rods or bars to concrete contractors (including the cutting or forming of the rods or bars according to the contractors' specifications) are also assigned to Code 857, as are dealers principally engaged in selling wire rope, cable or metal conduit.

Further applicable by analogy to businesses engaged in the toll (fee) leveling or cutting of ferrous or

nonferrous new metal to size for unrelated concerns. These enterprises do not own the new metal stock they level, sheet, cut, bend or burn, nor do they fabricate a product.

Where a dealer sells several types of merchandise, each of which may be subject to a different classification, such dealer shall be assigned on the basis of the principal category of merchandise sold. The term "principal" means more than 50 percent of the gross receipts.

***OPERATIONS NOT INCLUDED:***

Not applicable to businesses principally engaged in collecting or handling either ferrous or nonferrous scrap metal. Assign ferrous scrap dealers to Code 858. Assign nonferrous scrap dealers to Code 859.

***UNDERWRITING GUIDE***

- Cable Or Wire Rope Dealer, Including Splicing
- Coil Stock Or Sheet Stock Dealer
- Iron Or Steel Merchant, New Materials Only
- Metal Service Center (Ferrous Or Nonferrous Metals)
- Reinforcing Rods or Bars Dealer
- Sheet Stock Or Coil Stock Distributor
- Steel Or Iron Merchant, New Materials Only
- Wire Rope Or Cable Dealer, Including Splicing

**858 FERROUS SCRAP METAL DEALER**

Applicable to businesses principally engaged in collecting and handling ferrous metals. Ferrous metals contain iron and include any type of steel or any steel alloy such as stainless steel.

The term "principally engaged" means more than 50 percent of the employer's gross receipts.

***OPERATIONS ALSO INCLUDED:***

1. Businesses principally engaged in collecting and handling ferrous scrap and also performing automobile dismantling to recover saleable used auto parts.

***UNDERWRITING GUIDE***

- Iron Or Steel Scrap Dealer
- Scrap Metal Dealer - Ferrous Metals
- Steel And Steel Alloy Scrap Dealer (Including Stainless Steel)

**859 NONFERROUS SCRAP METAL DEALER**

Applicable to businesses principally engaged in collecting and handling nonferrous metals. Nonferrous metals contain no iron and include but are not limited to: aluminum, copper, brass, lead or zinc.

The term "principally engaged" means more than 50 percent of the employer's gross receipts.

***OPERATIONS ALSO INCLUDED:***

1. Businesses principally engaged in collecting and handling nonferrous scrap and also performing automobile dismantling to recover saleable used auto parts.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 402 to businesses principally engaged in the melting of nonferrous scrap to produce ingots.

***UNDERWRITING GUIDE***

Aluminum Scrap Metal Dealers (Other Than Beverage Cans)

Brass Scrap Dealer

Copper Scrap Dealer

Lead Scrap Dealer

Nonferrous Scrap Dealer And Automobile Dismantler

Scrap Metal Dealer - Nonferrous Metals

**860 JUNK DEALER**

For businesses collecting and handling a combination of ferrous and/or nonferrous scrap metal and other secondhand commodities (e.g., paper, glass ((including glass bottles)), rubber, rags or plastic ((including plastic bottles)) with no principal line of merchandise.

***OPERATIONS ALSO INCLUDED:***

1. Processing of scrap or secondhand commodities by the junk dealer may include but is not necessarily limited to: cutting salvaged metal and bailing paper or rags.

***OPERATIONS NOT INCLUDED:***

1. WRECKING OR DEMOLITION PROJECTS shall be classified as delineated in the General Auditing & Classification Information section.
2. Assign Code 858 to a business principally engaged in collecting or handling ferrous scrap metal.
3. Assign Code 859 to a business principally engaged in collecting or handling nonferrous scrap metal.
4. Assign Code 862 to a business principally engaged in collecting or handling one or more of the following recyclable commodities: cloth clippings, rags, paper, glass, plastic, rubber stock or aluminum beverage cans.
5. Assign Code 862 to a specialist contractor principally engaged in shredding paper or destroying documents for unrelated concerns.

***UNDERWRITING GUIDE***

Junk Dealer

**862 RECYCLING CENTER**

Applicable to businesses principally engaged in collecting or handling recyclable commodities including but not necessarily limited to: cloth clippings, rags, paper, glass, plastic, rubber stock and/or aluminum beverage cans. Includes consolidation facilities, where the recyclable commodities are simply collected, sorted, baled and resold, and reprocessing facilities, where the recyclable commodities are processed prior to resale. Processing may include but is not necessarily limited to: grinding plastic, pulverizing glass and crushing aluminum beverage cans.

***OPERATIONS ALSO INCLUDED:***

1. Businesses principally engaged in shredding paper or destroying documents for unrelated concerns. Such operations may be conducted at customer locations by the use of mobile equipment or at a centralized shredding facility.
2. Businesses principally engaged in disassembling, dismantling or shredding electronic devices including but not necessarily limited to: computers, computer peripherals (e.g., keyboards) and televisions.

***OPERATIONS NOT INCLUDED:***

1. Assign businesses collecting a combination of recyclable products and scrap metals with no principal line of merchandise to Code 860.
2. Assign dealers in cloth clippings, new goods only, to Code 924.

***UNDERWRITING GUIDE***

- Beverage Can Recycling
- Bottle Dealer, Used
- Broken Glass Dealer
- Can Recycling - Beverage
- Cloth Clippings Dealer, Used
- Container Recycling - Beverage - Bottle Or Can
- Cullet Dealer - Broken Or Refuse Glass
- Document Destruction Or Shredding Service
- Laundry, Waste Cloth, Operated By Dealers In Used Materials
- Paper Dealer, Used
- Paper Shredding – By Specialist Contractor
- Plastics Dealer - Scrap
- Rubber Stock Dealer, Used
- Tire Dealer – Used – For Recycling (May Include Shredding)
- Waste Paper Dealer

**865 POULTRY AND/OR FISH DEALER/ PROCESSOR**

Applicable to employers principally engaged in one or more of the following operations:

The catching of live poultry as contractors on producers’ premises and the hauling by poultry catchers of live poultry to dressing plants.

The dressing (to kill and prepare for market) of poultry, rabbits or other similar small game.

The making of either processed poultry or fish products. The term processed shall mean that definite changes result in the poultry or fish product due to the application of either chemical and/or heat (the use of smoke and/or cooking).

Wholesale sale/distribution of poultry or fish including the cutting or deboning of dressed poultry and/or the cutting or filleting of fish. The employer may also bread or stuff the product.

***OPERATIONS NOT INCLUDED:***

1. Wholesale poultry and/or fish dealers who perform no cutting or filleting, but who may repackage the poultry or fish shall be assigned to Code 924.
2. Poultry dealers who may cut whole poultry into parts on an emergency basis will be construed as non-cutting and assignable to Code 924.

***UNDERWRITING GUIDE***

- Chicken Catching
- Chickens - Slaughtering, Dressing And Packing For The Trade
- Fish Curing
- Fish Dealer And Processor - Wholesale
- Poultry And Small Game Dressing And Packing
- Poultry Dealer And Processor - Wholesale
- Rabbits - Slaughtering, Dressing And Packing For The Trade
- Small Game Dressing And Packing
- Turkeys - Slaughtering, Dressing And Packing For The Trade

**STORES**



**880 APARTMENT HOUSE OR CONDOMINIUM COMPLEX OPERATION**

Applies to an employer principally engaged in the operation or contract management of residential buildings or properties. Such buildings or properties include but are not necessarily limited to: apartment houses, condominium complexes, cooperative buildings and homeowners' associations. A cooperative is a type of residential property where the resident owns shares in the corporation that owns the building and has the right to live in a specific unit but does not actually own the space. A homeowners' association is responsible for the governance of a residential planned community consisting of single family dwellings (e.g., detached houses or townhomes), and is empowered to regulate the use, maintenance, repair and modification of the common elements of the community.

***OPERATIONS ALSO INCLUDED:***

1. An association formed for residents of a building or buildings with multiple residential living units (e.g., a condominium association).
2. Homeowners' association staff performing lawn maintenance, maintenance, and repair of common elements (e.g., streets and roads), the operation and maintenance of amenities for residents of the community (e.g., swimming pools, tennis courts, health or fitness facilities), community centers or clubhouses, and security.

***OPERATIONS NOT INCLUDED:***

1. Separately classify additional operations conducted by a homeowners' association as follows:
2. Assign the applicable restaurant classification to payroll developed in a physically separated and separately staffed prepared food and/or beverage service.
3. Assign Code 944 to payroll developed in the operation of a separately staffed golf course.
4. Assign Code 753 to payroll developed in the operation of a separately staffed sewage disposal plant and/or water supply system.
5. Assign Code 801 to payroll developed in the operation of a separately staffed horse stable.

***UNDERWRITING GUIDE***

Apartment House Or Condominium Complex Operation  
 Condominium Association  
 Condominiums - Including Resident Or On-Site Manager  
 Cooperative Building Operation - For Residential Occupancy  
 Gated Community  
 Homeowners' Association  
 Mobile Home Park  
 Porters For Condominiums  
 Residential House Rental  
 Residential Planned Community  
 Unit Owners Association (For a Residential Planned Community)

**882 RESIDENTIAL INTERIOR CLEANING SERVICES BY CONTRACTOR.**

Applicable to businesses principally engaged in providing interior cleaning services to residential customers. The cleaning services may include but are not necessarily limited to: dusting, mopping floors, vacuuming rugs or carpets, cleaning or sanitizing bathrooms or wiping or cleaning kitchen or bathroom fixtures.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 971 to payroll developed in the power washing of exterior walls or decks at residential or commercial sites.

***UNDERWRITING GUIDE***

Chimney Cleaning - Residential  
Domestic Interior Cleaning Service Contractor  
House Cleaning By Contractor - Interior  
Maid Service Contractor - Interior  
Residential Interior Cleaning Services - By Contractor

**884 HEALTH OR EXERCISE CLUB - ALL EMPLOYEES INCLUDING OFFICE**

A facility providing exercise programs (e.g., aerobics classes) for their members and, in some cases, the general public. Attendants will evaluate the type of equipment best suited to individual member needs and will assist members in exercise instruction or weight loss. The available equipment and services may vary from club-to-club. A club's exercise equipment may include but is not necessarily limited to: free weights (e.g., dumbbells and barbells) and other equipment (e.g., a cardio theater) that includes various types of equipment related to cardiovascular training, such as rowing machines, stationary exercise bikes, elliptical trainers or treadmills.

Larger clubs may employ personal trainers who are accessible to members for training, exercise, nutrition and/or health advice and consultation. Personal trainers may devise a customized fitness plan to assist members achieve their goals. They may also demonstrate exercises and monitor the members' exercises.

***OPERATIONS ALSO INCLUDED:***

- 1. Health shops, snack bars, childcare facilities, member lounges and/or cafes operated by the health or exercise club.

***OPERATIONS NOT INCLUDED:***

- 1. Assign Code 968 to indoor facilities principally engaged in amateur sports training (e.g., basketball, ice hockey, boxing, gymnastics, martial arts, tennis or swimming).
- 2. Assign Code 970 or Code 991 to contact or noncontact professional or semiprofessional sports teams respectively.
- 3. Assign indoor rock climbing wall facilities to Code 968.
- 4. Assign outdoor rock climbing wall facilities to Code 969.
- 5. Assign a day spa not affiliated with a health or exercise club to Code 977.

***UNDERWRITING GUIDE***

Aerobics Studio  
Club, Exercise  
Club, Health  
Exercise Club  
Fitness Club  
Fitness Instructor – By Independent Contractor – No Permanent Facility  
Health Club  
Health Or Exercise Club  
Pilates Studio  
Tai Chi Instruction  
Yoga Studio

**885 PLUMBING SUPPLIES DEALER OR PIPE MERCHANT – WHOLESALE**

Applies to dealers principally engaged in the wholesale selling of plumbing supplies, tubes or pipe. The term plumbing supplies as used in this classification includes but is not necessarily limited to: water heaters, kitchen/bathroom fixtures (i.e., sinks, faucets, toilets, bath tubs, shower stalls), fittings or valves. Also included is the selling of tubes or pipe of all types and sizes. Businesses principally engaged in the wholesale sale of heating, ventilating and/or air conditioning equipment, supplies or parts are further contemplated by this classification.

**UNDERWRITING GUIDE**

Gas, Steam Or Hot Water Apparatus Supplies Dealer - Wholesale  
Heating, Ventilating Or Air Conditioning Equipment Or Parts Dealer - Wholesale  
Kitchen and/or Bath Fixture Dealer  
Pipe Or Tube Merchant, Including Cutting, New Materials Only - All Types And Sizes  
Plumbing Supplies Dealer - Wholesale  
Refrigeration System Parts and/or Accessories Dealer – Wholesale  
Tube Or Pipe Merchant, Including Cutting, New Materials Only – All Types And Sizes

**886 ELECTRICAL SUPPLIES DEALER – WHOLESALE**

Applies to dealers principally engaged in the wholesale selling of electrical supplies. The term electrical supplies as used in this classification includes but is not necessarily limited to: electric wire, electrical (junction) boxes, fuses, switches, outlets, circuit breakers or lighting fixtures. This classification shall also include dealers in electronic components/accessories. Examples of electronic components/accessories include but are not limited to: inductors, resistors, circuit boards, transistors and relays.

**UNDERWRITING GUIDE**

Electrical Supply Dealer - Wholesale  
Electronic Components and/or Accessories Dealer - Wholesale  
Lighting Fixtures And Supplies Dealer

**887 MUSEUM – ALL EMPLOYEES INCLUDING OFFICE**

An establishment devoted to the procurement, preservation and display of objects of cultural interest. Includes all types of museums (e. g., art, archaeology, children’s, history, natural history, or technology). Also includes all of a museum’s operations, which may include but are not necessarily limited to: galleries, curatorial space, auditoriums, movie theaters, lecture halls, classrooms for art instruction, storerooms, conservation or restoration laboratories, gift shops or eating facilities.

**OPERATIONS ALSO INCLUDED:**

A separately staffed and located museum operated by a municipal government (e.g., borough, city or township).

**UNDERWRITING GUIDE**

Museum - All Types

**890 LIBRARY – PUBLIC – ALL EMPLOYEES INCLUDING OFFICE**

Establishments in which books, magazines, manuscripts, musical scores, videos, compact audio discs or other literary or artistic materials are kept for use by the general public. Materials may be taken from the library for specified time periods or they may be restricted to use on the library’s premises. Library patrons who wish to borrow library materials are generally library members and may pay an annual fee for that privilege. A library’s services may also include but are not necessarily limited to: providing Internet access, sponsoring lectures, workshops or seminars, classes in adult literacy, storytelling or summer reading programs for children, providing photocopiers for public use (for a per page fee), providing meeting space for local organizations or bookmobiles.

**OPERATIONS ALSO INCLUDED:**

A separately staffed and located public library operated by a municipal government (e.g., borough, city or township) or school district.

**OPERATIONS NOT INCLUDED:**

- 1. A library operated by a college or school for its students, faculty and staff will be assigned to the

- appropriate school classification.
- 2. A library operated by a company (e.g., hospital, law firm or newspaper) will be assigned to the classification consistent with the employer’s business. A library operated by a museum for its staff will be assigned to Code 887.

***UNDERWRITING GUIDE***

Library - Public  
Public Library

**891 PRE-SCHOOL (CHILD CARE OR EARLY EDUCATION) SERVICES – ALL EMPLOYEES INCLUDING OFFICE**

Includes but is not necessarily limited to nursery schools, Head Start, kindergarten or child daycare services.

Child daycare services provide for care and custody of children for various periods of time during the day (no residential facilities), typically during normal business hours (i.e., from 6:30 a.m. to 6:00 p.m., Monday through Friday).

Also applicable to employers principally engaged in operating nursery schools or kindergartens. Nursery schools are generally directed towards children ages three to four years, can be academically oriented and are designed to provide children with basic educational and social skills prior to the time they begin elementary school.

Kindergartens are pre-elementary school classes and are typically provided to children five-years-old. Sessions are usually held for one-half the school day (i.e., children may be enrolled in "morning" or "afternoon" classes) and will include a very basic academic curriculum

Further contemplated by this classification are employers operating the Head Start Program. Head Start is a federally-funded child development program that provides early education, health, nutritional and psychological services to three- to four-year-old children of low-income families. Some Head Start Programs will also provide for social services to low-income families and for child daycare. This program endeavors to enhance economically disadvantaged children's educational status and social skills to a level sufficient for them to enter elementary school.

***OPERATIONS NOT INCLUDED:***

- 1. A child daycare center operated by an employer principally for the use of its own employees is not subject to Code 891 and shall be included in that employers applicable field of business classification.
- 2. Assign Code 892 to providers of Early Intervention services for infants or toddlers.

***UNDERWRITING GUIDE***

Before and/or After School Program  
Child Daycare Center  
Day Nursery - Children  
Daycare Center For Children  
Head Start Program  
Kindergarten, Not Operated In Conjunction With Grade School  
Nanny Service –By Specialist Contractor  
Pre-School - Early Education Services – By Independent Contractor

**892 EARLY INTERVENTION FOR INFANTS OR TODDLERS (NO RESIDENTIAL AFFILIATION) – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to an employer principally engaged in providing Early Intervention services to children from birth to age 3 and/or children from age 3 to the age of beginners. The age of beginners is defined as the

minimum age at which the child may enter first grade in the child’s school district. Early Intervention provides services and support to children with disabilities or developmental delays and their families. Services typically provided in Early Intervention include but are not necessarily limited to: physical, occupational, speech and/or language therapy, and are designed to maximize the pre-school at risk child’s attainment of age-appropriate skills in the areas of cognition, communication, socialization, self-help and/or motor development. Services provided to children from birth to age 3 are provided in a “natural setting” which is defined as a setting familiar to the child and the child’s family such as the child’s home, day care, pre-school or early education facility. Services provided to children from age 3 to the age of beginners are provided in the “least restrictive environment,” which means that a student who has a disability should have the opportunity to be educated with non-disabled peers to the greatest extent appropriate.

**OPERATIONS NOT INCLUDED:**

- 1. Early Intervention services provided by one of the Commonwealth’s designated Intermediate Units shall be included in Code 893.

**UNDERWRITING GUIDE**

Early Intervention for Children from Birth to Age 3 and/or for Children From Age 3 to the Age of Beginners

**893 INTERMEDIATE UNIT – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to Intermediate Units established by the Pennsylvania General Assembly (Title 24, Article IX - A, Intermediate Units) effective July 1, 1971. An Intermediate Unit is a regional educational service agency that works with its member school districts to provide specialized support services for students. An Intermediate Unit provides multiple services that may include but are not necessarily limited to: special education, summer curriculums, education in the arts, English as a second language, Head Start, Early Intervention, adult education and professional training to teachers and other professionals in the education field. Intermediate unit services may be provided in classrooms of unrelated schools or in mobile units positioned adjacent to such schools.

**OPERATIONS NOT INCLUDED:**

- 1. Assign Code 965 to all schools, including alternative schools, not operated by an Intermediate Unit as defined above. See Code 965 for additional details.

**UNDERWRITING GUIDE**

Intermediate Unit (Special Education)

**896 CLUB, N.O.C – ALL EMPLOYEES EXCEPT OFFICE**

Clubs are organized civic, social or fraternal associations (e.g., The Elks, VFW posts, fraternities or sororities) who provide special services for members and members’ guests only. The services and/or amenities provided by a club may vary depending upon the extent of each club’s facilities and membership. The amenities provided may vary considerably from one club to another and may include but are not limited to: dining rooms, bars, lounges, reading/card rooms, bowling lanes or swimming pools. The club’s focus and purpose may be based on a charter. Each club is responsible for electing officers to oversee and enforce the club charter. The charter may include but is not limited to rules and regulations for admitting members, maintaining membership and collecting dues. Periodic meetings are held at the club location to discuss upcoming events, fund raisers and/or club business.

**UNDERWRITING GUIDE**

Club, Business Or Social  
Club, N.O.C.  
Fraternal Organization (e.g., VFW Post, The Elks)  
Fraternity/Sorority House  
Sorority/Fraternity House

**897 FAST-FOOD RESTAURANT – ALL EMPLOYEES EXCEPT OFFICE**

Applicable to a retail business principally engaged in preparing food(s) and selling the prepared food(s) and generally nonalcoholic beverages to the public for immediate consumption, either on the business' premises or on a take-out basis. Fast-food restaurants have a limited menu and no wait service except on an occasional or accommodation basis. Customer orders are typically placed at a counter (the menu being openly displayed above and/or behind the counter), via a drive-through service, by telephone or by Internet and are rapidly filled. Fast-food restaurants generally sell nonalcoholic beverages, but certain fast-food restaurants may also have incidental alcoholic beverage sales. Where there are "eat-in" facilities, counter staff wipe down tables and may also clear tables after a customers' food has been consumed. Included within (but not necessarily limited to) this definition is retail businesses principally engaged in the preparation and sale of: hamburgers, tacos, pizza or chicken.

Also contemplated are retail businesses principally engaged as either buffet or cafeteria-style restaurants. Buffet or cafeteria-style restaurants offer a buffet-type meal. Customers may serve themselves or staff may serve food to customers in the buffet line. Staff may clear tables after customers have completed their meal. There is no wait service.

***UNDERWRITING GUIDE***

Buffet Or Cafeteria-Style Restaurant

Cafeteria Or Buffet-Style Restaurant

Coffee Shop

Fast-Food Restaurant

Luncheonette

Pizza Shop - Retail

Sandwich Or Other Food Preparation By Vending Machine Operators

Sandwich Shop

**898 CATERER – ALL EMPLOYEES EXCEPT OFFICE**

There are four types of catering businesses that provide food service: social, industrial or institutional, concession or mobile.

Social caterers are hired for a single event such as a wedding, party or business affair. The social caterer provides the client with a menu of food items, types of beverages, colors of linens, other available amenities and, if applicable, a listing of the types of entertainment. The client is then responsible for choosing food, beverages, color schemes and/or entertainment. Once all of the services to be provided have been determined, the social caterer may produce a contract based on the predetermined services. Alcoholic beverages may be provided at the event, but the sale of alcoholic beverages is not the principal source of revenue. This type of catering may be performed either on the caterer's premises or at the customer's premises.

Institutional or industrial caterers operate under contract to provide in-house food service for businesses, hospitals, nursing homes, schools or similar customers. These catering operations generally plan menus and perform the preparation and sale of food in a cafeteria-style environment.

Concession caterers are usually located at but are not limited to airports, sports stadiums, amusement parks, theaters or museums. The concession caterer operates under contract with the client facility to provide prepared food and beverages to the client's patrons. The concession caterer may also use "walking vendors" throughout the venue.

Mobile caterers provide food and beverages from a truck with cooking equipment, parked on the sidewalk at locations such as a construction site, factory or university with large commuting student body or travel a predetermined daily route.

***OPERATIONS ALSO INCLUDED:***

1. Also included within the scope of this class are caterers providing food service to unrelated airlines or railroads.
2. "Meals on Wheels" operations (organizations who provide a service to deliver hot meals to those who cannot prepare the food themselves) are further assigned to Code 898.

***UNDERWRITING GUIDE***

Cafeteria - Operated By Independent Or Specialist Contractor  
Caterer - All Types  
Food and/or Beverage Concession - By Specialist Contractor  
Industrial Caterer  
Institutional Caterer  
Meals On Wheels  
Mobile Catering  
Personal Chef Service – By Specialist Contractor  
Social Caterer  
Soup Kitchen

**899 BAR, TAVERN, COCKTAIL LOUNGE, OR NIGHTCLUB - ALL EMPLOYEES EXCEPT OFFICE**

A bar, tavern, cocktail lounge, nightclub or discotheque is an establishment principally engaged in the sale of alcoholic beverages by the drink that is open to the general public. These establishments may offer some type of entertainment such as a dance floor, disc jockey, live music or one or more televisions showing sporting events. Such businesses may or may not also prepare food and sell the prepared food to customers for immediate consumption. Where food is not prepared, the establishment may sell packaged snacks. In either scenario, food preparation and service is not a majority of the employer's operations.

***OPERATIONS ALSO INCLUDED:***

1. Brewpubs, microbreweries, and other businesses principally engaged in serving alcohol by the drink and also brewing beer on the premises which is primarily sold to their customers for on-site consumption.

***UNDERWRITING GUIDE***

Bar  
Cocktail Lounge  
Nightclub  
Tavern

**903 LABOR UNION – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to all employees (e.g., business agents, organizers, clerical, janitorial or instructors in an apprenticeship program) of a labor union. Includes but is not necessarily limited to union locals, union district councils, and statewide or national labor union organizations.

***UNDERWRITING GUIDE***

Labor Union  
Trade School Operated By A Labor Union

**904 INVESTIGATIVE AGENCY - ALL TYPES – ALL EMPLOYEES EXCEPT OFFICE**

An investigative agency is principally engaged in gathering information for clients (e.g., insurance companies or other businesses, attorneys or private persons) for one of a number of reasons (e.g., fraud or another crime, matrimonial or child custody disputes). To accomplish this overall goal an investigator's duties may include but are not necessarily limited to the tasks discussed below. The investigator may review public records (e.g., at a court house), interview the "subject's" neighbors, coworkers or

acquaintances and/or conduct surveillance of the investigation's "subject." When surveillance is conducted, the investigator may take still photographs or video the "subject's" movements (e.g., to document insurance fraud). The investigator will prepare a written report of the findings and concurrently submit the photographs or videotape as warranted.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 660 to a separate crew of employees of an investigative agency that installs or repairs alarms.
2. Assign Code 954 to a separate security guard staff of an investigative agency.

***UNDERWRITING GUIDE***

Detective Agency

Investigative Agency - All Types

**905 ARCHITECTURAL CONSULTING FIRM – ALL EMPLOYEES INCLUDING OFFICE**

A business that employs one or more state licensed architect(s) and is principally engaged in the professional practice of architecture (i.e., designing buildings and/or their interiors and/or landscaping).

***OPERATIONS ALSO INCLUDED:***

1. Interior design firms. Such businesses engage in the practice of planning and supervising the design and execution of building interiors and their furnishings.

***OPERATIONS NOT INCLUDED:***

1. Architects or interior designers employed by concerns whose field-of-business is actual construction, manufacturing, mining or installation operations shall be assigned in accordance with the class or classes appropriate to the business of the employer, unless the operations subject to Code 905 fulfill the multiple enterprise conditions described in Section 1, Rule IV, C. 3. a.

***UNDERWRITING GUIDE***

Architectural Firm, Supervising Or Consulting

Landscape Architectural Firm – No Construction Work

Interior Design Firm, Supervising Or Consulting

**907 FRUIT OR VEGETABLE DEALER – WHOLESALE**

Applies to dealers engaged principally in the wholesale distribution of fresh fruits or vegetables. The dealer may specialize in a single fruit or vegetable or handle two or more different fruits or vegetables. Such dealers may also wash the fresh fruits or vegetables and perform incidental repackaging of the merchandise into retail size bunches, boxes, bags or similar containers.

Also applies to fruit or vegetable packers who may contract with unrelated farming businesses to grow one or more fruits or vegetables or who may purchase unrelated farming businesses' fruit or vegetable crops on a bulk basis. The fruit or vegetable packer may also harvest part of the crops grown under contract. The fruit or vegetable packer will receive the crops that the packer's staff will first wash and then sort, grade and/or chill prior to shipment to customers.

In addition these dealers may also sell groceries, dairy products and/or frozen foods

***OPERATIONS NOT INCLUDED:***

1. Assign the applicable agricultural class to a business principally engaged in raising of one or more different fruits or vegetables whose operations may include the washing and/or packing thereof prior to shipment to customers.



2. Assign Code 113 to a business principally engaged in canning fruit or vegetables, picking cucumbers, tomatoes, peppers or other vegetables or preserving fruit or vegetables by another food preservation technique.

**UNDERWRITING GUIDE**

Banana Dealer - Wholesale  
 Fruit Dealer - Wholesale  
 Fruit Packing – Not Cannery  
 Garlic Dealer - Wholesale  
 Mushroom Dealer - Wholesale  
 Potato Dealer - Wholesale  
 Produce Dealer - Wholesale  
 Tomato Dealer (Fresh) - Wholesale  
 Vegetable Dealer - Wholesale  
 Vegetable Packing - Not Cannery

**910 MEAT DEALER - WHOLESALE**

Applicable to businesses principally engaged in the wholesale sale/distribution of fresh and processed meats and whose operations include the cutting of fresh meats into portion-controlled fresh meat products, such as steaks, roasts, or chops. Deboning will also be performed if the fresh meat is received in carcasses or partial carcasses. Such business may also distribute poultry and/or fish merchandise in addition to the meat merchandise and the operations may include the filleting of the fish and the cutting of poultry carcasses into parts. The business may further distribute grocery merchandise and/or fresh fruit and vegetables.

**OPERATIONS ALSO INCLUDED:**

Businesses principally engaged in making natural sausage casings, but who perform no killing of animals

**OPERATIONS NOT INCLUDED:**

1. Assign Code 119 to businesses principally engaged in taking beef and/or veal and cutting or grinding this fresh meat into hamburger, hamburger patties and/or veal patties and/or sandwich steaks.
2. Assign Code 111 when a wholesale meat dealer also slaughters animals and dresses their carcasses.
3. Assign Code 924 to wholesale meat dealers who do no cutting (or deboning) of fresh meats.

**UNDERWRITING GUIDE**

Meat Dealer- Wholesale- Including Meat Processing  
 Sausage Casings Dealer- Natural- Including Cleaning

**911 GROCERY - WHOLESALE**

Applies to dealers engaged principally in the wholesale distribution of groceries or frozen foods which are received and sold in cartons, cases or boxes. Such dealers may also sell at wholesale dairy products, soft drinks, household cleaning supplies, paper products, fresh fruits or vegetables.

Code 911 also includes but is not necessarily limited to wholesale dealers engaged principally in the distribution of cider, coffee, dairy products, flour, fruit juices, herbs, spices or tea.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 821 to a wholesale dealer principally engaged in selling beer in bottles, cans, kegs or barrels and/or soft drinks in bottles or cans.
2. Assign Code 907 to a wholesale dealer principally engaged in selling fresh fruits or vegetables to a fruit or vegetable packer unrelated to a cannery.
3. Assign Code 924 to a wholesale dealer principally engaged in candling or distributing eggs.
4. See the "Bakery Products Distribution" entry in the General Auditing & Classification Information for the classification applicable to a business so principally engaged.

***UNDERWRITING GUIDE***

Butter and/or Butter Substitutes Dealer - Wholesale  
Cheese Dealer - Wholesale  
Chinese Food Dealer - Packaged Or Frozen - Wholesale  
Cider Dealer - Wholesale  
Coffee Dealer - Wholesale  
Dairy Products Dealer – Wholesale  
Delicatessen Meat Distributor – No Delicatessen Or Lunch Meat Manufacturing - Wholesale  
Flour Dealer - Wholesale  
Frozen Food Dealer - Wholesale  
Fruit Juice Dealer - Wholesale  
Grocery - Wholesale  
Health Food Dealer - Wholesale  
Herb Dealer - Wholesale  
Ice Cream Dealer – Wholesale  
Lunch Meat Distributor – No Lunch Or Delicatessen  
Meat Manufacturing - Wholesale  
Milk Or Milk Products Dealer - Wholesale  
Spice Dealer - Wholesale  
Tea Dealer - No Blending Or Mixing - Wholesale  
Tomato Products Dealer - Wholesale

**914 DEPARTMENT STORE – ALL EMPLOYEES INCLUDING OFFICE**

For businesses having 20 or more full-time employees or their equivalent and the merchandise handled must include wearing apparel, linens, house furnishings (other than furniture) and two or more of the following: cosmetics, giftware, hardware, jewelry, luggage, stationery/greeting cards, sporting goods and toys.

The total annual sales of wearing apparel, linens, and house furnishings must exceed 50 percent of the total annual sales.

The criteria cited above will be applied to each location of a business.

***OPERATIONS ALSO INCLUDED:***

Personnel performing the installation of house furnishings at customers' locations.

***UNDERWRITING GUIDE***

Department Store

**915 MEAT, FISH AND/OR POULTRY STORE – RETAIL, ALL EMPLOYEES EXCEPT OFFICE**

Applicable to businesses principally engaged in the retail sale of fresh and cured meats, fish and/or poultry. Such businesses may also sell general grocery merchandise including but not necessarily limited to: bakery and/or dairy products or canned goods. Code 915 also includes the slaughtering of animals and the dressing of carcasses into fresh meat cuts, as well as the making of sausage, scrapple, frankfurters, ham or bacon provided more than 50 percent of the total sales of the fresh meat and/or cured meat products produced are sold over the counter to the general public for personal or household consumption either on the premises or through satellite outlets.

Such business may perform custom killing. This involves the slaughter of an animal (a steer, pig or sheep) for a private individual (frequently a farmer) and the cutting or processing of the resulting meat per customer specification. All of the fresh or processed meat is the customer's property and may be held for the customer by the business in a frozen food locker or returned immediately to the customer. This may also include the dressing of deer carcasses during hunting season for individual hunters.

This classification shall include incident sales to restaurants, institutional buyers or retail stores. When more than 50 percent of the sales are to non-retail customers, such businesses shall not be subject to Code 915 and shall be classified as indicated below.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 111 when the business' operations include the killing of animals and more than 50% of the sales are to wholesale customers.
2. Assign Code 106 when the business' operations do not involve the killing of animals but do include the curing and preserving of meat into processed meat products and more than 50% of the sales are to wholesale customers.
3. Assign Code 910 when the business' operations simply involve cutting, or grinding fresh meats received in boxes, (deboning will also be performed if the fresh meat is received in carcasses or partial carcasses), and more than 50% of the sales are to wholesale customers.
4. Assign Code 917 when the business' operations involve the retail sale of fresh or cured meat, fish or poultry as well as other items (e.g., groceries or vegetables), and the business' records show that less than 50 percent of the business' sales are from fresh or cured meats, fish or poultry.

***UNDERWRITING GUIDE***

- Butcher Shop - Retail
- Fish, Meat Or Poultry Store - Retail
- Meat, Fish Or Poultry Store - Retail
- Poultry, Fish Or Meat Store - Retail
- Seafood Market - Retail

**916 CLOTHING OR DRY GOODS STORE – WHOLESALE OR RETAIL**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 928 to businesses principally engaged as either a Clothing Store (Used) – Retail or a Thrift Store (Used Clothing, Furniture, Household Items) – Retail

***UNDERWRITING GUIDE***

- Bridal Shop
- Children's & Infants' Clothing Store
- Clothing Store - Retail Or Wholesale
- Custom Dressmaking
- Custom Tailoring
- Dry Goods Store - Retail Or Wholesale
- Fabric Shop
- Formal Wear Rental Or Sales
- Furrier Repairing Or Remodeling Fur Garments
- Hat Store - Cloth, Felt, Fur Or Straw
- Linens Shop
- Maternity Apparel Shop
- Men's Clothing & Furnishings Store
- Millinery Store
- Shirt Making- Custom
- Shoe Store - Wholesale Or Retail
- Tailor Shop - No Dry Cleaning
- Textile Piece Goods Dealer
- Towel Or Toilet Supply Dealer - Not Connected With Laundry
- Women's Clothing & Accessories Store
- Yarn Shop

**917 GROCERY STORE – RETAIL**

Applicable to businesses principally engaged as supermarkets or convenience retail grocers as defined below.

A supermarket is principally engaged in the retail sale of groceries, fresh fruits, vegetables, dairy products, bakery products, frozen foods and in addition thereto will have a meat department that sells fresh or cured meat, fish and/or poultry. A typical supermarket will also sell other merchandise including but not necessarily limited to: soft drinks, soap and other household cleaning items, paper products and/or cigarettes. A supermarket that is a "super center" may also sell non-grocery merchandise including but not necessarily limited to: cosmetics, toiletries, stationery products, books, greeting cards, women's hosiery, non-prescription drugs or kitchen supplies (e.g., pots, pans or pot holders).

A convenience grocer is principally engaged in the retail sale of groceries, fresh fruits, vegetables, dairy products, bakery products, frozen foods, coffee, tea, spices or delicatessen foods such as cold cuts, salads, pickles, smoked fish or other "appetizers." A convenience grocer or a delicatessen store may also sell coffee by the cup, make sandwiches or sell sandwiches prepared by an unrelated business, prepare salads and/or cook meat such as roast beef, ham, barbecue chicken or spare ribs. A convenience grocer may also sell other merchandise including but not necessarily limited to: soft drinks, household cleaning items, paper products, cigarettes or non-prescription drugs.

Please see the Self-Service Gasoline Stations and Convenience Grocers entry in the General Auditing & Classification Information section for information on classifying such business enterprise.

**OPERATIONS ALSO INCLUDED:**

1. Pharmacy operations conducted by the supermarket at the same or a contiguous location.
2. Bakery operations conducted by the supermarket.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 915 to businesses principally engaged in the retail sale of fresh or cured meats poultry or fish.
2. The business of a concessionaire or independent contractor operating on the premises of a supermarket will be classified on the merits of their operations.

**UNDERWRITING GUIDE**

- Beverage Distributing, Including Beer - Retail
- Beverage Outlets - Retail
- Brewer's Outlet - Retail
- Cheese Shop - Retail
- Convenience Grocery
- Delicatessen Store
- Fruit Gift Basket Store - Retail
- Grocery Store - Retail
- Grocery, Tea, Coffee Dealer - Retail
- Health Food Store - Retail
- Produce Store - Retail
- Spice Store - Retail
- Supermarket

**918 BAKERY SHOP – RETAIL, INCLUDING ON-SITE PREPARATION, ALL EMPLOYEES EXCEPT OFFICE**

Applicable to businesses principally engaged in producing bakery products or businesses who buy finished bakery products from unrelated producers and the principal sales are over-the-counter for personal or household consumption, either on premises or through satellite outlets.

**UNDERWRITING GUIDE**

Bagel Shop, Production and/or Selling On Premises - Retail  
Bakery Shop, Baking and/or Selling On Premises - Retail  
Cookie Shop, Baking and/or Selling On Premises - Retail  
Donut Shop, Baking and/or Selling On Premises - Retail  
Pretzel Shop – Heating, Baking and/or Selling On The Premises  
Retail Bakery - No Baking On Premises  
Retail Bakery - Selling Purchased Bakery Products

**919 FLORIST STORE – RETAIL OR WHOLESALE**

Applies to businesses principally engaged in the sale of flowers, and/or plants used for indoor decorative purposes, or florist supplies. Also includes service away from the store premises, such as floral decoration of homes, churches or other buildings for weddings, banquets or parties.

Also includes plantscaping, which is the maintenance of living (typically potted) plants inside a customer's premises. The living, potted plants may be used to decorate the interiors of malls, offices or other businesses, as well as residences. Plantscaping duties include watering, fertilizing, trimming and/or spraying of the interior living, potted plants.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 0011 to a business principally engaged in raising, growing or cultivating flowers and/or plants used for indoor decorative purposes. Stores operated at the same or contiguous location may be separately classified to Code 919 provided the stores are physically separate and separately staffed.
2. Assign Code 012 to a business principally engaged as a landscape contractor or performing lawn maintenance or similar services.
3. Assign Code 0013 to a business principally engaged in raising trees (including Christmas trees), shrubs, bushes, hedges and/or bedding plants used for outdoor planting.
4. Assign Code 917 to a business principally engaged in making and delivering cut fruit or vegetable arrangements.
5. A garden supply business principally engaged in the sale of fertilizer, sod, grass seed, flower pots, Birdbaths and statuary with incidental potted plants, trees, shrubs, bulbs or bedding plants shall be assigned to the applicable N.O.C. store classification, depending on whether the sales are principally to retail customers (Code 928) or to wholesale customers (Code 924). For further information, please see "Wholesale/Retail Mail Order House Or Internet Sales – Definitions" in the General Auditing & Classification Information section of this Manual.
6. Assign Code 924 to a business principally engaged in the arranging, assembling and/or the wholesale selling of artificial or dried flowers.

***UNDERWRITING GUIDE***

Florist Store - Fresh Cut Flowers - Retail Or Wholesale  
Florist Store Supplies Dealer - Wholesale  
Flower Dealer Or Store - Fresh Cut Flowers (No Flower Or Plant Raising) - Retail and/or Wholesale  
Plantscaper - Interior  
Store, Florist - Fresh Cut Flowers - Retail Or Wholesale

**920 JEWELRY STORE – WHOLESALE OR RETAIL**

***UNDERWRITING GUIDE***

Coin and/or Postage Stamp Dealer - Retail Or Wholesale  
Hearing Aid - Sale And Service  
Jeweler, Findings And Materials Dealer  
Jewelry Store - Wholesale Or Retail  
Optical Store, Including Lens Grinding And Optometrists  
Postage Stamp and/or Coin Dealer - Retail Or Wholesale  
Stamp (Postage) and/or Coin Dealer - Retail Or Wholesale

**921 FURNITURE STORE - WHOLESALE**

Applies to wholesale dealers principally engaged in selling or renting furniture including furniture for the home or office to retailers, businesses, wholesalers or other commercial entities. Also included are dealers principally engaged in the sale of furniture via catalogue, Internet and/or mail order. The word "furniture" as used in this classification includes but is not necessarily limited to: sofas, chairs, tables, beds, bedding, chests, breakfronts, bookcases, pianos, organs, all types of floor coverings, major household appliances and office furniture. In addition, a wholesale dealer may sell or rent other merchandise, such as lighting fixtures, lamps, stereo equipment, televisions, video and/or audio equipment, small household appliances, mirrors, pictures and kitchen cabinets.

Further included is the delivery and setting in place of merchandise and minor repairing of furniture on the insured's premises or at the customer's location and installation, service or repair operations, including but not necessarily limited to: the installation of all types of floor coverings, window coverings or the service or repair of major household appliances or televisions or other electronic entertainment or communications devices and the installation of office furniture.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 922 to the retail sale of furniture and related products
2. Assign Code 855 to an employer principally engaged in the sale of hardwood flooring and/or engineered hardwood flooring.

**UNDERWRITING GUIDE**

- Carpet Dealer - Wholesale
- Floor Coverings (e.g., Carpet, Rugs, Rubber or Vinyl Tile, and Linoleum) Dealer - Wholesale
- Furniture Store - Wholesale
- Major Household Appliance Dealer – Wholesale
- Mattress Dealer
- Office Furniture Dealer
- Piano Or Organ Store - Wholesale
- Store - Furniture - Wholesale

**922 FURNITURE STORE – RETAIL – ALL EMPLOYEES EXCEPT OFFICE**

Applies to a retail store principally engaged in selling or renting furniture including antique furniture for homes, lawns or gardens, to the general public and/or in a retail manner. The word "furniture" as used in this classification includes but is not necessarily limited to: living room, dining room, bedroom or kitchen sets and individual pieces such as sofas, chairs, tables, beds, bedding, chests, breakfronts, bookcases, pianos, organs, all types of floor coverings and major household appliances such as refrigerators, stoves and washing machines. In addition, a furniture store may sell or rent other merchandise such as lighting fixtures, lamps, stereo equipment, televisions, video and/or audio equipment, small household appliances, mirrors, pictures and kitchen cabinets.

Further included are delivery and setting merchandise in place, hanging pictures or mirrors and/or polishing and repairing of furniture on the store's premises or at the customer's location. Also included are the incident installation, service or repair operations including but not necessarily limited to: the installation of all types of floor coverings and window coverings or the service or repair of major household appliances or televisions or other electronic entertainment or communications devices.

All salespersons, including but not limited to floor salespersons, interior designers and decorators, are contemplated by the scope of Code 922 and are not separately classified.

**OPERATIONS ALSO INCLUDED:**

1. Businesses principally engaged in party supply rental – Retail or Wholesale.

2. Businesses principally engaged in pool table sales – Retail.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 855 to an employer principally engaged in the sale of hardwood flooring and/or engineered hardwood flooring.

**UNDERWRITING GUIDE**

- Antique Furniture Dealer - Retail
- Bedding Store - Retail
- Carpet Store - Retail
- Electrical Household Appliances, Major - Retail
- Floor Coverings (e.g., Carpet, Rugs, Rubber or Vinyl Tile, and Linoleum) Dealer - Retail
- Furniture Installation, Portable, By Dealer
- Furniture Rental - Chairs, Coat Racks, Dishes, Etc. - Retail
- Furniture Store - Retail
- Home Freezer Dealer - Retail
- Household Appliances Dealer, Major – Retail
- Household Furniture Dealer - Retail
- Household Laundry Equipment Dealer - Retail
- Household Refrigerator Dealer – Retail
- Inflatable Amusement - Rental
- Mattress Store - Retail
- Musical Instruments Rental - Pianos And Organs - Retail
- Party Supplies Rentals - Retail or Wholesale
- Piano Or Organ Store - Retail
- Pool Table Dealer - Retail
- Refrigerator, Stove Or Washing Machine Store - Retail
- Store, Furniture - Retail
- Taxidermist
- Video Game Arcade - Mobile

**923 PACKAGING – CONTRACT – NON-CRATING**

Applicable to businesses principally engaged in packaging or repackaging merchandise owned by unrelated customers as a contract service. Such includes but is not necessarily limited to: cosmetics, toiletries, pharmaceuticals, soaps, cleaning agents or hardware.

**OPERATIONS NOT INCLUDED:**

1. Assign Codes 305 to a specialist crating contractor or to payroll developed by separate staff in a physically separate department of a packaging contractor crating any type of merchandise for shipment.
2. Assign Code 813 to payroll developed by a contractor engaged in either crating or packaging of any type at customer locations.
3. Assign Code 4777 to payroll developed by a contractor packaging or repackaging explosives.

**UNDERWRITING GUIDE**

- Aerosol Can Filling, By Contractor
- Contract Packaging - Non-Crating
- Packaging, Contract - Non-Crating

**924 WHOLESALE STORE, N.O.C.**

Applies to dealers principally engaged in the wholesale distribution of merchandise not specifically assigned to another wholesale store classification. Please see the Underwriting Guide entries below for a representative listing of the types of wholesale dealers contemplated by this classification. Please see the

Wholesale/Retail Mail Order House Or Internet Sales Definitions entry in the General Auditing & Classification Information section for the definition of wholesale sales.

***OPERATIONS ALSO INCLUDED:***

1. Publishers of any type of publication performing the pre-press work, outsourcing the actual printing of the publication and then receiving and distributing the publication.

***UNDERWRITING GUIDE***

Alcoholic Beverage Blending Or Bottling, Non - Carbonated  
Balloon Dealer - Wholesale  
Bar Or Restaurant Supply Dealer (Other Than Beverages, Groceries Or Meat)  
Barber Or Beauty Parlor Supply House - Wholesale  
Barrel Dealer - No Mfg.  
Book Dealer - Wholesale  
Boot And Shoe, Cut Stock And Findings Dealer  
Bottle Dealer, New  
Bottled Spring Water Distribution - By Dealer  
Candy Dealer (Including Repackaging) - Wholesale  
Cigarette Dealer - Wholesale  
Cloth Clippings Dealer, New  
Clothing Dealer, Used - Wholesale  
Computer Dealer - Wholesale  
Cotton Merchant  
Dental Equipment Or Supply Dealer  
Drugstore - Wholesale  
Egg Dealer - Grading, Candling, Packing - Wholesale  
Feed Dealer - Wholesale  
Fertilizer (Except Humus Or Manure) Dealer  
Firearms Sale - Wholesale  
Fish Dealer - Wholesale - No Processing Whatsoever  
Flower Assembling - Artificial Or Dried  
Flower Dealer - Artificial Or Dried - Wholesale  
Garden Supplies Dealer  
Grain Dealer  
Hay Dealer  
Hide Dealer - Including Salting - Curing  
Kitchenware (e.g., Utensils, Cutlery and Dinnerware) Dealer - Wholesale  
Liquor/Wine Dealer  
Meat Dealer - Wholesale - No Processing Whatsoever  
News Agent Or Magazine Distributor - Wholesale  
Nuts (Edible) Dealer  
Office Machine Dealer - Wholesale  
Office Supply Dealer - Wholesale  
Orthopedic, Prosthetic And Surgical Appliances And Supply Dealer - Wholesale  
Paper Or Paper Products Dealer  
Pharmaceutical Or Surgical Goods Dealer, N.O.C.  
Photographic Equipment And Supplies Dealer - Wholesale  
Potato Chip Dealer  
Poultry Dealer - Wholesale - No Processing Whatsoever  
Publisher - Outsources Printing, Performs Product Distribution  
Restaurant Or Bar Supply Dealer (Other Than Beverages, Groceries Or Meat)  
Seed Merchant  
Snack Food Dealer - Wholesale  
Solvents Dealer  
Sporting Goods Dealer - Wholesale  
Spring Water Bottling and/or Distribution



Stationery Dealer - Wholesale  
 Store, Wholesale, N.O.C.  
 Tavern Supply Dealer (Other Than Beverages, Groceries Or Meat)  
 Telephone Dealer - Wholesale  
 Tobacco Auction Sales Warehouses  
 Tobacco Product Dealer - Wholesale  
 Used Clothing Dealer - Wholesale  
 Vending Machine Dealer - Wholesale  
 Wallpaper Dealer - Wholesale  
 Water Bottling and/or Bottled Water Distribution - By A Dealer  
 Wholesale Store, N.O.C.  
 Wine/Liquor Dealer  
 Wool Merchant

**925 HARDWARE STORE – RETAIL**

Applies to retail stores principally engaged in selling hardware. The term hardware as used in this classification includes but is not necessarily limited to: nails, screws, bolts, washers, gaskets, brackets, locks, hinges, electrical outlet boxes, switches, fuses, plugs, sockets, hand or portable electric tools, plumbing fixtures, paint, small household electrical appliances, radios, stereo equipment, televisions, video and/or audio equipment, garden tools and equipment such as lawn mowers and snow blowers.

**OPERATIONS ALSO INCLUDED:**

1. Bicycle Stores – including rental and incidental repair work.
2. Locksmiths – including installation, repair or replacement of locks in existing buildings.
3. Lawn mower sales and service (including riding-type).

**OPERATIONS NOT INCLUDED:**

1. Except as provided for above, separately staffed service or repair operations shall be separately classified including but not necessarily limited to the examples below:
  - a. Assign Code 662 to the service or repair of major household appliances.
  - b. Assign code 966 to the service or repair of televisions, video and/or audio equipment.
2. Assign Code 855 to a business principally engaged in the retail sale of lumber and/or building materials.
3. Assign Code 926 to a business principally engaged in the wholesale sale/distribution of hardware.

**UNDERWRITING GUIDE**

Audio/Video Equipment Store - Retail  
 Bath and/or Kitchen Fixture Store  
 Bicycle - Sale Or Rental, Including Repair  
 Bicycle Assembly At Retail Store Locations - By Specialist Contractor  
 Cabinet Store - Retail  
 Ceramic Tile Store - Retail  
 Electrical Appliance Store, Small - Retail  
 Electrical Supply Store - Retail  
 Electronic Components And Accessories Store - Retail  
 Exercise Equipment - Service Or Repair - In Shop Or At Customers' Locations - By Specialist Contractor  
 Fitness Equipment - Service Or Repair - In Shop Or At Customers' Locations - By Specialist Contractor  
 Garden Equipment Store  
 Hardware Store - Retail  
 Hot Tub Or Spa Dealer - Retail  
 Household Appliance Store, Small - Retail  
 Household Vacuum Cleaner Store, Small – Retail  
 Lawn Mower Sale Or Service (Including Riding Type)  
 Lighting Fixture And Supplies Store

Locksmith - Including Shop - A Specialist Contractor  
 Paint Store - Retail  
 Plumbers' Supplies Store - Retail  
 Radio Or Television Parts And Accessories Store - Retail  
 Radio, Television Or Audio Equipment Store - Retail  
 Sewing Machine Store - Retail  
 Stereophonic Or High Fidelity Equipment Store - Retail  
 Swimming Pool Supply Store  
 Television, Video and/or Audio Equipment Store - Retail  
 Tile Store – Ceramic – Retail  
 Vacuum Cleaner Store (Household) - Retail  
 Video/Audio Equipment Store - Retail

**926 HARDWARE STORE - WHOLESALE**

Applies to dealers principally engaged in the wholesale selling of hardware. The term hardware as used in this classification includes but is not necessarily limited to: nails, screws, bolts, washers, gaskets, brackets, locks, hinges, hand or portable electric tools, machine tools, small household electrical appliances, stereo equipment, radios, televisions, video and/or audio equipment, mill supplies or garden tools or garden equipment such as lawn mowers or snow blowers.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 855 to a retail and/or wholesale business principally engaged in the retail and/or wholesale sale of building materials (e. g., roofing including shingles, siding, wallboard, bricks and/or lumber).
2. Assign Code 857 to a business principally engaged in the wholesale sale of cable or wire rope.
3. Assign Code 885 to a business principally engaged in the wholesale sale of plumbing supplies or pipes.
4. Assign Code 886 to a business principally engaged in the wholesale sale of electrical supplies (e. g., electric wire, fuses, and/or circuit breakers).

**UNDERWRITING GUIDE**

Aircraft Parts and/or Accessories Dealer  
 Agricultural Implement Dealer - Other Than Farm Machinery  
 Appliance Parts Dealer  
 Audio/Video Equipment Dealer - Wholesale  
 Cabinet Dealer - Wholesale  
 Ceramic Tile Dealer - Wholesale  
 Cutlery Dealer  
 Electrical Appliance Dealer - Small Appliances - Wholesale  
 Electrical Machinery Or Equipment Dealer - Wholesale  
 Fire Extinguisher - Sales and/or Service - Wholesale  
 Glass Dealer - No Mfg., Glass Bending, Beveling, Grinding, Silvering Or Installation  
 Hardware Store - Wholesale  
 Hot Tub Or Spa Dealer - Wholesale  
 Household Appliances Dealer, Small - Wholesale  
 Household Vacuum Cleaner Dealer - Wholesale  
 Janitorial Supply Dealer - Wholesale  
 Oil and/or Gas Well Equipment Dealer Or Rental  
 Paint Dealer - Wholesale  
 Radio, Television, Stereophonic Or High Fidelity Equipment, Parts Or Accessories Dealer - Wholesale  
 Sewing Machine Dealer - Wholesale  
 Ship Chandler  
 Stereophonic Or High Fidelity Equipment Dealer - Wholesale  
 Television, Radio, Stereophonic Or High Fidelity Equipment Dealer - Wholesale  
 Tile Dealer – Ceramic – Wholesale  
 Vacuum Cleaner Dealer - Wholesale

Video/Audio Equipment Dealer - Wholesale  
Welding Equipment Or Supply Dealer

**927 PHARMACY – ALL EMPLOYEES INCLUDING OFFICE**

***UNDERWRITING GUIDE***

Mail Order Pharmacy  
Medical Marijuana Dispensary  
Pharmacy - Retail Or Internet Or Mail Order

**928 RETAIL STORE, N.O.C.**

***UNDERWRITING GUIDE***

Antique Store, Other Than Furniture - Retail  
Army/Navy Store - Retail  
Art Gallery  
Arts And Crafts Store - Retail  
Barber Or Beauty Parlor Supply House – That Operates In A Retail Manner  
Bookstore  
Camera Or Photographic Supply Store - Retail  
Candy Store  
Clothing Store (Used) - Retail  
Computer Store - Retail  
Cosmetics Store  
Dog Groomer - No Kennel Facilities  
Dry Cleaning - Self-Service Only  
Film Exchange  
Fireworks Store - Retail  
Garden Center - Retail  
Garden Supplies Store - Retail  
Golf Course - Pro Shop - Operated By Specialist Contractor  
Goodwill Stores  
Greeting Card Shop  
Gun Shop - Retail  
Habitat For Humanity ReStores  
Handbag (Women's) Store  
Hobby Shop - Retail  
Ice Cream, Store Or Street Vending - Retail  
Kitchenware (e.g., Utensils, Cutlery and Dinnerware) Store – Retail  
Laundry - Coin-Operated - Self-Service  
Laundry Collector Without Laundry (Excluding Contract Hauler)  
Luggage Store – Retail  
Mailing And Shipping Store – By Independent Contractor  
Medical Supply Store - Retail  
Motion Pictures, Development Of Films, No Other Operations  
Musical Instrument Rental - Except Pianos And Organs  
News Agent Or Magazine Distributor - Retail  
Office Machine Store - Retail  
Office Supply Store - Retail  
Orthopedic, Prosthetic, And Surgical Appliances And Supply Store - Retail  
Pawn Shop  
Personal Computer Store - Retail  
Pet Grooming - By Specialist Contractor  
Pet Shop - Retail  
Record Dealer, Vinyl- Retail  
Photographer  
Photographic Equipment And Supplies Store - Retail

Photographic Studio, Not Producing Motion Pictures, And Outside Work  
Pro Shop - Golf Course - Operated By Specialist Contractor  
Receiving Station - Dry Cleaner - No Dry Cleaning At Same Or Contiguous Location  
Retail Store, N.O.C.  
Sporting Goods Store - Retail  
Stationery Store - Retail  
Store, Retail, N.O.C.  
Telephone (Including Cell or Mobile) Store – Retail  
Thrift Store (Used Clothing, Furniture, Household Items) - Retail  
Tobacco Products Store - Retail  
Trophy Store (Including Assembly And Nameplate Inscribing)  
Used Clothing Store - Retail  
Video Tape Or DVD Store - Rental Or Sale  
Vitamin Store - Retail  
Wallpaper Store - Retail  
Water Ice Store  
Wine Store - Retail - Operated By A Winery  
Women's Handbag Store

**932 COPYING OR DUPLICATING SERVICE – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to printing businesses known as “quick printers” principally engaged in providing customer copy reproduction by means of small offset presses, also known as duplicators, on paper sheet sizes 17 x 22 inches or less or electrostatic (photo) copiers on paper sheets of any size. Such businesses also typically provide post press bindery service that finishes the printed product.

Finishing may include but is not necessarily limited to: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding, drilling or punching holes, stapling, sewing, wire stitching, gluing – perfect binding, laminating, foil stamping or embossing.

***OPERATIONS NOT INCLUDED:***

1. A printing business principally engaged in the reproduction of customer copy by other means shall be assigned to the appropriate printing class as provided for in this Manual.
2. Code 932 and another printing class shall not be assigned to any printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.

***UNDERWRITING GUIDE***

Blueprint Reproduction (Using Photocopying Method) - By Contractor  
Document Scanning – By Specialist Contractor  
Duplication Services  
Laser Printing By Contractor  
Microfilming  
Offset Duplicating  
Photocopy Shop  
Printing - By Laser Method - By Contractor  
Quick Printer  
Scanning of Documents – By Specialist Contractor

**933 VENDING OR COIN-OPERATED MACHINE – INSTALLATION, SERVICE OR REPAIR, ALL EMPLOYEES EXCEPT OFFICE**

***UNDERWRITING GUIDE***

Automatic Teller Machine (ATM) - Installation, Service Or Repair  
Candy and/or Snack Trays – Sold On the Honor System  
Coffee Service Company  
Coin-Operated Amusement Or Vending Machine - Installation, Service Or Repair

Coin-Operated Telephone - Installation, Service Or Repair By A Specialist Business Or Contractor  
Jukebox Operation, Service Or Repair  
Parking Meter Installation, Service Or Repair  
Pinball Games - Service Or Repair By Vending Machine Operator  
Scale Installation Or Adjustment, Coin-Operated Type, By Vending Machine Operator  
Snack and/or Candy Trays – Sold On the Honor System  
Telephone - Coin-Operated - Installation, Service Or Repair By A Specialist Business Or Contractor  
Vending Machine Installation  
Vending Or Coin-Operated Amusement Machine - Installation, Service Or Repair  
Video Games - Service Or Repair By Vending Machine Operator

***OPERATIONS NOT INCLUDED:***

- 1. Assign Code 897 to sandwich or other food preparation when conducted by separate staff in a physically separate work area.

**934 AUTOMOBILE PARTS AND ACCESSORY STORE – RETAIL AND/OR WHOLESALE**

An auto parts store that also provides automobile repair services shall have payroll divided with Code 815 provided the following conditions are fulfilled: the new and/or used auto parts/accessories sales and the automobile repair services are conducted in physically separate work areas by separate employee crews and the majority of the new and/or used parts/ accessories sold must be sold to others and are neither installed nor used by the insured for repair services. If both operations are conducted and these conditions are not met, then payroll developed in both the new and/or used auto parts sales and accessories and the auto repair services shall be assigned to Code 815 or Code 934, whichever classification applies to the business activity in which the employer is principally engaged.

Please refer to the “Automobile Dismantlers” entry in the General Auditing and Classification Information for direction in classifying any business whose operations include the dismantling of automobiles or other types of vehicles to recover useable/saleable used parts.

***OPERATIONS NOT INCLUDED:***

- 1. Assign Code 461 to the machining of brake drums and other auto parts conducted in a physically separate work area and staffed by a separate employee crew.

***UNDERWRITING GUIDE***

Auto Parts Dealer - Wholesale  
Automobile Accessory Store  
Automobile Body Accessories Dealer  
Automobile Paint Dealer  
Automobile Parts Store  
Motor Vehicle Parts And Accessory Dealer  
Tire Dealer - Wholesale

**935 LUMBER AND/OR BUILDING MATERIAL DEALER – STORE EMPLOYEES – FOR USE IN CONJUNCTION WITH CODE 855 ONLY**

Applicable to the operation of a retail store on the premises of a lumber and/or building material dealer in which hardware, paint and other similar merchandise is sold. This classification may only be authorized as an additional classification for an employer classified to Code 855 if the employer fulfils the multiple enterprise criteria discussed in Rule IV, C. 3. a. 2. of this Manual. The retail store must be operated in a physically separate work area from the lumber and/or building material dealer’s warehouse or yard with no interchange of labor between the store and the warehouse or yard. The term “retail” shall be construed to mean the selling of displayed merchandise in store-type premises where floor and/or counter salespersons assist customers or on a self-service basis to the general public for personal or household consumption or use. This classification shall also apply when the store sales are made to wholesale customers (e.g.,

commercial or professional users) but conducted primarily in a retail manner. For purposes of assignment to this classification, the term “retail manner” shall be construed to mean that the insured will have a floor area where merchandise is stocked in display aisles, customers may walk up and down the display aisles, inspect the merchandise being offered for sale, place their selections into either a shopping basket or shopping cart and make payment for their selections at a customer checkout lane. The retail store may also contain a second counter area where customers may place orders for the lumber and/or building materials.

***OPERATIONS NOT INCLUDED:***

This classification is not available for the operation of a sales counter of a lumber and/or building material dealer where the insured’s staff takes customer orders for the lumber and/or building materials, accepts payment, transfers the orders to the insured’s yard or warehouse staff and may also sell merchandise from a counter display, display racks behind the counter and/or a display space in front of the counter but where the insured does not operate a separate retail store as defined above.

***UNDERWRITING GUIDE***

Lumber And Building Material Dealer - Store Employees - For Use In Conjunction With Class 855 Only

**936 BROADCASTING STATION – RADIO OR TELEVISION, ALL EMPLOYEES INCLUDING OFFICE**

***OPERATIONS ALSO INCLUDED:***

1. The pre-production, production and post-production phases of a motion picture, television, music video or advertisement (commercial) production company when performed by the motion picture, television, music video or advertisement (commercial) production company’s staff. Activities contemplated in the different production phases include but are not necessarily limited to: directors, assistant directors, producers, performers, musicians, set builders, wardrobe designers, sound technicians, gaffers (lighting technicians), grips (grips conduct rigging operations around the set, move camera dollies, and ensure the set is safe), hair or makeup persons, camera operators, cinematographers, film developers or editors.
2. Motion picture production companies making animated films including but not necessarily limited to: voice talent, motion capture actors, camera and equipment operators, computer animators, the director, and producers.

***OPERATIONS NOT INCLUDED:***

1. When the motion picture, television, music video or advertisement production company outsources any of the activities incident to motion picture, television, music video or advertisement production to an unrelated business (specialty contractor), that unrelated business shall be assigned to that Manual classification contemplating the unrelated contractor’s specialized operations.

***UNDERWRITING GUIDE***

Advertisements – Filming Or Video Production Or Audio Recording Of Radio Or Television Commercials  
 Broadcasting Station - Radio Or Television  
 Industrial Film Production Company  
 Motion Picture Production Company  
 Music Video Production Company  
 Radio Broadcasting Station  
 Radio Commercial Recording  
 Sound Recording Studio  
 Television Broadcasting Station  
 Television Or Radio Advertisements – Filming Or Video Production Or Audio Recording  
 Training Film Production Company  
 Videographer

**939 CARNIVAL, CIRCUS OR AMUSEMENT DEVICE OPERATOR – TRAVELING**

**UNDERWRITING GUIDE**

Amusement Device Operator - Traveling  
 Carnival - Traveling  
 Circus - Traveling  
 Fair - Traveling  
 Kiddie Rides - All Operations - Traveling  
 Traveling Amusement Device Operator  
 Traveling Carnival  
 Traveling Circus

**940 RESIDENTIAL CARE FACILITY FOR INDIVIDUALS WITH INTELLECTUAL DISABILITIES – ALL EMPLOYEES EXCEPT OFFICE AND THE SEPARATE STAFF OF A CERTIFIED SHELTERED WORKSHOP**

Includes operations licensed as Intermediate Care Facilities for the Individuals with Intellectual Disabilities (ICF/IID) regardless of client count or location. Also included are schools and daycare activities operated by the facility.

ICF/IIDs are licensed by the state to provide on a regular basis, health related care and services to the intellectually disabled, who do not require the degree of care or treatment which a hospital or skilled nursing facility is designed to provide. These facilities regardless of client number provide unique and specialized residential, medical and habilitation services to its clients. Community Residential Facilities (CRF) and ICF/IID - 9 or more residents have similar regulations, goals and staffing patterns. The large ICF/IID receives federal funds under Medicaid, while the CRF receives state funds.

The larger ICF/IIDs (9 or more clients) usually provide educational, workshop/vocational and physical therapy programs at one campus with many residents living in cottages having no more than 8 residents each. Supervision may be provided by staff in three 8-hour shifts. Smaller ICF/IIDs (8 or fewer clients) also assigned to this classification provide community-based programs which are designed to facilitate the client's movement to a less restrictive environment than the larger facilities. These community-based ICF/IIDs employ a relatively high staff to client ratio and 24-hour supervision with at least one staff member monitoring overnight activity. Smaller ICF/IIDs may serve clients from higher functioning to profoundly intellectually disabled.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 964 to separately-staffed certified work centers.
2. Assign Code 941 to separately-staffed group homes for eight or fewer residents operated by Community Residential Facilities located off campus.
3. Assign Code 979 to separately-staffed personal care homes located off campus.

**UNDERWRITING GUIDE**

Community Residential Facility For Individuals With Intellectual Disabilities - 9 Or More Residents Per Facility  
 Group Home - 9 Or More Per Facility Licensed As Community Residential Services For Individuals With Intellectual Disabilities  
 Group Home - Intermediate Care Facility For Individuals With Intellectual Disabilities - Regardless Of Client Count  
 Intermediate Care Facility For Individuals With Intellectual Disabilities - Regardless Of Client Count

**941 SOCIAL REHABILITATION FACILITY – FOR ADULTS OR CHILDREN – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to non-medical residential care facilities providing a transitional non-institutional environment in a group setting which emphasizes through guidance and counseling the social rehabilitation and the eventual reintegration of the resident into the community or reuniting the resident with family. The residents

of such facilities will normally be either adults or children diagnosed with intellectual disabilities and/or developmental disabilities, adults or children diagnosed with mental illness, adults or children with traumatic brain injuries, children who have been neglected or abused, children with behavioral disorders or court adjudicated children who have been removed from their homes. Clients in these facilities may access daily community based programs appropriate to their condition.

Facilities assigned to Code 941 will typically be licensed by the Pennsylvania Department of Human Services (DHS) under Title 55 of the Pennsylvania Code. The following types of DHS licensed residential facilities are contemplated by Code 941 and are listed below. The listing is provided for reference purposes and does not supersede any other Manual language.

Chapter 3800, Child Residential And Day Treatment Facilities

Chapter 5310, Community Residential Rehabilitation Services For The Mentally Ill (CRRS)

Chapter 5320, Long Term Structured Residence (LTSR)

Chapter 6400, Community Homes For Individuals With An Intellectual Disability

Chapter 6500, Family Living Homes

***OPERATIONS ALSO INCLUDED:***

1. Additional programs, e.g., daycare, respite care and prevocational training programs, provided by group home operators primarily for their residential clients shall be included within the scope of Code 941.
2. Family living homes for one or two intellectually or developmentally disabled residents licensed under Title 55, Chapter 6500.
3. Group homes for the intellectually or developmentally disabled housing eight or fewer residents which are not intermediate care facilities and which are licensed under Title 55, Chapter 6400.
4. Group homes for the mentally ill regardless of client count and which are licensed under Title 55, Chapter 5310.
5. Residential facilities for children regardless of client count which are licensed under Title 55, Chapter 3800.

***OPERATIONS NOT INCLUDED:***

1. Training programs that pay the trainees for services rendered shall be separately classified as provided in this Manual.
2. Assign Code 965 to educational facilities that include on-site residential units for youth who cannot cope in or who have been removed from the standard school setting for behavioral reasons or who are juvenile delinquents or other court adjudicated youth.
3. Assign Code 940 to group homes for the intellectually disabled licensed under Title 55, Chapter 6400 with 9 or more residents per home.
4. Assign Code 940 to facilities licensed as Intermediate Care Facilities (ICF/MR) licensed under Title 55, Chapter 6600 regardless of client count.
5. Assign Code 964 to the separate staff of a work center/sheltered workshop.
6. Assign Code 986 to drug and alcohol halfway houses, adult shelters for the homeless, victims of domestic abuse, maternity homes or pre-parole halfway houses.

***UNDERWRITING GUIDE***

Child Residential Facilities



Community Living Arrangement For The Intellectually Or Developmentally Disabled (CLA) - 8 Or Fewer Residents Per Facility

Community Residential Rehabilitative Services (CRRS) - Group Homes For The Mentally Ill

Family Living Home For The Intellectually Or Developmentally Disabled

Group Home - Intellectually Or Developmentally Disabled (Not Intermediate Care Facility) - 8 Or Fewer Clients Per Facility

Long Term Structured Residence for the Mentally Ill

**942 HOME HEALTH CARE SERVICES – ALL EMPLOYEES EXCEPT OFFICE**

Applicable to commercial agencies providing home health care services to clients. Home health care is clinical medical care provided by skilled medical professionals and includes but is not necessarily limited to: nursing care, home infusion therapy, and physical, speech and/or occupational therapy.

***OPERATIONS ALSO INCLUDED:***

1. Outside salespersons employed by a home health care provider.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 943 to separate staff providing home care services. See Code 943 for additional information.
2. Assign Code 928 to separate staff selling or renting durable medical equipment or supplies such as hospital beds, wheelchairs, commodes, and walkers.

***UNDERWRITING GUIDE***

Community Nursing Services

Home Health Care Services

Hospice Care Performed In Client's Residence

Nurse - Private Duty

Nurses - Visiting Patients In Private Homes

Private Duty Nurse

Public Health Nurse

Visiting Nurse

**943 HOME CARE SERVICES – ALL EMPLOYEES EXCEPT OFFICE**

Applicable to commercial agencies providing home care services to clients. Home care is unskilled, non-clinical care provided by home health aides, attendant care aides, companions, live-ins and/or home support personnel. Services provided involve assistance with activities of daily living, including but not necessarily limited to: eating and drinking, walking, transferring (i.e., getting in and out of bed or a chair), personal hygiene, dressing, and using the bathroom.

***OPERATIONS ALSO INCLUDED:***

1. Attendant care services provided by a home care agency.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 942 to separate staff providing home health care services. See Code 942 for additional information.
2. Assign Code 942 to the outside sales staff of a home care provider, whether or not the home care provider also provides home health care services.
3. Assign Code 972 to attendant care services using the consumer as employer model. See Code 972 for additional information.
4. Assign Code 928 to separate staff selling or renting durable medical equipment or supplies such as hospital beds, wheelchairs, commodes and walkers.

***UNDERWRITING GUIDE***

- Chore Worker - Home Care Services
- Home Health Aide
- Home Care Services
- Homemaker Service
- Hospice Care Performed In Client's Residence - Home Care Services
- Respite Care Services – In Home

**944 CLUB – COUNTRY, GOLF OR YACHTING – ALL EMPLOYEES EXCEPT OFFICE**

Includes restaurant or tavern employees and all operations performed by club employees including but not necessarily limited to: those conducted by desk and room clerks, housekeepers, instructors, pro shop sales clerks, club attendants and golf starters.

Assign the appropriate marina classification to separately staffed marina or yacht basin operations.

***UNDERWRITING GUIDE***

- Club - Country, Golf Or Yachting
- Country Club
- Golf Course – Pro Shop – Operated By Golf Course
- Golf Course - Public Or Private
- Yacht Club

**CLERICAL AND PROFESSIONAL EMPLOYMENTS**

**945 HOTEL RESTAURANT EMPLOYEES, ALL EMPLOYEES EXCEPT OFFICE. FOR USE IN CONJUNCTION WITH CODE 973 ONLY**

Please see the Hotel Or Motel Operations entry in the General Auditing & Classification Information section for further information on the scope of this class.

**948 MAILING OR ADDRESSING COMPANY – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to businesses principally engaged in mailing advertising material such as letters, circulars and/or small product samples or other items (e.g., bills) for unrelated concerns. The mailing company may compile mailing lists or receive lists of names from customers. Materials to be mailed may be received bound on pallets ready for mailing. Billing information is received from customers. The mailing company may generate the letter or bill by computer (laser or impact printed). The mailing company may design and print advertising materials. Printing operations shall be included with the mailing company class provided that more than 50 percent of the items printed are used as materials in the mailing business.

Most mailing companies have a production department where employees operate machines to burst, fold, insert, label and affix a stamp to each envelope. The last item listed is optional as much of this mail is metered. Mail is presorted to the addressee's five- or nine-digit zip code, placed in postal sacks and taken to the Post Office. Very small firms may employ persons to manually stuff envelopes, hand label and stamp material to be mailed.

Larger mailing companies may have sales and promotion employees soliciting accounts, designing and producing advertising campaigns in addition to the mailing operation.

Code 948 also contemplates presort bureaus which sort first-class mail for unrelated concerns. The mail may be sorted manually or by automatic sorting machines to the five- or nine-digit zip code. The sorted mail is placed in postal trays or sacks and taken to the post office.

Clerical is included within the phraseology of this classification. Code 948 does not provide for payroll division with either Code 951 or Code 953.

**OPERATIONS NOT INCLUDED:**

1. Assign the appropriate store classification to employers who may mail catalogs and later receive (by phone, mail or the Internet) and fulfill customer orders from inventoried merchandise.
2. Businesses printing and performing mailing or addressing shall be subject to the appropriate printing classification when less than 50 percent of the print production is used in the mailing or addressing operation.
3. Code 948 and a printing class shall not be assigned to an employer unless that employer fulfills the multiple enterprise criteria delineated in Rule IV, Section 1 of this Manual.

**UNDERWRITING GUIDE**

Advertising - Mailing Or Addressing Of Advertising Literature  
 Direct Mail Company  
 Mail Sorting Service – By Specialist Contractor  
 Mailing Or Addressing Company Including Incident Printing  
 Presort Bureau – Mail Sorting – By Specialist Contractor

**951 SALESPERSON - OUTSIDE**

Applicable to employees either exclusively engaged in sales or collection work away from the employer’s premises or who regularly and frequently are engaged in sales or collection work away from their employer’s premises and devote the balance of their time in clerical office duties.

Salespersons, collectors or messengers shall be separately classified except in connection with any classification designated either “all employees including office” or “all employees except office.”

**OPERATIONS NOT INCLUDED:**

1. Assign employees engaged as delivery salespersons, route salespersons and/or route supervisors delivering merchandise or products, who may also collect payments or solicit sales to the employer’s applicable field-of-business classification.
2. Assign floor and/or counter salespersons to the employer’s field-of-business classification at the location.
3. Assign door-to-door salespersons to the employer’s applicable business classification.
4. Assign Code 953 to employees who sell or solicit exclusively by telephone except in connection with any classification designated “all employees including office.”
5. Assign Code 808 to messengers employed by a messenger or courier service company.
6. Assign Code 951 to messengers employed by other establishments whose field of business is not that of a messenger or courier service company.
7. Assign mobile, self-propelled factory, farm or construction equipment salespersons and automobile auctioneers to Code 819. See Code 819 for additional details.

**UNDERWRITING GUIDE**

Adjuster, Insurance - By Independent Contractor  
 Advertising - Distributing Circulars Or Samples - Not In Stores  
 Advertising Display Card Service - Installation Or Removal Of, In Or On Vehicles  
 Advertising Display Service - For Stores  
 Advisory Rating Organization – Field Representative  
 Auctioneer, Not Livestock or Automobile, No Permanent Location  
 Auditor, Insurance - Traveling – Independent Contractor  
 Boiler Inspection  
 Boy Or Girl Scout Council - Executive Secretary

Collectors Of Money - By Specialist Contractor  
 Electric Meter Reader  
 Elevator Inspection  
 Executive Secretary, Boy Or Girl Scout Council  
 Gas Meter Reader  
 Handbill Distribution  
 Highway Operation - Toll Collector  
 Inspection Of Mercantile, Mfg. Or Risks For Insurance Or Valuation Purposes - By Independent Contractor  
 Insurance Adjuster - By Independent Contractor  
 Insurance Traveling Auditor – Independent Contractor  
 Inventory Service - By Specialist Contractor  
 Marine Appraiser Or Surveyor  
 Messengers  
 Newspaper Reporter Or Photographer  
 Real Estate Agency - Outside Salespersons  
 Salesperson - Outside  
 Salesperson, Trimming Windows  
 Timber Cruiser (Exclusive Duties)  
 Tour Guide  
 Traveling Insurance Auditor – Independent Contractor  
 Water Meter Reader  
 Window Trimming, By Contractor

**952 OFFICE MACHINE SERVICE OR REPAIR**

Includes shop. Manufacturing to be separately rated.

Specialist contractors performing delivery and/or set-up of office machines or equipment shall be assigned to Code 811.

***UNDERWRITING GUIDE***

Adding Machine Repair - Shop Or Field  
 Answering Machine (Telephone) Repair  
 Cell Phone Repair  
 Cell Tower Erection – Programming and/or Service of Computerized Call Switching Equipment By Contractor  
 Computer Or Computer System Hardware - Service Or Repair - Shop Or Field  
 Data Processing Systems - Service Or Repair - Shop Or Field  
 Dictating Machine Repair - Shop Or Field  
 Instrument - Professional Or Scientific - Service Or Repair - Shop Or Field  
 Meat Slicers Or Grinders - Counter Type – Service Or Repair  
 Mobile Phone Repair  
 Office Machine Repair - Shop Or Field  
 Organ Tuning - Away From Shop  
 Photocopy Machines - Service Or Repair - Shop Or Field  
 Piano Tuning  
 Scale Adjustment, Service Or Repair, Counter Type  
 Soap Dispenser Installation and/or Servicing – Rest Rooms - By Specialist Contractor  
 Tablet Computer Repair  
 Telephone (Private Branch Exchange) Apparatus Programming, Service Or Repair by Contractor  
 Telephone Service Or Repair By Specialist Crew Of A Contractor Or Other Than By Telecommunications Company  
 Time Clocks, Recording Employee Time - Installation And Repair  
 Typewriter Repair - Shop Or Field  
 Voting Machine - Service Or Repair  
 Word Processor - Service Or Repair - Shop Or Field  
 X-Ray Equipment Installation, Repair Or Service

**953 CLERICAL OFFICE EMPLOYEES**

Applicable to employees exclusively engaged in keeping the books or records of the business or conducting correspondence or who are engaged wholly in office work where such books or records are kept or such correspondence is conducted.

Clerical office employees work exclusively in a separate building or on separate floors or in departments on such floors which are separated from all other workplaces of the employer by floor-to-ceiling partitions except for retail stores where a partition at least five feet high is required and within which no work is performed other than clerical office duties.

Office employees shall be separately classified except in connection with any classification designated "all employees including office."

***OPERATIONS NOT INCLUDED:***

1. Assign to the employer's applicable field-of-business classification the following "clerks:" counter, front desk, lobby, mall kiosk, and stock or tally clerk.
2. Assign librarians to the employer's applicable field-of-business classification.
3. Assign cashiers or any employee whose regular and frequent duty is accepting payment for merchandise or services rendered, whether working in a booth, behind a counter or on a sales floor, to the employer's applicable field-of-business classification.
4. Assign the entire payroll of any clerical office employee who has any other regular duty to the applicable classification in accordance with the class to which the business is assigned.

***UNDERWRITING GUIDE***

Advisory Rating Organization - Clerical Office  
Boy Or Girl Scout Council - Clerical - Except At Camp Locations  
Clerical Office Employees  
Computer Programmer  
Mailing Lists - Compiling/Selling - Risk's Only Operation  
Race Track, Pari-Mutuel Clerks  
Real Estate Agency - Clerical Workers In Office  
Telecommuter  
Telephone Operator

**954 SECURITY AGENCY**

A security agency may also be known as a guard and patrol service. Such businesses are principally engaged in providing unrelated private sector or government customers with armed or unarmed private security personnel (also known as security officers) to guard the customer's premises and surrounding property against unlawful or undesirable activities (e.g., fire, theft, vandalism). To accomplish these overall goals a guard/security officer's duties may include but are not necessarily limited to the tasks discussed below. A guard may control access to the customer's building or another off-road site (e.g., construction), direct traffic onto or off of the customer's premises and answer telephones. A guard's duties may be stationary (when the guard is assigned to a fixed location) or mobile (in a car covering a specified area). A guard may conduct a walking tour of the assigned location and/or monitor closed-circuit designates the guard's employer. A security guard may maintain a logbook or write a report on their work shift activities and observations. Private security guards generally do not have police powers, but store guards will act to stop shoplifters (turning suspects over to the local police) and armed guards may act to stop robberies (e.g., in a bank) or, if acting as bodyguards, to protect the client(s) before the police can arrive.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 660 to a separate crew of employees of a security agency that installs or repairs alarms.

2. Assign Code 904 to separate staff engaged in performing any type of investigations for unrelated customers.
3. Assign Code 601 to flagging service contractors.
4. Assign the employer's governing class to security guards employed by a business to protect that business' premises and property.

***UNDERWRITING GUIDE***

Automobile Repossessing, By Specialist Contractor  
 Guard Or Patrol Service – By Contractor  
 Parking Enforcement Officer - Employed By A Parking Authority  
 Security Agency

**955 ENGINEERING CONSULTING FIRM, MECHANICAL, CIVIL, ELECTRICAL OR MINING ENGINEERING CONSULTING FIRMS – ALL EMPLOYEES INCLUDING OFFICE**

***OPERATIONS ALSO INCLUDED:***

1. Obtaining subsurface soil and/or rock samples by drilling or alternate technologies when such is integral to the employer's Code 955 operations.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 951 and/or Code 953 to businesses principally engaged in providing computer and/or software consulting services.
2. Engineers employed by concerns whose field-of-business is actual construction, manufacturing, mining or installation operations shall be assigned in accordance with the class or classes appropriate to the business of the employer, unless the operations subject to Code 955 fulfill the multiple enterprise conditions described in Section 1, Rule IV, C. 3. a.
3. Assign Code 905 to businesses principally engaged in architectural and/or interior design consulting.
4. Separately rate to Code 607 drilling that is independent of (not integral to) the employer's operations/services assignable to Code 955. Examples of such work include but are not limited to drilling in preparation for caisson construction or the drilling of water wells.

***UNDERWRITING GUIDE***

Air Conditioning: Non-Portable, Air Flow Testing And Balancing - By Specialist Contractor  
 Analytical Chemical Firm  
 Art Conservation, Preservation Or Restoration – By Specialist Contractor  
 Assaying - By Specialist Contractor  
 Book Conservation - By Specialist Contractor  
 Civil Consulting Engineering Firm  
 Consulting Engineering Firm  
 Dermatological Lab - Testing Cosmetics – By Specialist Contractor  
 Document Conservation - Paper - By Specialist Contractor  
 Electrical Consulting Engineering Firm  
 Engineering Consulting Firm - All Types Of Engineering  
 Geophysical Exploration  
 Land Surveying - By Specialist Contractor  
 Mechanical Consulting Engineering Firm  
 Mining Consulting Engineering Firm  
 Non-Destructive Testing - All Kinds - By Specialist Contractor  
 Paper Document Conservation - By Specialist Contractor  
 Research And Development (Including Prototypes) - By Specialist Contractor  
 Testing - Non-Destructive - All Kinds - By Specialist Contractor

**956 LAW FIRM, ALL EMPLOYEES INCLUDING OFFICE**

This classification is for law firms.

***OPERATIONS NOT INCLUDED:***

1. Attorneys employed by other establishments whose field-of-business includes but is not necessarily limited to manufacturing or construction shall be assigned to the classification consistent with the employer's business.

***UNDERWRITING GUIDE***

Attorney - Independent Contractor  
Law Firm

**957 PHYSICIAN OR DENTIST, ALL EMPLOYEES INCLUDING OFFICE**

This classification is for the physician's or dentist's office. Includes licensed practitioners engaged in the practice of general or specialized dentistry, medicine, surgery, or therapy (physical or mental).

***OPERATIONS ALSO INCLUDED:***

1. House calls by physicians.

***OPERATIONS NOT INCLUDED:***

1. Assign the applicable health care facility classification where overnight inpatient care is provided.
2. Assign Code 959 to practitioners of veterinary medicine.
3. Physicians or dentists employed by a health care facility shall be assigned in accordance with the health care facility class appropriate to the business at the location.
4. Separate staff performing home health care services shall be separately classified to either Code 942 or to Code 943 as provided in this Manual.
5. Assign Code 892 to providers of Early Intervention services for infants and toddlers.

***UNDERWRITING GUIDE***

Birth Center - Not Operated By A Hospital  
Blood Bank  
Chiropracist Office  
Clinic – Outpatient Services Only  
Clinical Laboratory – Independent  
Dental Assistant – Employed By A Dentist Office  
Dentist Office  
Hair Transplantation  
Mental Health Center - Outpatient Services Only  
Optometrist Office  
Physical Therapy - By Specialist Contractor  
Physician Office  
Psychiatrist Office  
Psychologist (M.A. or Ph.D.) Office  
Speech Therapy - By Specialist Contractor  
X-Ray Service - Non-Hospital

**958 REHABILITATION HOSPITAL, ALL EMPLOYEES INCLUDING OFFICE**

Health care facilities that are licensed as rehabilitation hospitals or psychiatric hospitals by the State of Pennsylvania and who do not meet the criteria for assignment to the hospital classification and are not licensed as a nursing home shall be assigned to this classification. This classification applies to a category of rehabilitative facilities that falls between a full-service hospital and a nursing home.

Types of Facilities to be included in this classification are:

Rehabilitation hospitals  
 Psychiatric hospitals  
 Alcohol and/or drug residential facilities licensed as Inpatient Non-Hospital-Detoxification or as Inpatient non-Hospital-Drug Free

**UNDERWRITING GUIDE**

Alcohol and/or Drug Residential Facility Licensed As An Inpatient Non-Hospital Facility  
 Detoxification (Alcohol and/or Drug) Residential Facility Licensed As An Inpatient Non-Hospital Facility  
 Drug and/or Alcohol Residential Facility Licensed As An Inpatient Non-Hospital Facility  
 Hospital, Psychiatric  
 Hospital, Rehabilitation  
 Inpatient Non-Hospital Detoxification Or Drug Free Licensed Facility  
 Psychiatric Hospital  
 Rehabilitation Hospital

**959 VETERINARIANS, INCLUDING EMPLOYERS RAISING AND CARING FOR NON-FARM DOMESTIC ANIMALS**

**UNDERWRITING GUIDE**

Animal Raising - Non-Farm Domestic Animals  
 Artificial Insemination Of Animals  
 Bee Raising  
 Breeding Of Animals, Non-Farm Domestic  
 Dog Kennel  
 Dog Obedience Classes  
 Dog Walking and/or Pet Sitting Service(s) – By Contractor  
 Hospital, Veterinary  
 Laboratory Animal Breeding Or Raising (Rats, Mice, Guinea Pigs, Rabbits, Etc.)  
 Livestock Tattooing, By Contractor  
 Pet Sitting and/or Dog Walking Service(s) – By Contractor  
 Poultry Vaccination, Debeaking And Sexing, By Contractor  
 Society For Prevention Of Cruelty To Animals  
 Tattooing, Livestock, By Contractor  
 Veterinarian  
 Veterinary Hospital  
 Worm Raising

**960 NURSING AND CONVALESCENT HOME – LONG TERM CARE FACILITY WITH 50% OR MORE BEDS LICENSED AS INTERMEDIATE CARE OR HIGHER – ALL EMPLOYEES EXCEPT OFFICE AND HOME HEALTH CARE SERVICES**

Applies to concerns operating health care facilities that are licensed by the State of Pennsylvania as long term care and have 50 percent or more of their beds licensed as Intermediate Care or Higher. These firms offer varying degrees of care to patients who may be incapacitated in differing degrees including bedridden patients. Intermediate Care means nursing care and related medical or other personal services to individuals within the context of a planned program of care and supervision on a continuous twenty-four hour basis in an institutional setting.

Skilled Nursing Care means high intensity comprehensive planned care including rehabilitative or restorative therapy, complex medical or drug therapy, diet supervision, trained observation and/or nursing care available on a twenty-four hour basis.

These insureds may or may not be multiple tier facilities meaning there is a mix of licensed beds and unlicensed quarters such as apartments or cottages. A class assignment to either Code 960 or to Code 974 are dependent upon the counting procedure delineated below. Personal care, intermediate care or skilled nursing beds shall be counted per bed. Apartments or cottages shall be counted per number of units with each unit being the equivalent of a bed. Those with 50 percent or more beds licensed as



intermediate care or higher are assignable to Code 960. Those with less than 50 percent so licensed are assignable to Code 974.

There shall be no payroll division between Code 960 and Codes 974 and 979 at a single location.

Types of Facilities to be included in this classification are:

- Convalescent home, with 50 percent or more beds licensed as intermediate care or higher
- Life Care Community, with 50 percent or more beds licensed as intermediate care or higher
- Nursing home, with 50 percent or more beds licensed as intermediate care or higher
- Retirement Community, with 50 percent or more beds licensed as intermediate care or higher

***OPERATIONS NOT INCLUDED:***

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.

***UNDERWRITING GUIDE***

- Convalescent Home - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher
- Life Care Community - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher Hospice Facility
- Long Term Care Facility - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher
- Nursing Home - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher
- Retirement Community - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher

**961 HOSPITAL – ALL EMPLOYEES INCLUDING OFFICE**

Only those medical institutions providing general hospital facilities shall be assigned to Code 961 - "Hospitals." The following minimum criteria shall be used as a guide for determining those risks assigned to this classification:

1. An organized staff of doctors subject to a duly authorized set of by-laws adopted by the hospital.
2. Registered nurse supervision and such other nursing services to provide patient care 24 hours a day.
3. (a) Surgical facilities and/or  
(b) Operating or delivery room
4. Relatively complete diagnostic and treatment facilities for medical patients on the premises, and
5. Diagnostic X-ray and clinical laboratory services regularly and immediately available.

In general, hospitals licensed by the State of Pennsylvania, under the following types, meet these criteria and shall be assigned to Code 961 - "Hospitals."

Type of Facility

- General hospitals which admit maternity patients
- General hospitals which do not admit maternity patients

***OPERATIONS ALSO INCLUDED:***

1. Clerical office personnel engaged in the business administration of the hospital or related functions regardless of whether the office personnel are located at or contiguous to the hospital or at a location separate from the hospital.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 982 to Workfare Program Employees.

2. Separate staff performing home health care services shall be separately classified to either Code 942 or to Code 943 as provided in this Manual.

**UNDERWRITING GUIDE**

Hospital, All Employees

**962 ACCOUNTING OR FINANCIAL AUDITING FIRM – ALL EMPLOYEES INCLUDING CLERICAL OFFICE THIS CLASSIFICATION IS FOR ACCOUNTING OR FINANCIAL AUDITING FIRMS**

Accounting firm – a business performing the systematic recording, reporting and analysis of an unrelated business' financial transactions typically broken down in the business' financial year.

Financial auditing firm – a business that reviews or examines unrelated businesses' financial records to be certain the unrelated businesses' financial records are correct or free of error.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 951 to an independent insurance traveling auditor employed by an unrelated business.
2. Assign Code 951 or Code 953 to personnel employed by unrelated businesses principally engaged in providing computer and/or software consulting services.
3. Assign Code 953 to independent auditors of non-financial information or records (e.g., drug trials, patient care records of a health care facility).
4. Assign Code 984 to an insurance traveling auditor employed by an insurance company.
5. Accountants or financial auditors employed by a business whose field-of-business may include but is not necessarily limited to manufacturing or construction shall be assigned to the classification consistent with the employer's field-of-business.

**UNDERWRITING GUIDE**

Accounting Firm

Auditing Firm – Financial (Not An Independent Insurance Traveling Auditing Firm)

Financial Auditing Firm (Not An Independent Insurance Traveling Auditing Firm)

Public Accounting Firm

Tax Preparation Service

**963 CHURCH – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to the place of worship by a local congregation of any religious faith.

If two or more churches are served by one or more common employees, insurance must be provided by a single policy, issued in the names of all such churches or missions as "joint employers." Such a policy must insure only the liability for injury to employees who are employed jointly by the several churches. If one or more of the individual churches also has employees employed by it alone, separate policies must be issued in the name of each such individual church to insure the liability to such employees. Such policies must contain the "Church Endorsement – Pennsylvania," as shown in Section 3.

**OPERATIONS ALSO INCLUDED:**

1. Religious education provided by the church.

**OPERATIONS NOT INCLUDED:**

1. Payroll division must be provided for schools or hospitals at separate locations.
2. Assign Code 891 for a separately-staffed day nursery school, kindergarten, child daycare center and/or a before and/or after school program operated on the church premises.
3. Assign Code 965 for a separately-staffed elementary and/or secondary school operated on the church premises from Monday through Friday.
4. Assign Code 999 to cemetery employees.

***UNDERWRITING GUIDE***

Church  
Synagogue

**964 WORK CENTER – ALL EMPLOYEES INCLUDING OFFICE**

This classification is for establishments certified as sheltered workshops (exempted from the Federal Minimum Wage Law) by the United States Department of Labor, Employment Standards Administration, Wage and Hour Division.

***UNDERWRITING GUIDE***

Sheltered Workshop  
Work Center

**965 COLLEGE OR SCHOOL, N.O.C. – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to academic, trade or vocational institutions of learning (e.g., colleges or universities, private schools, public or parochial school districts, cyber schools and charter schools) that provide a formal educational curriculum in a classroom setting or online. Trade or vocational schools may also provide shop or field experience as a part of the curriculum. Colleges or universities, private schools, public or parochial school districts, cyber schools and charter schools are subject to licensing by the Pennsylvania Department of Education. Colleges or universities may also be subject to accreditation by multi-state bodies such as the Middle States Association of Colleges and Schools.

***OPERATIONS ALSO INCLUDED:***

1. Independent contractors providing academic tutoring services to grade school, high school or college level students either on a one-to-one basis or in a classroom setting to multiple students.
2. The operation of a day nursery school, kindergarten or child daycare center by an elementary school or by a school district.
3. The operation of a gym and/or an athletic field where students participate in physical education classes, intramurals, or sports' teams practice or games.
4. The operation of a library on school premises for use by the school's students.
5. Alternative schools are educational facilities for youth who cannot learn effectively in or who have been removed from the mainstream schools setting. Such educational facilities include but are not necessarily limited to: schools for court adjudicated youth, schools for children diagnosed with an intellectual and/or developmental disability (e.g., autism) or psychological and behavior issues, and schools for children with physical disabilities (e.g., schools for the deaf and blind).

***OPERATIONS NOT INCLUDED:***

1. Assign Code 968 to employers principally engaged in providing sports instruction or training including but not necessarily limited to: gymnastics, swimming, tennis, martial arts, basketball, ice hockey or rock climbing.
2. Assign Code 982 to Workfare Program employees.
3. Assign Code 890 to separately located and staffed public libraries.
4. Assign Code 891 to employers principally engaged in operating day nursery schools, kindergartens, child daycare centers, Head Start Programs or before and/or after school programs.
5. Assign Code 892 to providers of Early Intervention services for infants and toddlers.
6. Assign Code 893 to Intermediate Units.
7. Assign Code 969 to employers principally engaged in providing outdoor sports or other activities instruction including but not necessarily limited to: swimming, tennis, rock climbing or obstacle course training facilities.
8. Assign Code 7424 to flight personnel of an aircraft flying school.

***UNDERWRITING GUIDE***

Academic Tutoring Service By Independent Provider  
Aircraft Trade School, Except Flying School  
Alternative School  
Charter School  
College Or School, N.O.C.  
Computer Training School  
Cyber School  
Dance Studio  
English As A Second Language Courses By Specialist Contractor  
Foreign Language Courses By Specialist Contractor  
Music Lessons By Specialist Contractor  
School District - Public, Private Or Parochial  
School for Autistic Children  
School for Children with an Intellectual or Developmental Disability  
School for the Blind  
School, Aircraft, All Employees Except Flight Crew School, Trade Or Vocational  
Trade School  
Tutoring Service (In Academic Subjects) By Independent Contractor

University  
Vocational Educational Institution

**966 TELEVISION, VIDEO, AUDIO OR RADIO EQUIPMENT SERVICE OR REPAIR – SHOP OR OUTSIDE**

***OPERATIONS ALSO INCLUDED:***

1. Specialist contractors performing the installation of vehicular equipment including but not necessarily limited to: alarm systems, radios, security systems, navigation systems, video systems, remote starters and ignition interlock systems.
2. Specialist contractors performing the installation, service and repair of marine equipment, including but not necessarily limited to: radar systems, radios and depth finders.

***OPERATIONS NOT INCLUDED:***

1. Assign the appropriate store class to separately-staffed store operations.
2. Assign Code 662 to businesses principally engaged in the service and repair of household and commercial appliances.
3. Assign Code 952 to businesses principally engaged in the service and repair of office machines or equipment.

***UNDERWRITING GUIDE***

Audio/Video Equipment Repair  
Automobile Radio Or Telephone Installation  
Car Phone Installation  
Citizen Band (CB) Radio Installation Or Repair  
Compact Disc Player Repair  
Telephone Or Radio Installation - Automobile  
Television, Video and/or Audio Equipment Installation, Service Or Repair, Including Installation Of Antenna  
Video Cassette Recorder And Video Camera Repair  
Video/Audio Equipment Repair

**967 THEATERS – ALL EMPLOYEES INCLUDING OFFICE**

***UNDERWRITING GUIDE***

Dance Band - Independent Contractor  
Dance Company  
Disc Jockey Service - Non Broadcasting

Drive-In Theater  
Entertainer  
Motion Picture Theater  
Musician, Independent Contractor  
Orchestra  
Theater (Including Drive-In)  
Theatrical Productions  
Traveling Orchestra

**968 AMATEUR SPORTS, RECREATIONAL OR AMUSEMENT FACILITY, INDOOR**

Applicable to businesses operating an amateur sport, recreational or amusement facility. Such include but are not necessarily limited to bowling alleys or video game arcades. Patrons may pay a fee to enter the facility and/or pay to use amusement devices on an individual basis.

Also applicable to businesses operating an indoor facility where patrons can practice or receive training or instruction in a specific sport including but not necessarily limited to: swimming, tennis, gymnastics, racquetball, ice or roller skating or karate or other martial arts training. Such facilities typically employ trainers or instructors who will oversee classes with multiple participants or who will provide individual training.

**OPERATIONS ALSO INCLUDED:**

1. Counter staff and employees engaged in dispensing change and/or game tokens.
2. Pro shop operations, unless multiple enterprise criteria are fulfilled, as delineated in Section 1, Rule IV, C., 3. a. of this Manual.
3. Food or beverage service operations, unless multiple enterprise criteria are fulfilled, as delineated in Section 1, Rule IV, C., 3. a. of this Manual.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 884 to health or exercise clubs.
2. Assign Code 970 or Code 991 to contact or noncontact professional or semiprofessional sports teams respectively.
3. Assign Code 976 to a recreation association, commission or authority.

**UNDERWRITING GUIDE**

Amateur Sports Training Facility (e.g., Basketball, Ice Hockey, Boxing) Not Professional Or Semiprofessional Sports  
Amusements, Indoor - See Entry By Topical Name  
Billiard Hall  
Bowling Alley  
Cheerleading Instruction - By Independent Contractor  
Club, Swim - Indoor  
Club, Tennis - Indoor  
Gun Range – Private Or Public - Indoor  
Gymnastics Training  
Haunted House  
Karate Or Other Martial Arts Institute  
Martial Arts (Including Karate) Institute  
Pool Room  
Racquetball Club  
Recreational Facility Or Amusement Devices, Indoor - See Entry By Topical Name  
Rock Climbing Wall Facility - Indoor  
Shooting Range – Private Or Public - Indoor  
Skating Rink - Ice Or Roller - Indoor  
Sports (e.g., Basketball, Ice Hockey Or Boxing) Amateur Training Facility - Not Professional Or

Semiprofessional Sports  
Swim Club - Indoor  
Tennis Club - Indoor  
Video Game Arcade

**969 AMUSEMENT, OUTDOOR: FAIRS, EXHIBITIONS, AMUSEMENT PARKS OR ANY OUTDOOR AMUSEMENT THAT IS PERMANENTLY SITED**

**OPERATIONS ALSO INCLUDED:**

1. Ticket sellers or collectors and box office employees.
2. Employees engaged in the sale of food or beverages or gift/souvenirs from vending carts or by carrying the merchandise on their person.

**OPERATIONS NOT INCLUDED:**

1. Assign the applicable restaurant classification to payroll developed in a separately located and staffed prepared food and/or beverage service.
2. Assign Code 928 to payroll developed in a physically separate and staffed gifts/souvenirs sales operation.
3. Assign Code 981 to payroll developed in separately located and staffed casino gambling operations. See the Code 981 class description for the scope of that classification.
4. Assign Code 970 or Code 991 to contact or noncontact professional and semi-professional sports teams respectively.
5. Assign Code 939 to any traveling (not permanently sited) amusement.
6. Assign Code 953 to race track pari-mutuel employees.

**UNDERWRITING GUIDE**

Amusement Park  
 Amusements, Outdoor - See Entry By Topical Name  
 Arboretum - Open To Public Exhibition  
 Archery Range - Outdoor  
 Athletic Parks Operation  
 Ball Or Dart Throwing At Targets  
 Baseball Batting Range  
 Botanical Gardens – Open to Public Exhibition  
 Cave, Exhibition  
 Club, Swim - Outdoor  
 Club, Tennis - Outdoor  
 Exhibition - Outdoor  
 Exhibition Garden  
 Fair - Permanently Sited  
 Fishing Pond, Public  
 Garden - Open To Public Exhibition  
 Golf Course - Miniature  
 Golf Driving Range  
 Gun Range – Private Or Public - Outdoor  
 Horse Show  
 Jockey - Employed By A Race Track  
 Kiddie Rides - All Operations - Permanently Sited  
 Miniature Golf Course  
 Paintball Game Playing Facilities - Outdoor  
 Park, N.O.C.  
 Pitch And Putt Golf Course  
 Race Track Operation  
 Recreational Facility Or Amusement Devices, Outdoor - See Entry By Topical Name  
 Rock Climbing Wall Facility - Outdoor

Rowing Club  
 Shooting Range – Private Or Public - Outdoor  
 Skating Rink - Outdoor  
 Skeet, Sporting Clays, Or Trapshooting Clubs Or Public Ranges  
 Ski Tow Operation  
 Stadium Operation – Outdoor - By Contractor Or Owner  
 Swim Club - Outdoor  
 Swimming Pool, Public Or Private - Outdoor  
 Tennis Club - Outdoor  
 Tennis Court, Public - Outdoor  
 Zoo

**970 ATHLETIC TEAM – CONTACT SPORTS –PROFESSIONAL AND SEMI-PROFESSIONAL**

Includes all players on the employer’s salary list whether regularly played or not, coaches, managers, trainers, equipment managers or sports officials.

Contact sports include but are not necessarily limited to: football, ice hockey, and lacrosse or roller derby.

The entire remuneration of each player, coach, manager or sports official should be included in computing premium, subject to a maximum of \$220,000 per policy year. When a player, coach or manager works for two or more teams in the same sport during the policy year, the maximum shall be pro-rated.

The remuneration of an individual player, coach or manager is subject to a minimum of \$500 per policy year, including board and lodging.

**OPERATIONS ALSO INCLUDED:**

1. Game staff (bench or dugout) providing water or equipment to the players.
2. Sport Officials

**OPERATIONS NOT INCLUDED:**

1. Assign Code 951 to separate scouting staff.
2. Assign Code 969 to separate staff operating/maintaining the outdoor stadium.
3. Assign Code 969 to non-bench or non-dugout game staff, including but not necessarily limited to: cheerleaders, dancers, mascots, persons mingling with the fans to rally support and/or distribute free t-shirts or persons videotaping fan reactions or the game when the sport is played in an outdoor stadium.
4. Assign Code 971 to separate staff operating/maintaining the indoor arena.
5. Assign Code 971 to non-bench game staff including but not necessarily limited to: cheerleaders, dancers, mascots, persons mingling with fans to rally support and/or distribute free t-shirts and persons videotaping fan reaction or the game when the sport is played in an indoor arena.
6. Assign the classification applicable to the business to payroll developed by a tennis or golf professional (instructor) performing services for a country club, hotel or park.

**UNDERWRITING GUIDE**

Athletic Team: Contact Sports - Professional Or Semiprofessional  
 Contact Sports Athletic Team, Professional Or Semiprofessional  
 Football Player, Coach, Manager Or Sports Official – Professional or Semiprofessional  
 Hockey Player, Coach, Manager Or Sports Official – Professional or Semiprofessional  
 Lacrosse Player, Coach, Manager Or Sports Official – Professional or Semiprofessional  
 Professional Or Semiprofessional Athletic Team – Contact Sports  
 Roller Derby Player, Coach, Manager Or Sports Official – Professional Or Semiprofessional  
 Semiprofessional Or Professional Athletic Team – Contact Sports

**971 COMMERCIAL BUILDINGS**

Applicable to owners, operators and/or contract management firms of buildings or properties used for commercial or industrial occupancy (e.g., office buildings and strip malls). Includes the care, custody and/or maintenance of the premises by the property owner, operator and/or management firm’s staff.

**OPERATIONS ALSO INCLUDED:**

- 1. Janitorial contractors for commercial building cleaning and specialist commercial building cleaning contractors pursuant to the Code 971 Underwriting Guide entries.
- 2. If the principal business is described by classifications defined as Standard Exceptions, the payroll of all employees not specifically included in the definition for such Standard Exceptions shall be separately classified to Code 971.

**OPERATIONS NOT INCLUDED:**

- 1. Assign Code 880 to employers principally engaged in operating apartment buildings, condominium complexes or cooperative buildings used for residential occupancy.
- 2. Assign Code 882 to specialist contractors principally engaged in providing residential interior cleaning services.
- 3. Assign Code 141 to contractors principally engaged in cleaning carpeting and/or upholstered furniture on customers’ premises.

**UNDERWRITING GUIDE**

- Arena Operation – Indoor – By Contractor Or Owner
- Building Cleaning - By Contractor Or Owner
- Civic Center - Operation By Specialist Contractor
- Cleaning Of Grease Exhaust, Air Conditioning, Heating And Ventilating Ducts - By Specialist Contractor
- Cleaning, Sanitizing Or Deodorizing Restrooms - By Contractor
- Commercial Or Industrial Building Operation - By Owner, Lessee Or Real Estate Management Firm
- Contractor For Commercial Building Cleaning
- Duct Cleaning - Grease Exhaust, Air Conditioning, Heating, Ventilating - By Specialist Contractor
- Exterminator
- Fire, Smoke And/Or Water Damage Clean-Up - By Contractor
- Flea Market Or Swap Meet Operators
- Floor Waxing Or Polishing - By Building Owner, Lessee, Management Agency Or Contractor
- Fumigating - Not Agricultural - By Contractor
- Gutter Cleaning – Residential Or Commercial –By Specialist Contractor
- Janitor Service Contractor
- Kitchen Equipment Exhaust Duct Cleaning – By Specialist Contractor
- Mold Removal - By Specialist Contractor
- Post Construction Clean-Up - New Homes – By Specialist Contractor
- Power Washing Of Exterior Walls Or Decks At Residential Or Commercial Sites – By Contractor
- Storage - Self-Service
- Sweeping Of Parking Lots - Shopping Areas And Similar Areas, By Specialty Contractor
- Swimming Pool Cleaning Or Maintenance – By Specialty Contractor
- Swimming Pool Liner Installation - Vinyl, By Swimming Pool Maintenance Contractor
- Termite Control - By Contractor
- Truck Washing Service – Mobile
- Warehouse - Storage - Self-Service
- Window Cleaning Contractor

**972 ATTENDANT CARE**

Attendant care is intended to allow individuals who have been diagnosed with a medically determinable physical impairment to remain in their homes in lieu of placement in a residential care facility. Attendant care workers assist individuals with activities of daily living, including but not necessarily limited to: eating



and drinking, walking, transferring (i.e., getting in and out of bed or a chair), personal hygiene, dressing and using the bathroom.

This classification shall apply only to attendant care recipients (consumers) who: (1) qualify for federal and/or state attendant care funding programs (including but not limited to the Attendant Care Act Program) AND (2) are considered to be the employer of the caregiver for workers compensation insurance purposes (i.e., consumer as employer model). Attendant care services under the consumer as employer model are coordinated through a fiscal employer agent. The fiscal employer agent is responsible for administrative tasks such as assisting consumers in applying for services, maintaining payroll records and securing workers' compensation insurance. Commonwealth regulations require workers compensation insurance for attendant care under the consumer as employer model.

***OPERATIONS NOT INCLUDED:***

- 1. Assign Code 943 to home care agencies providing attendant care services to their clients regardless of funding source. See Code 943 for additional information.

***UNDERWRITING GUIDE***

Attendant Care – Consumer as Employer Model

**973 HOTEL – ALL EMPLOYEES EXCEPT OFFICE, FOOD SERVICE OR BEVERAGE OPERATIONS AND SLOT MACHINE GAMBLING STAFFS**

Please see the Hotel Or Motel Operations entry in the General Auditing & Classification Information section for further information on the scope of this class.

***OPERATIONS ALSO INCLUDED:***

- 1. Temporary or short term lodging facilities for families of seriously ill or injured children who are hospitalized (e.g. a Ronald McDonald House).

***UNDERWRITING GUIDE***

Bed and Breakfast

Commercial Boarding Home

Golf Course Operated By Hotel

Motel

Religious Retreats

Ronald McDonald House Operation

**974 RETIREMENT OR LIFE CARE COMMUNITY – WITH LESS THAN 50% OF BEDS LICENSED AS INTERMEDIATE CARE OR HIGHER – ALL EMPLOYEES EXCEPT OFFICE AND HOME HEALTH CARE SERVICES**

LIFE CARE/RETIREMENT COMMUNITIES offer lifetime guarantees for housing and long term skilled nursing care. These facilities provide independent living units, personal care units and intermediate skilled care units at one site. The client pays a one-time entrance fee and subsequent monthly maintenance fees. Clients enter through independent living units and as needed progress onto higher levels of care.

A Life Care or Retirement Community is a multiple tier facility meaning it has a mix of licensed beds and unlicensed quarters such as apartments or cottages. These insureds are classified to either Code 960 or to Code 974 dependent upon the counting procedure delineated below. Personal care, intermediate care or skilled nursing beds shall be counted per bed. Apartments or cottages shall be counted per number of units with each unit being the equivalent of a bed. Those with 50 percent or more beds licensed as intermediate care or higher are assignable to Code 960. Those with less than 50 percent so licensed are assignable to Code 974.

Such may be certified by the Insurance Department as a Life Care Community. When not certified, care is purchased on an "as needed" basis.

There shall be no payroll division between Code 974 and Codes 960 and 979 at a single location.

Types of Facilities to be included in the classification are:

Continuing Care Community, with less than 50 percent of beds licensed as intermediate care or higher

Life Care Community, with less than 50 percent of beds licensed as intermediate care or higher

Retirement Community, with less than 50 percent of beds licensed as intermediate care or higher

***OPERATIONS ALSO INCLUDED:***

A facility operated by a religious organization for the purpose of providing health care services exclusively to clergy or other persons in a religious profession who are members of the religious organization operating the facility. These facilities are exempt by statute from the health care facility and personal care home definitions and, hence, from the Departments of Health and Public Welfare regulations respectively.

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.

***UNDERWRITING GUIDE***

Continuing Care Community - With Less Than 50 Pct. Of Beds Licensed As Intermediate Care Or Higher

Life Care Community - With Less Than 50 Pct. Of Beds Licensed As Intermediate Care Or Higher

Retirement Community - With Less Than 50 Pct. Of Beds Licensed As Intermediate Care Or Higher

**975 RESTAURANT, N.O.C. – ALL EMPLOYEES EXCEPT OFFICE**

Applicable to retail businesses principally engaged in preparing food(s) and selling the prepared food(s) and beverages (alcoholic or nonalcoholic) to the public for immediate consumption on the businesses' premises. This is a "traditional" restaurant where customers may either select their table or be seated by a hostess or another of the businesses' employees, browse a varied menu while seated at their table and place their food order with a member of the wait staff who will then place the order with the kitchen staff. The prepared food will be served to the customer by the wait staff who remains available to further assist the customer during the course of the meal. Where wait services is provided it is the practice for customers to give a gratuity to the wait staff person based upon the quality of service provided.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 944 to country or yacht clubs or golf courses.
2. Assign Code 945 to hotel restaurants.

***UNDERWRITING GUIDE***

Dinner Theater

Restaurant, N.O.C.

**976 COMMUNITY CENTER – ALL EMPLOYEES INCLUDING OFFICE**

Applies to a YMCA, YWCA that follows the "traditional" YMCA, YWCA business model. A traditional YMCA, YWCA will provide a range of recreational, informational and social services but is not principally engaged in the operation of a camp, health or exercise club or after school program. The range of programs and services provided by a traditional YMCA, YWCA include but are not necessarily limited to: sports leagues, personal fitness services, pre-school and/or child day care, camping, employment readiness and training programs, advice services, immigrant services and conference centers.

Also applies to a community center that is not principally engaged in the operation of a camp, health or exercise club or after school program. A community center is a public location where members of a community gather for group activities, social support, public information, and other purposes. Community centers may be open to the entire community in which they are located or to a specific group within the

greater community.

Further applicable to a senior citizens center and an adult day care. A senior citizens center provides programs and services to a clientele that is typically ages 55 and older. The focus of such centers is to assist senior citizens in living active and engaged lives. Typical programs and services provided by a senior citizens center may include but are not necessarily limited to: arts and crafts, social functions such as dances, seminars and classes on a range of topics such as computer literacy, and field trips. An adult day care provides non-residential custodial care for individuals typically 18 years and older who cannot care for themselves due to age and/or illness.

**OPERATIONS ALSO INCLUDED:**

1. A camp operated by any organization whose operations are assignable to Code 976.
2. Pre-school (child care or early education) or after school program services provided by any organization whose operations are assignable to Code 976.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 884 to a YMCA, YWCA or Community Center that is principally engaged in the operation of a health or exercise club.
2. Assign Code 891 to a YMCA, YWCA or Community Center that is principally engaged in the Operation of an after school program.
3. Assign Code 978 to a YMCA, YWCA that is principally engaged in the operation of a camp.
4. Assign Code 986 to a YMCA, YWCA that is principally engaged in the operation of a shelter or halfway house.
5. Assign separate staff performing home health care services to Code 942 or Code 943 as provided in this Manual.

**UNDERWRITING GUIDE**

Adult Day Center  
 Boys & Girls Club  
 Community Center  
 Day Center For The Elderly  
 Daycare - Developmentally Or Intellectually Disabled, No Residential Facility Affiliation  
 Daycare Center Operated By A Y.M.C.A., Y.W.C.A. Recreation Association, Commission or Authority  
 Senior Citizens Center  
 Youth Athletic League (Including Police Athletic League)

**977 BARBER SHOP, BEAUTY PARLOR OR HAIR STYLING SALON**

**UNDERWRITING GUIDE**

Barber Shop  
 Beauty Shop  
 Cryotherapy Services  
 Day Spa Not Affiliated With A Health Club Or Swimming Pool  
 Electrolysis  
 Hairdressing Shop  
 Manicuring Shop  
 Massage Therapy Services  
 Tanning Salon  
 Tattoo Parlor

**978 CAMPS – ALL EMPLOYEES INCLUDING OFFICE AT CAMP LOCATIONS**

Separate staff working exclusively at non-camp locations may be separately classified.

Executive Secretaries of Boy or Girl Scout Councils shall be assigned to Code 951.

***UNDERWRITING GUIDE***

Boy Or Girl Scout Councils Camp Operations, Including Clerical Workers At Camp Locations  
Camp, Boy Or Girl Scout - Day, Summer Or Winter  
Commercial Camp  
Recreational Vehicle Campground  
Scout Camp

**979 RESIDENTIAL FACILITY FOR THE ELDERLY – NON-MEDICAL – ALL EMPLOYEES EXCEPT OFFICE AND HOME HEALTH CARE**

Applicable to businesses providing custodial/personal care for residents who are ambulatory and where facilities are non-medically oriented. The Commonwealth of Pennsylvania provides two definitions for custodial care/personal care: (1) Care to maintain an individual not involving highly skilled rehabilitative or nursing services; (2) Care to maintain an individual that can be given by a layman, i.e., food, shelter and unskilled supervision.

Includes facilities licensed as personal care homes by the Pennsylvania Department of Public Welfare (DPW). Information published by DPW discloses a large percentage of personal care home residents are over the age of 60. Such facility may also provide personal care service for individuals with physical disabilities, Alzheimer’s disease, senility or other cognitive dysfunctions.

There shall be no payroll division between Code 979 and Codes 960 and 974 at a single location.

***OPERATIONS ALSO INCLUDED:***

Also included are residential facilities for the elderly that offer their guests services including but not necessarily limited to laundry, dietary (a common dining area), housekeeping (the insured’s employees will clean client living areas), recreation and/or related social programs. Typically these facilities have beds licensed as personal care and unlicensed quarters (apartments or cottages) or have only un- licensed quarters (apartments or cottages).

***OPERATIONS NOT INCLUDED:***

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.

***UNDERWRITING GUIDE***

Assisted Living Facility  
Personal Care Home  
Residential Facility For The Elderly - Non Medical

**CITIES AND TOWNS**

**980 CITY, TOWNSHIP, BOROUGH OR COUNTY**

For political subdivisions of the Commonwealth of Pennsylvania.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 884 to Health Clubs.
2. Assign Code 887 to Museums.
3. Assign Code 890 to separately located and staffed Public Libraries. Separately located may be a separate building or in an area of the municipal building separated from the other operations by floor-

- to-ceiling partitions.
- 4. Assign Code 944 to Golf Courses.
- 5. Assign Code 951 to Inspectors and/or code enforcers.
- 6. Assign Code 953 to Clerical Office.
- 7. Assign Code 982 to Workfare Program Employees.
- 8. Assign Code 983 to Housing Authorities.
- 9. Assign Code 985 to Auxiliary Police, Salaried Police Officers or Firefighters.
- 10. Assign Code 985 to all staff at a correction facility excepting only separate staff whose job duties fulfill the definition of either Code 951 or Code 953 as delineated in Section 1, Rule IV, B. 2. a., b. or c. of this Manual.
- 11. Assign Code 993 to Volunteer Ambulance Corps.
- 12. Assign Code 994 to Volunteer Fire Companies.
- 13. Assign Code 996 to Volunteer Hazardous Materials Response Teams.
- 14. Assign the applicable nursing home classification to nursing homes.
- 15. Assign the applicable field-of-business classification to separately staffed municipal authorities based upon each authority's principal operation (e.g., Code 753 to a sewage disposal plant authority).

***UNDERWRITING GUIDE***

- Borough Employees, N.O.C.
- City Emp. Except Sewer Const., Sal. Policemen & Firemen, Vol. Firemen, Aux. Police, Workfare Emp., Clerical Office
- City Employees, N.O.C.
- County Employees, N.O.C.
- County Road Districts
- Forest Ranger - Not State Employees
- Garbage Works - Reduction Or Incineration - Municipal
- Municipal Or County Employees, N.O.C.
- Parking Enforcement Officer - Employed By A Municipality
- Road Maintenance By Municipal Employees
- School Crossing Guard
- Sewage Disposal Plant, Municipal
- Town Employees, N.O.C.
- Township Employees, N.O.C.
- Water Supply System - Operated By A Municipality

**981 CASINO GAMBLING - ALL EMPLOYEES INCLUDING OFFICE**

Includes all personnel of the licensed casino gambling facility.

A licensed casino facility is defined to include the gaming floor, all restricted areas servicing casino operations, and food, beverage and retail outlets, and other areas serving the gaming floor which are located on or are directly accessible from and adjacent to the gaming floor or the restricted areas servicing casino operations.

***OPERATIONS NOT INCLUDED:***

As provided for in this Manual separately classify:

- 1. Areas or amenities exclusive to horse racing including pari-mutuel wagering.
- 2. Hotel operations.
- 3. Retail merchandise facilities, food and beverage outlets and other amenities or activities not located on or adjacent to the gaming floor, or related to slot machine gambling operations.

***UNDERWRITING GUIDE***

Casino Gambling

**982 WORKFARE PROGRAM EMPLOYEES**

The Public Welfare Code as amended establishes the Workfare Program which applies (and this classification) to employable recipients of public assistance who have been delegated by the Department of Public Welfare to perform work for public or non-profit private agencies or for-profit temporary help firms for temporary placement with private, nonprofit or for-profit employers under Workfare projects.

***UNDERWRITING GUIDE***

Workfare Program Employees

**983 HOUSING AUTHORITY**

An on-site property or project manager's job duties may include but are not necessarily limited to: performing maintenance and repair work, informing approved housing applicants of program requirements (e.g., keeping their unit clean, payment of rent in a timely manner), handling tenant complaints, inspecting each occupied unit once a year, inspecting vacant units for damage, checking the property's or project's general grounds (e.g., exit lights, fire equipment readiness, gutter condition), coordinating maintenance and repair activities, assisting tenants to secure financial aid, medical care and other social services provided by unrelated organizations, and coordinating and participating in tenant evictions (e.g., appearing in court). Assign Code 983 to an on-site property or project manager so engaged. Code 983 shall also apply to a resident manager so engaged.

An on-site property or project manager who does not perform any maintenance or repair work and who also performs no direct supervision of the maintenance staff may be assigned to Code 951.

An on-site property or project manager's job title may be that of "housing administrator" or "assistant housing administrator."

Housing units owned and operated by a housing authority may be denoted as but are not necessarily limited to: a property, a project, a development or a community.

***OPERATIONS NOT INCLUDED:***

1. Separately rate to the applicable construction classification(s) new construction, alterations or demolition as provided in this Manual.
2. Assign Code 982 to Workfare Program Employees.

***UNDERWRITING GUIDE***

Housing Authority

**984 INSURANCE COMPANY – ALL EMPLOYEES INCLUDING OFFICE**

A business chartered under state law that undertakes to indemnify for losses pursuant to a written contract of insurance and to perform other insurance related operations. Such business is also licensed by the Pennsylvania Insurance Department as an insurance company.

***OPERATIONS NOT INCLUDED:***

As provided for in this Manual, separately classify any contractor providing a service(s) to an insurance company. Such businesses may include but are not necessarily limited to the types of businesses listed below:

1. Independent insurance agents
2. Consulting actuarial firms
3. Advisory rating organizations
4. Independent auditing firms
5. Independent claim adjusting firms
6. Third party claims administrators

***UNDERWRITING GUIDE***

Adjuster, Insurance Company  
Auditor (Insurance Company), Traveling  
Inspection Of Mercantile, Mfg. Or Risks For Insurance Or Valuation Purposes – By Insurance Company  
Insurance Company  
Traveling Insurance Company Auditor

**985 POLICE OR FIREFIGHTERS, SALARIED EMPLOYEES OF CITIES, TOWNSHIPS, BOROUGH OR COUNTIES**

***OPERATIONS ALSO INCLUDED:***

1. Auxiliary police or special school police appointed by municipalities or townships. For such personnel, premium shall be based upon the actual remuneration subject to a minimum payroll of \$5,400 per year for each employee performing services at any time during the year.
2. Private contractors hired to operate a correctional facility or who operate a private correction facility or who provide security services and security personnel serving in the capacity of correction officers in a correction facility.
3. All staff at a correction facility, excepting only separate staff whose job duties fulfill the definition of either Code 951 or Code 953 as delineated in Section 1, Rule IV B. 2. a., b., or c. of this Manual.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 980 to employees exclusively engaged as school crossing guards.

**HEART & LUNG ACT (Act 193, P.L. 477. Approved June 28, 1935, As Amended)**

This Act provides a special form of workers' compensation benefit to professional police officers and firefighters injured on the job. The compensation under the Act is provided only to the aforementioned employees when the work related injury is temporary but totally disabling. Typical injuries covered by the Act are sprains and strains, back and knee injuries and broken bones. Police officers and firefighters typically recover from these kinds of injuries, so they are temporary. However, during the recovery process, the employees tend to be unable to perform their jobs.

Heart & Lung Act compensation provides the employee 100 percent of his/her straight-time pay, while maintaining all benefits. The injured employee is also entitled to the benefit of any pay raises that occur during the period of his/her disability. The Pennsylvania Workers' Act provides for payment of two-thirds of the employee's salary at the time of injury.

Exclude from the payroll audit remuneration paid under the Heart & Lung Act subject to verification of appropriate supporting documentation by the auditor.

Reasons for excluding such remuneration:

- Such compensation is considered workers' compensation payment, which is not construed to be remuneration.
- Remuneration paid under the Heart & Lung Act is a benefit prescribed by law, i.e., municipal employers had no choice but to grant this remuneration. As such, these payments should be treated as a benefit provided by the employer and not treated as remuneration. In contrast, regular sick pay is voluntarily provided to employees as wages earned for services rendered and is, therefore, included as remuneration.
- While sick pay is included as salary for income taxation, payments under the Heart & Lung Act are excluded for income tax purposes.

***UNDERWRITING GUIDE***

Auxiliary Police  
 Correctional Institution Guards (Not State Employees)  
 Fire Department - Paid  
 Fire Patrol Or Protective Corp. - Independent - Paid  
 Firemen - Not Volunteer  
 Guards At Corr. Institutions, House Of Corr., Prisons Or Prison Farms - Not State Employees  
 House Of Correction Guards (Not State Employees)  
 Police - Auxiliary  
 Police Deputies  
 Police, Special School Police  
 Policemen And Detectives  
 Prison Farm Guards (Not State Employees)  
 Prison Guards (Not State Employees)  
 Sheriff And Sheriff's Deputies

**986 ADULT SHELTER OR HALFWAY HOUSE – RESIDENTIAL – NON-MEDICAL – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to shelters for adults who are homeless, victims of domestic abuse or unwed mothers or to halfway houses for prison release programs or drug and alcohol residential facilities not otherwise classified. Such are non-medical residential facilities providing in non-institutional environment counseling and training in daily living skills aimed at reintegrating residents into the community. The residents of these facilities are adults, but residents of domestic violence shelters and homeless shelters may be accompanied by their minor children. Services provided to clients may also include but are not necessarily limited to: counseling for specific client needs, advocacy services, job training, child care and help in seeking services available to the clients in the community. All provided services and the insured's administrative staff (regardless of location) are included within the scope of this class.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 940 to residential facilities licensed as intermediate care facilities (ICF/MR or ICF/IID) which house any number of intellectually or developmentally disabled clients or to group homes not licensed as intermediate care facilities which house 9 or more intellectually or developmentally disabled clients per facility. See the Code 940 class description for additional information.
2. Assign Code 941 to children and youth residential services, facilities providing non-medical residential care such as community Residential Rehabilitation Services (CRRS) for mentally ill clients or group homes not licensed as intermediate care facilities which house eight or fewer intellectually or developmentally disabled clients per facility. See the Code 941 class description for additional information.
3. Assign Code 958 to residential drug or alcohol addiction detoxification facilities licensed as an Inpatient Non-Hospital Detoxification or to drug or alcohol treatment and rehabilitation facilities licensed as Inpatient Non-Hospital Drug-Free by the Pennsylvania Department of Drug and Alcohol Programs.

***UNDERWRITING GUIDE***

Alcohol/Drug - Halfway House - Not Licensed As An Inpatient Non-Hospital Facility  
 Halfway House – Pre-Parole Or Probation

Maternity Home - No Medical Services  
 Shelter For The Homeless  
 Shelter For Victims Of Domestic Abuse

**987 CHECK CASHING SERVICES – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to establishments principally engaged in check cashing for a fee. Such risks may also provide money orders, wire transfers, lottery tickets, transit passes/tokens or postage stamps to their customers, each for a separate fee.



**UNDERWRITING GUIDE**

- Check
- Cashing Service Foreign
- Currency Exchange

**988 BANK – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to “brick and mortar” and online businesses whose operations must include the deposit and holding of money in the form of checking/savings accounts or certificates of deposit. In addition these businesses may also provide credit extensions, commercial/consumer loans or mortgages.

**OPERATIONS NOT INCLUDED:**

1. The operation of trusts, repossessed or other business properties away from the bank premises.
2. Financial agencies engaged solely in providing home equity loans, debt consolidation, or mortgage services who do not receive money deposits and/or provide interest bearing accounts to their borrowers.

**UNDERWRITING GUIDE**

- Bank
- Credit Union
- Cyber Bank
- Savings And Loan

**991 ATHLETIC TEAM - NONCONTACT SPORTS – PROFESSIONAL OR SEMIPROFESSIONAL**

Applies to all players on the employer’s salary list whether regularly played or not, coaches, managers, trainers, equipment managers or sports officials.

Noncontact sports include but are not necessarily limited to: baseball, basketball or soccer.

The entire remuneration of each player, coach, manager or sports official should be included in computing premium subject to a maximum of \$220,000 per policy year. When a player, coach, or manager works for two or more teams in the same sport during the policy year, the maximum shall be pro-rated.

The remuneration of an individual player, coach, manager or sports official is subject to a minimum of \$500 per policy year, including board and lodging

**OPERATIONS ALSO INCLUDED:**

1. Game staff (bench) providing water or equipment to players.
2. Sports officials.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 951 to separate scouting staff.
2. Assign Code 969 to separate staff operating/maintaining the outdoor stadium.
3. Assign Code 969 to non-bench game day staff including but not necessarily limited to: cheerleaders, dancers, mascots, persons mingling with the fans to rally support and/or distribute free t-shirts and persons videotaping fan reactions or the game when the sport is played in an outdoor stadium.
4. Assign Code 971 to separate staff operating/maintaining the indoor arena.
5. Assign Code 971 to non-bench game day staff including but not necessarily limited to: cheerleaders, dancers, mascots, persons mingling with the fans to rally support and/or distribute free t-shirts and persons videotaping fan reactions or the game when the sport is played in an indoor arena.
6. Assign the classification applicable to the business to payroll developed by a tennis or golf professional (instructor) performing services for a country club, hotel or park.

***UNDERWRITING GUIDE***

Athletic Team: Noncontact Sports – Professional Or Semiprofessional  
Baseball Player, Coach, Manager Or Sports Official – Professional Or Semiprofessional  
Basketball Player, Coach, Manager Or Sports Official – Professional Or Semiprofessional  
Noncontact Sports Athletic Team, Professional Or Semiprofessional  
Semiprofessional Or Professional Athletic Team – Noncontact Sports  
Soccer Player, Coach, Manager Or Sports Official – Professional Or Semiprofessional

**992 SANITATION COMPANY**

For establishments engaged in the cleaning of septic tanks, cesspools or chemical portable toilets. Rubbish or garbage removal performed by a separate staff shall be assigned to Code 995.

***UNDERWRITING GUIDE***

Cesspool Cleaning, By Contractor  
Portable Toilet Leasing/Service  
Sanitary Company (Septic Tank, Cesspool Or Chemical Portable Toilet Cleaning)  
Septic Tank Cleaner

**993 VOLUNTEER AMBULANCE CORPS**

The per Corps (Company) charge shall be applied on a per location basis, regardless of the number of ambulances garaged at each location.

Any stipends paid to a member(s) of a volunteer ambulance corps should be considered remuneration except to the extent that stipends paid qualify as expense reimbursements (See Section 1, Rule V, Item F.1. - Employee Expense Reimbursements).

***UNDERWRITING GUIDE***

Ambulance Corps - Volunteer  
Volunteer Ambulance Corps

**994 FIREFIGHTER – VOLUNTEER FIRE COMPANY**

Please see the Volunteer Fire Departments and/or Volunteer Fire Companies – Workers’ Compensation Insurance Options entry in the General Auditing & Classification Information section for further information.

***UNDERWRITING GUIDE***

Fire Department - Volunteer  
Fire Police - Special Voluntary  
Firemen - Volunteer  
Police, Special Fire - Voluntary  
Volunteer Fire Company

**995 RUBBISH OR GARBAGE REMOVAL**

***OPERATIONS ALSO INCLUDED:***

Code 995 also includes but is not necessarily limited to businesses performing:

1. Environmental cleanup services
2. Sewer or water main cleaning by hydraulic method
3. Street sweeping
4. Cleaning of permanently-sited tanks including the bulk storage type
5. Debris box rental/service or dumpster rental/service

***OPERATIONS NOT INCLUDED:***

1. Assign Code 862 to the collection and sorting of recyclables (e.g., newspapers, beverage cans, glass or plastic bottles) by separate collection and sorting staff(s) with the sorting taking place in a physically-separate work area.

***UNDERWRITING GUIDE***

- Ash Collecting
- Cleaning Permanently-Sited Tanks Or Railroad Tank Cars – By Contractor
- Containerized Trash Removal
- Debris Box Rental/Service
- Dumpster Rental/Service
- Environmental Cleanup Services
- Flood Debris Cleanup (Except Building Demolition - By Contractor
- Garbage Or Rubbish Removal
- Garbage Works - Reduction Or Incineration - Private
- Landfill Operations By A Rubbish Or Garbage Removal Contractor
- Oil Spill Cleanup
- Pipe Cleaning - Interiors Of Sewer Or Water Mains By Hydraulic Method
- Railroad Tank Car Cleaning – By Contractor
- Rubbish Or Garbage Removal
- Sewer Cleaning - Interiors Of Sewer Or Water Mains By Hydraulic Method
- Street Sweeping - By Contractor
- Tank Cleaning – Permanently Sited - Including Bulk Storage Type By Contractor
- Trash Dumpster/Debris Box Rental/Service
- Trash Removal Including Containerized
- Trash Transfer Station – Non-Municipal
- Waste Removal - Industrial and/or Domestic
- Water Main Cleaning (Interiors Of) By Hydraulic Method

**996 VOLUNTEER HAZARDOUS MATERIALS RESPONSE TEAM**

***UNDERWRITING GUIDE***

- Haz Mat (Hazardous Materials) Response Team - Volunteer
- Volunteer Haz Mat (Hazardous Materials) Response Team

**CEMETERIES AND UNDERTAKERS**

**997 UNDERTAKERS**

***UNDERWRITING GUIDE***

- Crematory Operation
- Funeral Director
- Pet Cremation Service – No Veterinary Services
- Undertaker

**999 CEMETERY**

***UNDERWRITING GUIDE***

- Cemetery Operation
- Cemetery, Opening Graves, Removing And Reinterring Remains

**AGRICULTURE**

Agriculture, the art or science of cultivating the ground, includes not only farming but also horticulture – the cultivation of a garden or orchard, the art of growing fruits, vegetables or ornamental plants – and the breeding, raising and care of livestock for sale or for dairying purposes. Agriculture includes the marketing and transportation of these products by the farmer.

**FARMS**

**0006 FIELD CROP OR VEGETABLE FARM – THE RAISING OF ALL FIELD CROPS OR VEGETABLES**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 113 to separately-staffed canning, pickling or operations preserving vegetables by use of another food preservation technique.
2. Assign the appropriate inside domestic workers classification to inside domestic workers.
3. Assign a separately staffed and physically separated or separately located retail store or outlet to the appropriate store classification based on the principal category of merchandise sold.

***UNDERWRITING GUIDE***

Farm, Crop  
Farm, Field Crop

Farm, N.O.C.

Grain Farm  
Grass Seed Raising  
Hay Farm  
Sod Farm  
Tobacco Farm  
Vegetable Farm

**0008 MUSHROOM RAISING**

Applies to businesses principally engaged in raising mushrooms, including the incident production of hay or other materials for compost.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 007 to a contractor performing one or more of the following tasks: filling mushroom beds with compost, spawning or casing.
2. Assign Code 113 to separately-staffed mushroom canning operations.

***UNDERWRITING GUIDE***

Farm, Mushroom  
Mushroom Raising  
Mushroom Spawn Production

**0011 FLOWER RAISING, CULTIVATING OR GROWING**

Applicable to businesses principally engaged in raising, growing or cultivating flowers and/or plants used for indoor decorative purposes.

***OPERATIONS ALSO INCLUDED:***

1. An employer principally engaged in vegetable growing in a hothouse or greenhouse and/or by hydroponic method.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 919 to a physically separate and separately staffed store or outlet operated by an employer classified to Code 0011.

**UNDERWRITING GUIDE**

Flower Raising  
 Greenhouse, Flower Or Vegetable  
 Growing Hot House, Vegetable Growing  
 Hydroponic Vegetable Production  
 Medical Marijuana Growing  
 Vegetable Growing, Hot House

**0013 NURSERY**

Applicable to businesses principally engaged in raising trees (including Christmas trees), shrubs and/or bedding plants used for outdoor planting.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 928 to a separately staffed and physically separated store or outlet operated by an employer classified to Code 0013.

**UNDERWRITING GUIDE**

Christmas Tree Planting, Cultivating And Harvesting  
 Farm, Tree

**0016 ORCHARD – THE RAISING OF FRUIT OR NUT TREES OR OF BERRIES OR GRAPES**

**OPERATIONS NOT INCLUDED:**

1. Assign Code 113 to separately-staffed wine, apple juice, or similar products manufacturing.
2. Assign inside domestic workers to the appropriate inside domestic workers classification.
3. Assign a separately staffed and physically separated or separately located retail store outlet to the appropriate store classification based on the principal category of merchandise sold.

**UNDERWRITING GUIDE**

BerryFarm  
 Cranberry Grower

Fruit Farm  
 Fruit Packing, By Grower  
 Fruit Picking  
 Orchard  
 Vineyard

**0034 ANIMAL RAISING – EGG PRODUCTION, FISH HATCHERIES, HOGS, POULTRY OR CALF RAISING FOR VEAL**

**OPERATIONS NOT INCLUDED:**

1. Assign Code 0170 to farms raising fur-bearing animals.
2. Assign Code 111 to separately-staffed hog or calf dressing operations.
3. Assign Code 865 to separately-staffed poultry dressing operations.
4. Assign inside domestic workers to the appropriate inside domestic workers classification.

***UNDERWRITING GUIDE***

Animal Raising - Egg Production, Fish Hatcheries, Hogs, Poultry Or Veal  
Calf Raising For Veal  
Farm, Chicken  
Farm, Egg Producer  
Farm, Fish  
Farm, Poultry  
Fish Grower  
Fish Hatchery  
Hatchery, Poultry  
Hog Farm  
Ostrich Farm  
Piggery  
Poultry Or Egg Producer  
Veal Calf Raising

**0036 DAIRY FARM – FARMS ENGAGED IN THE PRODUCTION OF MILK AND OTHER DAIRY PRODUCTS**

***OPERATIONS NOT INCLUDED:***

1. Assign Code 109 to separately-staffed milk plant processing operations.
2. Assign inside domestic workers to the appropriate inside domestic workers classification.
3. Assign a separately staffed and physically separated or separately located retail store outlet to the store classification based on the principal category of merchandise sold.

***UNDERWRITING GUIDE***

Dairy Farm  
Farm, Dairy  
Milk Producer - Fluid Only

**0083 LIVESTOCK (EXCLUDING DAIRY OR HORSE) FARM – INCLUDES BUT IS NOT NECESSARILY LIMITED TO THE RAISING OF CATTLE, SHEEP OR GOATS IN THE FIELDS/PASTURES**

***OPERATIONS NOT INCLUDED:***

1. Assign inside domestic workers to the appropriate inside domestic workers classification.

***UNDERWRITING GUIDE***

Breeding Farm - Cattle, Sheep Or Goats  
Cattle Farm  
Farm, Livestock  
Goat Farm  
Livestock (Excluding Dairy Or Horses) Farm – Animal Raising In Fields/Pastures  
Sheep men

**0170 FUR BEARING ANIMAL FARMS – INCLUDES GRADING, SORTING AND PACKING**

***UNDERWRITING GUIDE***

Chinchilla Farm  
Fur Bearing Animal Raising  
Mink Farm

**MEMBERS OF RELIGIOUS ORDERS**

“Members of Religious Orders” as used in this Manual shall mean those individuals who are members of a religious denomination and who have taken the vow of poverty. Such individuals may be assigned to perform duties in churches, hospitals, schools or other institutions. The term “Members of Religious Orders – Occasional,”

as used in the Manual shall mean those individuals, as defined above, who perform services for a period of less than six months during the policy period.

**0901 MEMBERS OF RELIGIOUS ORDERS**

***UNDERWRITING GUIDE***

Members Of Religious Orders

**0902 MEMBERS OF RELIGIOUS ORDERS – OCCASIONAL**

***UNDERWRITING GUIDE***

Members Of Religious Orders - Occasional

**DOMESTIC WORKERS**

**0908 DOMESTIC WORKERS – INSIDE – OCCASIONAL.**

***UNDERWRITING GUIDE***

Domestic Workers - Inside - Occasional

**0909 DOMESTIC WORKERS - OUTSIDE – OCCASIONAL – INCLUDING OCCASIONAL PRIVATE CHAUFFEURS**

(Codes 0912 and 0909 are not available for use in connection with the operation of a farm.)

***UNDERWRITING GUIDE***

Domestic Workers - Outside - Occasional - Including Occasional Private Chauffeurs

**0912 DOMESTIC WORKERS - OUTSIDE – INCLUDING PRIVATE CHAUFFEURS**

***UNDERWRITING GUIDE***

Chauffeurs, Private - Not Available For Use With Any Farm Class

Domestic Workers - Outside - Including Private Chauffeurs

**0913 DOMESTIC WORKERS - INSIDE, EXCLUDING OFFICE EMPLOYEES**

***UNDERWRITING GUIDE***

Domestic Workers - Inside, Excluding Office Employees

**EXPLOSIVES AND AMMUNITION MFG.**

**4771 EXPLOSIVES OR AMMUNITION MFG., N.O.C.**

Includes but is not necessarily limited to: bag loading - propellant charges, black powder mfg., cap, primer, fuse, booster or detonator assembly, cartridge charging or loading, fireworks mfg., high explosives mfg., projectile, bomb, mine or grenade loading, projectile or shell mfg., shell case loading or smokeless powder mfg. – single base.

Code 0771 must be applied to Code 4771 payroll to determine the mandatory catastrophe reserve which is not subject to experience or retrospective rating.

***OPERATIONS NOT INCLUDED:***

1. Assign Code 4777 to businesses or separately located and staffed facilities principally engaged in the preparation and/or distribution of blasting agents and/or distribution of high explosives.

**UNDERWRITING GUIDE**

Ammunition Mfg.  
 Bag Loading, Explosives  
 Black Powder Mfg.  
 Blasting Cap Mfg.  
 Cartridge Charging Or Loading.  
 Cordite Mfg.  
 Dynamite Mfg.  
 Explosives Or Ammunition Mfg., N.O.C.  
 Fireworks Mfg.  
 Flare Mfg.  
 Fuse Mfg., Explosives  
 High Explosives Mfg.  
 Nitroglycerin Mfg.  
 Projectile Loading  
 Shell Case Loading  
 Smokeless Powder Mfg.

**4777 EXPLOSIVE DISTRIBUTOR**

Includes the preparation and/or distribution of blasting agents and/or the distribution of high explosives and/or the distribution or exhibition of fireworks.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 609 to blasting operations conducted by a separate crew.
2. Assign Code 4771 to explosives manufacturing.

**UNDERWRITING GUIDE**

Anfo Mfg.  
 Blasting Agents Mfg.  
 Fireworks Distributor and/or Exhibitor  
 Slurry Blasting Agents Mfg.

**MARITIME or FEDERAL EMPLOYMENTS**

**(1) Liability under the U.S. Longshore and Harbor Workers' Compensation Act.**

- (a) *To provide insurance against liability under the U.S. Longshore and Harbor Workers' Compensation Act, the Standard Workmen's Compensation and Employers' Liability Policy shall be used with endorsement providing for coverage under such Act (See Section 3).*
- (b) *The rates for the following classifications have been calculated to provide coverage under the U.S. Longshore and Harbor Workers' Compensation Act:*

**STEVEDORING:** Any or all of the following operations conducted by employees not members of the crews of vessels shall be classified as "Stevedoring":

1. *Loading or unloading, stowing, shifting or trimming of cargo, supplies and materials on board vessel.*
2. *Transfer of cargo, supplies and materials between vessels and pier, irrespective of the necessity*



- of work on board vessels by employees of the insured.*
- 3. *Transfer between string piece and point of deposit on dock or adjacent warehouses – including tiering, sorting and breaking down.*
- 4. *Operation of all mechanical equipment, including dock tractors, in connection with the above.*

*Any or all operations as defined above shall be assigned to Code 7309F if the operations described by Item 2 above, whether conducted by one or more concerns, require the use of hoisting equipment except as provided under Code 7327F. All other operations shall be assigned to Code 7317F. Drivers not conducting Stevedoring operations as defined above shall be assigned to Code 811.*

**6824F BOAT BUILDING OR REPAIR**

This classification is applicable to the construction or repair of wood, metal, fiberglass or plastic yachts, motor boats, sailboats or rowboats not exceeding 150' in length overall where the coverage is under the U.S. Act.

***UNDERWRITING GUIDE***

Boat Building Or Repair

**6826F MARINA**

Applicable to all waterfront operations, including but not necessarily limited to: the operation of boat docks, storage facilities, repair shops or marine railways, the sale or repair of boats or engines, the sale of parts or accessories, dockside snack bars and all dockside employees. The operation of separately-staffed inland boat showrooms or the operation of separately-staffed motels, restaurants, swimming pools, bowling lanes or other recreational facilities shall be separately classified as provided for in this Manual.

Separate staff engaged in boat building are assignable to Code 6824F.

***UNDERWRITING GUIDE***

Marina - With Federal Coverage

**6843F SHIP BUILDING, IRON OR STEEL**

Includes fabrication or assembling of ship plates or frames, all yard operations and shops directly connected with the construction of hull.

***UNDERWRITING GUIDE***

Ship Building, Iron Or Steel Including Naval

**6872F SHIP REPAIR OR CONVERSION – ALL OPERATIONS**

Includes shop or yard operations as well as the operation of dry docks and marine railways. Applicable only to concerns engaged in general ship repair or conversion. Work performed on ships by other concerns shall be assigned to the Manual classes describing the work. See special rules for application of U.S.L. factor to State classification. (See Rule XII).

***UNDERWRITING GUIDE***

Dry Dock Operation Marine  
 Railway Operator  
 Painting Ship Hulls  
 Rigging, Ship  
 Ship Cleaning  
 Ship Repair  
 Ship Scaling

**7309F STEVEDORING, N.O.C.**

When policies are issued covering both Codes 7317F and 7309F, no division of payroll shall be permitted in connection with the loading or unloading of any one vessel.

***UNDERWRITING GUIDE***

Stevedoring, N.O.C.

**7313F COAL DOCK OPERATION AND STEVEDORING**

***UNDERWRITING GUIDE***

Oil Or Coal Dock Operation - Waterfront  
Ore Dock Operation

**7317F STEVEDORING – BY HAND OR HAND TRUCK EXCLUSIVELY**

Includes incidental use of power-driven escalators or conveyors or operation of tractors or trailers through side ports. No use of hoisting equipment. No payroll division in connection with a single vessel.

***UNDERWRITING GUIDE***

Automobile Haul away Or Drive away Service, Driving Cars On Or Off Vessels  
Stevedoring, By Hand Or Hand Truck Exclusively

**7327F STEVEDORING – CONTAINERIZED FREIGHT**

Applies to ships designed for freight carrying containers. No work in holds. Separately staffed over-the-road trucking operations shall be assigned to Code 811. No payroll division with a single vessel.

***UNDERWRITING GUIDE***

Containers, Stevedoring  
Stevedoring Containers

**7366F FREIGHT HANDLERS – ON PIERS OR IN TERMINALS IN AREAS ADJOINING PIERS**

Applies to handling cargo on piers or adjoining areas or terminals, incident to loading or unloading vessels. Such cargo handling includes but is not necessarily limited to: freight checks, stuffing and/or stripping containers, loading and/or unloading trucks and/or railroad cars.

Freight handling not on piers or in terminals in areas adjoining piers (Stevedoring) conducted by a separate staff shall be assigned in accordance with the class or classes appropriate to the business of the employer.

***UNDERWRITING GUIDE***

Freight Handling On Piers Or Terminals Or Adjoining Piers

**8709F STEVEDORING – TALLYMEN AND CHECKING CLERKS**

Engaged in connection with stevedoring work. Coverage under U.S. Act.

***UNDERWRITING GUIDE***

Stevedoring Tallymen  
Weighers, Samplers Or Inspectors Of Merchandise On Vessels Or Docks

**8726F STEAMSHIP LINE OR AGENCY – PORT EMPLOYEES**

This classification includes superintendents, captains, engineers, stewards or their assistants and pay clerks.

**UNDERWRITING GUIDE**

Steamship Lines Port Employees

**(2) Other Maritime or Federal Employments.**

*Maritime or Federal employments other than the U.S. Longshore and Harbor Workers' Compensation Act (and the Federal Mine Safety and Health Act), do not come under the provisions of Sections 651-655, Act 283, Laws of 1921. Accordingly, the Pennsylvania Insurance Commissioner states he does not have jurisdiction over the coverage, rules and rates for these other Maritime and Federal employments. In compliance with Federal Anti-Trust laws the Pennsylvania Compensation Rating Bureau cannot promulgate rates for these coverages.*

**(3) Dredging Operations.**

*The rating value published in the Pennsylvania Workers Compensation Manual for Code 055 (for dredging of materials on non-navigable waterways), Dredging, contemplates coverage under the State Act only. If coverage is desired under the U.S.L. Act, the Federal increase factor shown in Section 2 shall be applied. A single policy may be issued including Pennsylvania Act coverage, U.S.L. coverage and Admiralty coverage providing the classification of operations in the policy declarations is subdivided to clearly indicate the classes and rating values for Dredging operations subject to:*

- (a) The Pennsylvania Act alone or including U.S.L. Act coverage and*
- (b) Admiralty jurisdiction.*

*In lieu of a single policy, two separate policies may be issued as follows:*

- (a) A standard Pennsylvania policy using rates approved by the Pennsylvania Insurance Commissioner, applicable to Pennsylvania coverage only, or to Pennsylvania and U.S.L. coverage. Such policy shall be endorsed to exclude Admiralty coverage.*
- (b) An Admiralty policy.*

**AIRCRAFT OPERATION**

The classifications described under this class group apply to fixed wing and other aircraft. The phrase "members of the flying crew" is defined to mean all flying personnel engaged in the operation of aircraft or the care of passengers or cargo in flight. It includes, but is not limited to employees designated as airplane commanders, pilots, check pilots, co-pilots, flight engineers, navigators, technical or other observers, flight technicians, radio or radar operators, hosts, hostesses, stewards, stewardesses and pursers.

**7405 AIRCRAFT OPERATION – SCHEDULED AND SUPPLEMENTAL AIR CARRIERS - ALL MEMBERS OF THE FLYING CREW.**

This classification shall apply to scheduled or commercial air carriers, including cargo carriers, operating under Part 121 of the Federal Aviation Regulations.

Code 7445 must be applied to Code 7405 payroll to determine the catastrophe reserve that is not subject to experience or retrospective rating.

**UNDERWRITING GUIDE**

Aircraft Operation - Air Cargo Carrier  
Aircraft Operation - Scheduled Air Carrier  
Aircraft Operation - Supplemental Air Carrier

**7413 AIRCRAFT OPERATION – COMMUTER AIR CARRIERS – ALL MEMBERS OF FLYING CREW**

This classification shall apply to commuter air carriers who operate under Part 135 of the Federal Aviation Regulations, conduct at least five round trips per week between two or more points, and publish flight schedules that specify the times and places between which flights are performed.

Code 7453 must be applied to Code 7413 payroll to determine the catastrophe reserve that is not subject to experience or retrospective rating.

**UNDERWRITING GUIDE**

Aircraft Operation - Commuter Air Carrier

**7421 AIRCRAFT OPERATION – TRANSPORTATION OF PERSONNEL IN THE BUSINESS OF AN EMPLOYER NOT OTHERWISE ENGAGED IN AIRCRAFT OPERATIONS – ALL MEMBERS OF THE FLYING CREW**

Applicable to the payroll of the pilot and all members of the flying crew. In the case of aircraft owned or operated by an employer in the conduct of his business, this classification shall apply to the payroll of executive officers or other employees acting as pilots or members of the flying crew. If the records of the employer clearly indicate the weeks in which flying is performed by such employees, (1) only the payroll for each week during any part of which the employee has engaged in flight duties shall be assigned to Code 7421 unless the classification applicable to the employee's non-flying operations carries a higher insuring carrier rating value in which event such classification shall apply and (2) the payroll for each week in which no flying has been done shall be assigned to those classifications which would otherwise apply. If the employer's records do not clearly indicate the weeks in which flying is performed by such employees, the entire payroll for such employees shall be assigned to Code 7421 unless the classification applicable to the employee's non-flying operations has a higher insuring carrier rating value in which event such classification shall apply.

Assign the payroll and losses of employees who are transported as passengers (and who are not members of the flying crew) to their normal applicable classification.

**OPERATIONS NOT INCLUDED:**

- 1. Separately rate commercial aircraft operation as provided for in this Manual.

**UNDERWRITING GUIDE**

Aircraft Operation - Personnel Transport

**7424 AIRCRAFT OPERATION, N.O.C – INCLUDING BUT NOT NECESSARILY LIMITED TO AIR TAXI, PATROL, PHOTOGRAPHY, MAPPING, SKYWRITING ADVERTISING, SURVEY WORK, SIGHTSEEING, STUDENT INSTRUCTION, CROP DUSTING OR SPRAYING OR FLIGHT TESTING – ALL MEMBERS OF THE FLYING CREW**

**UNDERWRITING GUIDE**

Aerial Patrol Or Photography  
Aircraft Flight Testing  
Aircraft Operation - Agricultural  
Aircraft Operation - Air Taxi  
Aircraft Operation - Crop Dusting, Seeding Or Spraying  
Aircraft Operation - Forest Fire Fighting, Spotting And Observation

- Aircraft Operation - Mapping Or Survey Work
- Aircraft Operation - Patrol
- Aircraft Operation - Photography
- Aircraft Operation - Sightseeing
- Aircraft Operation - Skywriting Advertising
- Aircraft Operation - Stunt Flying
- Aircraft Operation, N.O.C.
- Aircraft Sales Agency - Flight Operations
- Helicopter Operation, N.O.C.
- Hot Air Ballooning
- Photographer - Aerial
- School, Aircraft, Flight Employees
- Stunt Flying

**7428 AIRPORT OPERATION – GROUND EMPLOYEES**

Ticket sellers or information clerks away from airport locations shall be separately classified by **Code 953**. Ticket sellers, information clerks or personnel engaged in performing the checking-in of passengers or baggage at airport locations shall be assigned to **Code 7428**.

**UNDERWRITING GUIDE**

- Aircraft Cleaning - Including Specialist Contractor
- Aircraft Fueling Or Refueling - Including By Specialist Contractor
- Aircraft Operation - Ground Employees
- Aircraft Conversion Or Modification - Not By The Original Aircraft Manufacturer
- Aircraft Service And Repair
- Airport Hangar Operation
- Airport Operation - Ground men
- Flying Field
- Ground Personnel - Aircraft And/or Airport Operations
- Hangar Operation
- Heliport Operation - Ground Personnel

**9740 TERRORISM**

Statistical **Code 9740** relates to premium charged for losses covered under the Terrorism Risk Insurance Act of 2002 as amended, and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2007. Premium developed under **Code 9740** is not subject to premium discount, experience rating, merit rating, schedule rating or retrospective rating.

**9741 CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM)**

Premium developed under Code 9741 is not subject to premium discount, experience rating, merit rating, schedule rating or retrospective rating.

**INDEX**

**GENERAL AUDITING & CLASSIFICATION INFORMATION**

Automobile Dismantling  
Automobile Service/Gasoline Station  
Bakery Products Distribution  
Ceramic Shop  
Classification Inquiries  
Clearing Of Land  
Commission Salespersons  
Computer And/or Software Consulting Businesses  
Drivers  
  
Officers - Classification Assignment Executive  
Supervisors - Construction Or Erection - 951  
Frozen Or Frosted Food Products Mfg.  
Hotel Or Motel Operations  
Manufactured (Mobile) Home Vs. Modular Home  
Minimum Wage Procedure  
Nursing Home, Personal Care Home and Residential Care Facility Classification Guideline  
Per Diems  
Prefabricated Metal Building Erection –Prefabricated Sheet Metal and Silo Erection - Metal  
Prevailing Wage Payments  
Product Assembly Definition  
Property Management Firms  
Regular and Frequent  
Retail Store With Manufacturing Concern  
Self-Service Gasoline Stations And Convenience Grocers  
Separate Payroll Records  
Shop Repair Operations  
Snow Plowing and/or Removal  
Temporary Staffing Contractor  
Tips Vs. Automatic Gratuities  
Truck Stops  
Volunteer Fire Departments And/Or Volunteer Fire Companies- Workers Compensation Insurance Options  
Wholesale/Retail Mail Order House Or Internet Sales - Definitions  
Wrecking Or Demolition Or Building Moving Or Raising Project

**AUTOMOBILE DISMANTLERS**

A business whose operations include the dismantling of automobiles or other types of vehicles to recover usable/salable used parts shall be classified pursuant to the manner in which the employer is principally engaged. Please see the “Definitions” Ruling and Interpretation for additional information on principally engaged. Below find examples of reasonably common classification assignments for such businesses:

1. Assign Code 815 to businesses principally engaged in dismantling automobiles or other vehicles to recover usable/salable used parts and the sale of such and new parts.
2. Assign Code 815 to businesses principally engaged in performing automobile repairs (e.g., mechanical or body).
3. Assign Code 818 to businesses principally engaged in the sale of new and/or used automobiles or other

- vehicles (e.g., trucks, motorcycles).
4. Assign Code 858 to businesses principally engaged in the collection, handling and sale of ferrous scrap metal.
  5. Assign Code 859 to businesses principally engaged in the collection, handling and sale of nonferrous scrap metal.
  6. Assign Code 860 to businesses dismantling automobiles or other vehicles and collecting and handling a combination of ferrous and/or nonferrous scrap metal and/or other secondhand commodities (e.g., paper, glass) with no principal line of merchandise.
  7. Assign Code 934 to businesses principally engaged in the sale of new automobile parts. There may be payroll division with Code 815 when such businesses also dismantle automobiles when the following conditions are fulfilled: the automobile dismantling is conducted in a physically separate work area by separate employee crews and the majority of the automobile parts are sold to unrelated customers and are neither installed or used by the business for repair services.
  8. Assign Code 825 to businesses principally engaged in the storage of automobiles (e.g., an impound lot) or in the parking of customers' automobiles.

### **AUTOMOBILE SERVICE/GASOLINE STATION**

It is common for automobile service stations or gasoline stations to be engaged in both the sale of gasoline and the performance of automobile service or repair. When both operations are conducted at the same or contiguous location, such establishment shall be classified on the basis of the principal operation:

When more than 50 percent of the gross receipts result from automobile service or repair, assign Code 815, Automobile Service Center.

When more than 50 percent of the gross receipts are from gasoline sales, assign Code 816, Automobile Filling Station.

An assignment of Code 815 or Code 816 is mutually exclusive for operations conducted at the same or contiguous location.

Please refer to the separate entries in the General Auditing & Classification Information section "Self-Service Gasoline Stations and Convenience Grocers" and "Truck Stops" for information on classifying such enterprises.

### **BAKERY PRODUCTS DISTRIBUTION**

Payroll developed in the wholesale distribution of bakery products, including but not necessarily limited to bread, cakes, pies, cookies or crackers by a baker whose production facilities are located in another state or by an independent business (not related to a bakery) must be assigned to Code 924.

### **CERAMIC SHOPS**

The operations contemplated by the term "ceramic shops" are manual with little or no mechanization. The major material is liquid clay known as slip. After mixing, the clay is poured or pumped into plaster of paris or rubber molds. When dry, the clay is now called green ware (an unfired shape or figurine) which is manually trimmed, inventoried or shelved for further hardening and curing, then sold to customers. Retail customers often paint or finish the green ware and return it to the shop for firing. A ceramic shop will often hold classes for students who will perform all of the above functions except for the firing. The ceramic shop may also sell paints, artist-type brushes, decals and ceramic hand tools.

Payroll developed in operations as discussed above shall be assigned to Code 928.

### CLASSIFICATION AND AUDIT INQUIRIES

Written classification and audit inquiries may be submitted to the Classification & Field Operations Department of the Pennsylvania Compensation Rating Bureau (PCRB) in one of the following methods. PCRB's preferred method is by means of PCRB's website ([www.pcrb.com](http://www.pcrb.com)) by clicking on "Classification" on the website's main menu and then clicking on "Classification Inquiries." PCRB will also accept written inquiries by means of facsimile or the USPS.

For the Classification & Field Operations Department of the PCRB to operate effectively, it is important that the PCRB have the full cooperation of every carrier, agent and employer in providing the essential information that the PCRB needs to make classification rulings and to otherwise be of service to you.

The information that the Classification & Field Operations Department needs to properly respond to inquiries from carriers, agents or employers on classification questions is:

- A complete listing of all Pennsylvania operating locations
- The exact name (as shown in Item 1 of the policy) and address of the business in question
- The PCRB file number (if available) of the business in question (see Rating and Underwriting Reference via the Application Login or "Classification inquiries")
- A full and accurate written description of the business in question, including any available audits, loss control reports and/or insurance application information
- Reason why a change in classification is being requested, i.e., has a substantial change in the employer's operations recently occurred.
- The name, title and telephone number of a management representative whom a PCRB field representative can contact to schedule an appointment with the employer (in the event that a field survey is necessary)
- Employer's website address

The information that the Field Operations Department needs to properly respond to disputes concerning payroll allocation on a final audit is:

- A request in writing from the insured or the insured's agent of record outlining the nature of the dispute.
- A complete and accurate description of the business operations during the policy term in dispute and if available a copy of the final audit as issued by the carrier.
- A complete listing of all employees being disputed including the names of each employee, a description of the duties of the employees during the policy term of the audit dispute and an explanation why the duties of the employees do not support the carrier's assignment.

It should be noted that it is not the PCRB's role to become involved in every dispute involving the allocation of a particular employee's payroll to a given classification. Allocations of payroll are made by the carrier and should be explained by the carrier to the insured. Since the PCRB did not perform the audit, the PCRB does not normally have the relevant facts on which to base an opinion or render a decision. Issues/disputes of this kind should initially be referred to the carrier's regional audit manager for resolution.

Upon receipt of the written inquiry the PCRB will determine whether the information presented is sufficient to determine the employer's applicable classification. In those cases where the information provided is insufficient, the PCRB will usually schedule the employer for a field survey/special audit or issue a "Description of Operations Questionnaire." Following the field survey/special audit or receipt of the completed questionnaire, the PCRB will issue a written ruling on the matter that will be communicated to authorized parties. These decisions are subject to further review as delineated in the "Appeals from Application of the Rating System Procedure" – Section 1, Rule XVI.

**With respect to telephone requests, an official binding PCRB decision on classification/audit matters cannot be provided over the telephone.** However, the PCRB will offer opinions as requested. To that end a carrier, agent or employer who telephones the PCRB on a classification/audit question should:



- Identify himself/herself and indicate the firm he/she represents;
- Give the name, address and PCRB file number (if available) of the employer in question;
- Be knowledgeable of the facts surrounding the situation and prepared to provide specific responses to any questions asked.

Please remember the PCRB is in a position to reply only to an employer, the authorized agent or carrier-of-record or another representative of the employer relative to the employer's account (providing the PCRB has received a signed, recently-dated letter on the employer's letterhead authorizing the representative to act on the employer's behalf in the matter at issue).

### **CLEARING OF LAND**

Below find the class assigned to payroll developed in each of four different but common types of land clearing or right-of-way clearing or maintenance projects. Such class listing does not waive either the underwriting or payroll division rules delineated in Sections 1 or 2 of this Manual.

1. Assign Code 009 for tree cutting/felling by chain saw regardless of tree size and the incident removal of brush and/or stumps.
2. Assign Code 015 for tree cutting/felling by mechanized equipment regardless of tree size and the incident removal of brush and/or stumps.
3. Assign Code 609 for all methods of clearing or removing brush and/or stump removal not incident to tree removal including road construction.
4. Assign Code 005 for all methods of tree pruning, spraying (except aerial tree spraying, which is assignable to the applicable aircraft operation class) or trimming, including incident tree removal and all incident operations.
5. Assign Code 012 for brush or weed control using chemicals dispensed from portable or mechanical ground spraying equipment.

### **COMMISSION SALESPERSONS (Deductible Expenses)**

Commissions paid to commission salespersons shall be included in the audit of payroll for premium computation purposes, except that traveling and all other expenses of the salespersons in connection with their employment may be deducted provided the salespersons report such expenses and the insured maintains a definite verifiable record of them. Arbitrary flat percentages shall not be allowed under the provisions of this interpretation nor shall automobile depreciation be deductible as an item of expense unless such depreciation comprises a part of the mileage rate allowance.

### **COMPUTER AND/OR SOFTWARE CONSULTING BUSINESSES**

A business principally engaged in computer and/or software consulting is assignable to Code 951 and to Code 953 as each classification may apply pursuant to the job duties of individual personnel of such businesses.

One typical workday scenario for computer and/or software consulting staff is the consultant leaves his/her place of residence in the morning and travels to a customer's location, where the consultant will spend his/her entire day working on the customer's computer and/or software issues. At the end of the workday the consultant leaves the customer's location and returns to his/her place of residence. The duration or timing of such an assignment may vary from one to several days to indefinite. Such persons do not engage in over-the-road sales solicitation or collection work. As this is no different in relation to the typical workday for a computer person employed directly by the customer, the assignment of such consultant's payroll is to Code 953.

In the event a computer and/or software consultant typically visits two or more customer locations in a typical workday, such separate consultant's payroll is assignable to Code 951.

If the employer cannot or will not provide a sufficiently detailed picture of a computer and/or software consultant's typical workday so the above procedure may properly be utilized, then the payroll of the consultant(s) shall be assigned to Code 951.

The above classification procedure is also applicable to separate staff training a customer's staff in the use of software developed or purchased by the insurer employer for their customer(s).

### **DRIVERS (Payroll Allocation)**

It is the PCRB's position that the payroll of drivers, chauffeurs or their helpers which cannot be allocated to a specific classification because they have duties common to more than one classification shall be assigned to the governing classification of the two or more classifications to which their work belongs.

The above ruling does not supersede any Manual rules found in Section 2 of the Pennsylvania Manual, nor does it supersede any Manual wording footnotes found in Section 2 regarding the allocation of payroll for the 800- series of classifications (Trucking and Storage Industry).

*Example:*

Insured X has approved classifications Code 0034, Animal Raising, and Code 865, Poultry and/or Fish Dealer/Processor. If insured X had separate crews of drivers that did not interchange their duties between the two operations, the separate crews would have their payroll allocated to the separate respective classifications.

If no such separate crew existed and the drivers, etc. have duties common to both operations, their payroll would be assigned to the governing classification exclusive of miscellaneous employee payroll.

### **TEMPORARY STAFFING CONTRACTOR**

A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments in order to supplement the unrelated business' workforce. The duration of temporary work assignments varies but typically will not exceed one year.

Payroll developed by temporary staff shall be assigned to the applicable temporary staffing classification(s), subject to the exceptions listed below. To determine the applicable temporary staffing classification(s), identify the direct employment classification assigned to the client's field of business. Payroll developed by temporary staff provided to that client is then assigned to the temporary staffing classification corresponding to the client's direct employment classification. The corresponding temporary staffing classification for each direct employment classification, where applicable, is identified in the direct employment classification's entry in the Section 2 – Alphabetic Classification Underwriting Guide.

Exceptions to the general procedure for classifying temporary staffing are as follows:

#### **EXCEPTIONS**

1. **AVIATION** – temporary staff provided as flight crew in any capacity shall be assigned to the applicable direct employment aircraft operation classification.
2. **LONGSHORING** – temporary staff provided to load or unload vessels shall be assigned to the applicable direct employment stevedoring classification.

3. **SHIP BUILDING** – temporary staff performing either ship building and/or ship repair shall be assigned to the applicable direct employment Federal classification.
4. **FARM LABOR** –temporary staff shall be assigned to the applicable direct employment agricultural classification, except for staff provided to perform harvesting, picking and related activities using mechanical farming equipment. Such staff shall be assigned to direct employment Code 007.
5. **COAL MINING** – temporary staff provided to mine coal, to staff a coal breaker, or staff a cleaning plant shall be assigned to the applicable Coal Mine Compensation Rating Bureau classification(s).
6. **LEASED EMPLOYEES** – the leasing of personnel shall not be construed as temporary staffing.
7. **CLERICAL** – all temporary clerical staff shall be assigned to Code 2953 regardless of the client’s applicable direct employment classification. See Rule IV.B.2 (“Standard Exception Classification”) in Section 1 of this Manual for the definition of clerical staff.
8. **HOME CARE AND HOME HEALTH CARE** – temporary staff performing home health care shall be assigned to the direct employment Code 942 and temporary staff performing home care shall be assigned to direct employment Code 943.
9. The following classifications are not available as a guide in classifying temporary staffing contractors: 972, 985, 993, 994, 996, 0901, 0902, 0908, 0909, 0912 and 0913.
10. **WORKFARE PROGRAM EMPLOYEES** – assign Code 982 for employable recipients of public assistance delegated by the Department of Public Welfare.
11. **PERMANENT STAFF** – the permanent staff of a temporary staffing contractor shall be assigned to direct employment Code 951 and direct employment Code 953 . See Rules IV.B.4 and 5 for the scope of Codes 951 and 953. Permanent staff of a temporary staffing contractor performing duties that are not included within the definition of either Code 951 or Code 953 shall be assigned to direct employment Code 971.

**EXECUTIVE OFFICERS - CLASSIFICATION ASSIGNMENT**

A significant number of disputes occur as a result of the misclassification of executive officers' payroll. In an attempt to enhance the accuracy and consistency of the treatment of these issues by insurance companies, below find a series of questions that the PCRB believes will aid in the determination of the proper classification for executive officers.

- Who are the officers of the corporation for the policy period in question?
- Was each of these officers active in the business during the policy period in question?
- What were each officer's exact job duties?
- How many hours a week (or what percentage of time) does each officer work in the store, shop, job site, farm, etc.?

- How many hours a week (or what percentage of time) does each officer spend in the basic classification work area, providing direct supervision and/or giving instructions to employees?
- How many hours a week (or what percentage of time) does each officer spend out of the office for sales calls, meetings or other similar purposes?

Please also see Section 1, Rule IX, Paragraph A., 5. "Assignment of Payroll" that advises an executive officer shall be classified in the same manner as any employee. Also please see the "Regular and Frequent" entry in the General Auditing & Classification Information section.

### **EXECUTIVE SUPERVISORS - CONSTRUCTION OR ERECTION - 951**

The assignment of Code 951 is applicable only to executive supervisors who do not exercise direct supervision of construction or erection operations. Code 951 is not applicable to supervisors permanently located at a given job location until the completion of that job. Code 951 is also not assigned to the payroll of any individual who is directly in charge of construction workers (including general laborers) at a specific job location. Any person who is directly in charge of construction work or construction employees at a specific job location shall be assigned to that job classification or, if more than one classification is assigned, to the highest-rated classification for that job if separate payroll records are not maintained.

The job duties of an executive supervisor would include time spent in an office and visits to a job site. Such supervision given by an individual classified under Code 951 must be indirect; i.e., through another person such as a superintendent or foreman. The executive supervisor has overall managerial responsibility for the various projects. That responsibility may include making arrangements for the procurement of materials and/or the delivery of supplies, procurement of subcontractors, maintenance of construction timetables, visits to job sites to keep track of job progress, conferring with clients, architects and engineers, and traveling to and from the company's headquarters. It also contemplates clerical office exposure and the part-time hazards of walking and climbing around on job sites. Typically, the use of the classification is applicable to large construction companies that have at least one level of supervision between the executive supervisor and the worker. It is also applicable in situations where numerous smaller projects are in progress simultaneously and the executive supervisor has the managerial responsibility for all of them.

An exception to the above-stated application would apply to a job superintendent responsible for and physically located at a specific job site where all operations are subcontracted to unrelated concerns. In this instance, the contractor has no construction workers at the job site, and the superintendent cannot exercise direct control of the subcontractor's employees. Therefore, in this circumstance the job superintendent should have his/her pay-roll assigned to Code 951.

### **FROZEN OR FROSTED FOOD PRODUCTS MFG.**

The processing of frozen foods shall be assigned to the classification which would apply if the product was not frozen. This ruling is made as the application of cold to either chill or freeze food products is common to a number of food processing classifications. It has been determined that the freezing operations of themselves do not change the fundamental characteristics of the risk.

### **HOTEL OR MOTEL OPERATIONS**

The two classifications applicable to hotel/motel operations are Codes 973 and 945.

Code 973 shall include all operations performed by hotel or motel employees except for separate food service and beverage staff(s). Employees assigned to Code 973 include but are not necessarily limited to: front desk employees, persons engaged in the operation of newsstands, candy or cigar shops or similar activities, personnel operating or maintaining indoor or outdoor swimming pools, the golf course(s), video game room, the health or fitness club, tennis courts or other hotel or motel guest amenities, maids, housemen, inside or outside maintenance, store workers, barbers, laundry workers, employees performing concierge services (i.e., arrangements for tours, theater tickets or the rental of automobiles), or opening boxes and/or bags and laying out

pre-packaged food or beverages and/or precooked food (including heating of the precooked foods in a microwave oven) and/or making coffee for a continental breakfast where there is no other food service or beverage operations.

Separate staff exclusively engaged in the hotel's food service or beverage operations shall be classified by Code 945 which includes but is not necessarily limited to: waiters or waitresses and their assistants, cooks, kitchen help, bartenders, cashiers, restaurant managers, musicians or entertainers. On the auditing procedures for tips and musicians or entertainers, see Section 1, Rule V.

Payroll developed by interchanging hotel and hotel restaurant employees shall be assigned to Code 973 or to Code 945, whichever has the higher value.

***OPERATIONS ALSO INCLUDED:***

1. Religious retreats.
2. Temporary or short term lodging facilities for families of seriously ill or injured children who are hospitalized (e.g., a Ronald McDonald House).

***OPERATIONS NOT INCLUDED:***

1. Please refer to the Ski Resorts entry in the General Auditing & Classification Information section for the classification procedure for such businesses.
2. The businesses of a concessionaire or independent contractor operating on the premises of a hotel or motel will be classified on the merits of their operations.
3. Assign Code 953 to employees of the hotel or hotel restaurant exclusively engaged in clerical office duties.
4. Assign Code 981 to payroll developed by slot machine gambling operations when conducted in a physically separate department by a separate staff.

**INDEPENDENT CONTRACTOR, OWNER/OPERATOR OR EMPLOYEE**

**Determinations of Premium Obligations Where Questions of Workers' Compensation Coverage Status Arise**

Questions involving whether a person is an independent contractor, owner/operator or employee fall into an area of law for which consideration of many factors is potentially required in order to consider their entitlement to workers' compensation benefits. The Pennsylvania Compensation Rating Bureau (PCRB) does not make and has no authority to make determinations regarding the entitlement of any person(s) to workers' compensation benefits arising out of the course of activities related to any business or other entity, whether any such person has or has not been injured in the course of such activity. However, the PCRB will exercise authority over the issue of whether or not premiums are due for an individual(s) whose workers' compensation coverage status is questioned. This authority is different from finding independent contractor, owner/operator or employee status and is also different from establishing eligibility/ineligibility for benefits arising out of an accident or disease that has occurred or may occur, determinations which the PCRB specifically cannot render. The PCRB's procedure in making determinations regarding premium obligations is as follows:

**A carrier insuring an entity to which a sole proprietor, partner, corporate officer or LLC member provides services as a subcontractor may not collect premium from the insured entity for that subcontractor if the subcontractor has or had a standard workers' compensation insurance policy covering the subcontractor for the entire period during which services were provided.**

**Further, a carrier insuring an entity to which a person provides services as a subcontractor may not collect premium for that person if the subcontractor is working in the capacity of an officer of a corporation in providing such services and has executed a written election not to be subject to the Workers' Compensation Act.**

A carrier insuring an entity to which a person provides services as a subcontractor which does not meet either of the above criteria precluding collection of premium may either waive or collect premium from the insured entity for that subcontractor. Carrier decisions to waive or collect premium in such instances may consider a variety of factors, such as but not necessarily including or limited to the right of direction and control of the subcontractor by the entity to which services are provided, whether or not the subcontractor maintains general liability insurance coverage applicable to the services being provided or the possibility that the subcontractor may have additional workers. Carrier decisions in such regard are not subject to review by the PCRB.

### **MANUFACTURED (MOBILE) HOME VS. MODULAR HOME**

Both a manufactured (mobile) home and a modular home are produced in a factory, but there are differences between each type of home. The manufactured/mobile home is towed on a permanent steel chassis, which remains a structural part of the home throughout its service life. It has a non-removable steel chassis, while a modular home does not. Although required to be secured to the ground, the manufactured home retains its permanent steel chassis, and, thus, while many are not relocated, a manufactured home may be relocated and is considered removable and relocatable.

A modular home is transported to the installation site on a flat-bed truck. Modular homes are placed upon foundations, often with the use of a crane. Modular homes are not relocatable and are considered a permanent structure once placed upon a foundation.

The production of a manufactured/mobile home is assigned to Code 451. Code 305 is used to classify the production of a modular home.

Assign Code 818 to a manufactured home setup or warranty service, whether by the dealer or a specialist contractor.

Assign Code 652 to modular home setup, warranty service, remodeling, or repair, whether by the dealer or a specialist contractor.

### **MINIMUM WAGE PROCEDURE**

Section 1, Rule V., B. 2. o. Of the Manual remuneration includes: Adjustments necessary to bring employees to the federal minimum wage as reported by the United States Department of Labor.

Section 1, Rule V., B. 3. e. of the Manual remuneration excludes: tips and other gratuities received by employees.

All carriers are required to include an adjustment to equal the current federal minimum wage. The auditor should verify if all employees' wages equal or exceed the federal minimum wage. If not, the following adjustments should be made, assuming the current minimum hourly wage for tipped employees is included.

1. Determine the average number of full-time tipped employees and the normal work hours.
  - 35 hour week x (the difference of federal minimum wage and the tipped employees' minimum wages) x number of tipped employees x 52 weeks.
2. Determine the average number of part-time tipped employees and the normal work hours.
  - Number of hours x (the difference of federal minimum wage and the tipped employee minimum) x the number of tipped employees x 52 weeks.

**NURSING HOME, PERSONAL CARE HOME AND RESIDENTIAL CARE FACILITY  
CLASSIFICATION GUIDELINES**

The following guidelines have been developed to aid in the classification of employees of a typical nursing home/personal care home. Proper documentation on audit worksheets should be added whenever exceptions are made to these guidelines. These guidelines, to varying degrees, affect the following basic business classifications.

Code 960, NURSING AND CONVALESCENT HOME

Code 974, RETIREMENT OR LIFE CARE COMMUNITY

Code 979, RESIDENTIAL CARE FACILITY FOR THE ELDERLY – NON MEDICAL

Nursing home/personal care home employees do not have to provide actual “hands on” care to the patients and/or residents in order to have their payroll assigned to one of the above basic classifications. The object of the classification system is to group insureds into classifications so that the rating value for each classification reflects the exposures common to such distinct business enterprise (See Section 1, Rule IV. C. 2. and 3.). It is the business of the insured that is classified within Pennsylvania, not the separate employments, occupations or operations within the business.

Employees who typically comprise the basic classification for a nursing home/personal care home are activity staff, beauticians or barbers (usually remunerated through a 1099), dining room set-up and servers, drivers, food preparation, housekeeping, laundry, maintenance/plant including supervisors, nurses (registered nurses, licensed practical nurses), nurses’ aides including certified nurses’ aides, security and therapists (physical and speech).

Employees typically considered office employees include accounting, accounts payable and accounts receivable, business office, bookkeeping, finance, human resources and the office manager. These employees must work in a physically separate office as defined in Section 1, Rule IV, B. 2.

Codes 960, 974 and 979 are “all employees except office,” which means none of the three classes permit payroll division with Code 951, Outside Sales.

With the above statements in mind, the payroll of nursing home/personal care home employees should be assigned in the following manner.

**ADMINISTRATOR/EXECUTIVE DIRECTOR**

Each facility has a licensed nursing home or residential care facility administrator on site that is in charge of all operations at the facility. This employee prepares budgets, reviews departmental reports, answers questions of department managers, deals with licensing issues, handles public relation issues, attends community events to promote the business, deals with HIPAA (Health Insurance Portability and Accounting Act) regulations, deals with employee benefits, handles safety issues, interprets procedures and writes plans of correction based on inspection reports. The employee will attend patient care plan meetings. The administrator will make rounds of the facility on a regularly scheduled basis. Each round will vary as to the amount of time it takes depending on the size and complexity of the facility. During rounds, the administrator walks the halls to observe that the patients are being cared for properly, there are no unreported maintenance issues, no housekeeping issues that are unsolved, the floor has adequate staffing and the general appearance of the facility is acceptable.

The administrator will stop and talk to residents to inquire if they have any complaints or concerns and will talk to family members and volunteers who may have questions. The administrator will not provide direct patient care. By state law (for nursing homes only) the administrator is not permitted to feed, toilet, administer medications or provide any other type of care. However, administrators do keep track of how often nurses see patients.

Administrators should have their payroll assigned to the applicable basic classification, as they are regularly exposed to the operative hazards of the nursing home/personal care facility. An administrator’s job duties fall beyond the Manual definition of a clerical office employee.

**ASSISTANT ADMINISTRATOR**

An assistant administrator performs many of the same job duties as the administrator and reports directly to the administrator in the chain of command. This employee may assist the administrator in the preparation of budgets, review departmental reports, answer questions of department managers, deal with licensing issues, handle public relation issues, attend community events to promote the business, deal with HIPPA regulations, deal with employee benefits, handle safety issues, interpret procedures and write plans of correction based on inspection reports. The employee will attend patient care plan meetings. The assistant administrator may make rounds of the facility on a regularly scheduled basis. Each round will vary as to the amount of time it takes depending on the size and complexity of the facility.

During rounds, the assistant administrator may walk the halls to observe that the patients are being cared for properly. They make sure no restraints are being used, there are no unreported maintenance issues or housekeeping issues that are unsolved, the floor is adequately staffed, and the general appearance of the facility is acceptable.

The assistant administrator may stop and talk to residents to inquire if they have any complaints or concerns and may talk to family members and volunteers who have questions. The assistant administrator may or may not provide direct patient care. Assistant administrators should have their payroll assigned to the appropriate basic classification, as they are regularly exposed to the operative hazards of the nursing home/personal care facility. See the Regular and Frequent Ruling and Interpretation for the definitions of "regular and frequent." An assistant administrator's job duties fall beyond the Manual definition of a clerical office employee.

**ACTIVITY DIRECTOR**

The activity director is in charge of the recreational and educational activities at a nursing home. The director is responsible for setting up a schedule, ordering supplies for the activities and, in some of the smaller homes, directly supervising the employees and residents in activities. If the activities director has a physically separate office, does not participate nor directly supervise (this activity may be done by the assistant activity director) and has no regular job duties in or about the facility, then the employee may have their payroll assigned to the clerical office classification. However, most activity directors are responsible for organizing and directly supervising the event and are present at the activity, whether it is on the premises of the facility or at another location (e.g., a shopping trip to a local mall). As such, the payroll of an activity director is generally assignable to the basic classification.

**ADMISSIONS DIRECTOR**

The admissions director may have alternate job titles such as marketing director, social services director, public relations director or director of development. Regardless, this employee is responsible for working with residents and their families and guiding them through the admission process. The admissions director will explain facility rules (such as marking clothing with a name) and patients' rights. The employee will work with family members who wish to bring furniture from home. The admissions director may explain that all electrical appliances must be inspected for safety (no frayed wires). If a family member visits and removes money from the patient, the admissions director must determine if an abuse situation exists and deal with reporting suspected abuse. If a patient is not happy with his room or roommate, the admissions director will determine if the patient can be transferred to another room. The admissions director may coordinate family concerns with department heads. If two family members disagree about treatment or how a resident's money is being spent, the admissions director may intervene and mediate the situation. They may do the charting about the social interactions of residents. They will plan care meetings. If a patient passes away or moves to another facility, the admissions director may contact the family about collecting personal belongings. They may also work with the ombudsman (a representative from the Area Agency on Aging that is assigned to a nursing home). The payroll of an admissions director is usually assigned to the basic classification, as they regularly spend time in and about the facility even though their primary job duties keep them in a physically separate office.



**CASE MANAGER**

This position is responsible for the management of the rehabilitation department. The employee directs the therapists and gathers information on the level of care needed for minimum data sets (MDS) forms. The case manager maintains the resident's logs and compares the amount of therapy provided to the resident's care plan. The case manager usually does not provide any rehabilitation services. This employee may go to the local hospital to screen charts for potential admissions. The case manager deals with discharge personnel in hospitals regarding possible admissions to their facility. While at the nursing home, the case manager attends managed therapy meetings to see that therapy provided to a resident is in compliance with Medicare regulations. The employee prepares communications bulletins and may write articles for a news bulletin that is distributed to residents. The case manager meets with physicians and social service workers to determine if any residents in the assisted living facility need to be moved to the nursing home. The employee is responsible for "hospitality" when new residents move into the independent living cottages, if such a facility exists. The employee will go to the resident's apartment and visit with the resident, answering any questions while providing information about the facility.

The case manager's payroll is properly assigned to the basic classification.

**CENTRAL SUPPLY CLERK**

This employee is responsible for distributing supplies to the floors and assuring the cupboards are stocked with needed supplies. This employee orders the supplies and determines what is chargeable to a resident. The employee will physically stock the supplies in the units. Some facilities title these employees as purchasing, but they work in an area similar to a storage office. They will make deliveries of supplies throughout the facility, and their control/purchasing is confined to a computer, paperwork or reports. Their offices are usually locked, since this is also where the supplies are located. The central supply clerk's payroll is properly assigned to the basic classification.

**CHAPLAINS**

A chaplain is a clergyman in charge of the nursing facility's chapel. They organize and conduct religious services for the residents of the nursing facility. They will visit non-ambulatory and ambulatory facility residents to provide spiritual counseling, individual worship services and counseling or just to see how a resident is faring in the facility. They may conduct in-room communions and/or last rites. Their payroll is properly assigned to the basic classification.

**CLINICAL DIRECTOR**

The clinical director's job responsibilities usually involve updating and reviewing the resident's medical and treatment charts and folders. If they review medications and treatments on the floor or in the resident rooms or if their offices are not physically separate from all other areas of the nursing facility, the payroll of the clinical director is properly assigned to the basic classification.

**DIETARY COORDINATOR/DIRECTOR/MANAGER/SUPERVISOR**

In some of the larger facilities there is a dietary director/manager who maintains all the dietary requirement records for the residents. Many residents have varying dietary needs, so this is often a critical position. This employee would develop menus and oversee food service. This may entail charting the intake of food by the residents. These duties are performed both in the office and on the floor. The duties also involve supervising the preparation of the food and trays. The employee may directly supervise dietary preparation in the kitchen or walk throughout the facility when meals are served to see that the patient is given their dietary requirements. The payroll of the dietary coordinator/director/ manager is properly assigned to the basic classification.

**DIRECTOR OF NURSING (DON)/ASSISTANT DIRECTOR OF NURSING (ADON)**

Director of Nursing - This position is usually charged with overseeing the entire nursing/care functions of the facility. This employee is responsible for administering the nursing program to maintain standards of patient care and advises medical staff, department heads and administrators in matters related to nursing service. The

employee analyzes and evaluates the quality of care administered by the nursing staff and visits residents routinely. The DON does not do any actual patient care.

Some nursing directors move throughout the facility all of the time, while others less so, spending the majority of their time in the office. This employee performs the scheduling of the nursing staff, all of the interviewing and hiring of nursing staff, and may review the unit manager's work. Due to the nature of the employee's work and the fact that the position requires the visitation of residents and the evaluation of the quality of care administered by the nursing staff, the payroll of the director of nursing is properly assigned to the basic classification.

Assistant Director of Nursing - This position is responsible for directing the programs of the facility. The employee collaborates in composing and implementing nursing policy, practice and quality assurance throughout the nursing department. The employee does not do any actual patient care. Primarily, their job responsibilities center around the quality assurance programs. The ADON makes sure all nursing departments are ready for the state survey. The ADON develops the schedule for quality assurance audits and reports. The employee directs, supervises and assigns projects and programs to a quality assurance analyst. The employee develops and directly oversees the Infection Control Program and reports monthly to the Quality Assurance Committee. The employee may oversee the wound care program and plans, organizes and oversees the staff development program, reviewing the accurate recording of in-service attendance records. The ADON interacts on a regular basis with patients, families, physicians and facility employees and makes tours throughout the facility on a daily basis.

In smaller facilities the ADON is the supervisor on the floor. Their time may be split between directly supervising the registered nurses and other nursing staff and completing paperwork in an office. The payroll of the ADON is properly assigned to the basic classification.

### **FACILITIES MANAGER**

This employee, in most cases, has direct floor duties and can do hands-on repair and maintenance work in and about the facility. This employee will also conduct evaluations for major repairs and improvements to the facility that requires the hiring of outside contractors. The payroll of the facilities manager is properly assigned to the basic classification.

### **HOME HEALTH CARE OPERATIONS**

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in the Pennsylvania Workers Compensation Manual.

### **INVENTORY CONTROL COORDINATOR**

This employee is responsible for the control and purchasing of hard goods and supplies used throughout the facility. This employee usually has no hands-on responsibilities on the facility floor. They usually make no deliveries of supplies throughout the facility, and their control/ purchasing is confined to data entry, computer-generated reports and related paperwork. The payroll of the inventory control coordinator is properly assigned to Code 953, Office, if their job duties are confined to working in a physically separate office.

### **MEDICAL DIRECTOR/MEDICAL COORDINATOR**

The medical director is usually a physician who is only active on a part-time basis. When he/she is active, the duties are usually visiting patients and making rounds within the nursing home. The payroll of the medical director is properly assigned to the basic classification.

### **MAINTENANCE DISPATCH**

These employees' major job responsibility is to dispatch work assignments to the maintenance employees. These employees are found in larger type facilities. They spend no time performing maintenance work in most facilities. They do not supervise the maintenance employees or do any inspections of the facility. As long as their job duties are confined to working in a physically separate office, their payroll can be assigned to Code 953, Office.

**MASHGIAH**

A mashgiah is an Orthodox rabbi or a person appointed by such a rabbi whose responsibility is to prevent violations of Jewish dietary laws by inspection of facilities where food assumed to be kosher is prepared for the public. These employees enter the kitchen area of the facility to make sure certain foods are kosher. This job position is usually found in faith-based facilities, and their payroll is properly assigned to the basic classification.

**MEDICAL RECORDS CLERK/WARD CLERK**

The medical records clerks are normally responsible for updating resident's charts and medical records. If they spend no time picking up and dropping off charts at either nurses' stations or resident's rooms, assign Code 953. If they perform any of the above duties on a regular basis on the floor, their payroll is properly assigned to the basic classification. If they complete their updates in a physically separate office, their payroll may be assigned to Code 953, Office.

In larger facilities, medical records clerks usually work in the business office and use computers to maintain a database of records. In such circumstances assign Code 953. In the smaller facilities, they may have other duties, including the delivery of medical supplies to nursing stations and interchanging labor as a central supply clerk. If a medical records clerk has any of these duties, then their payroll should be assigned to the basic classification.

**NURSING SECRETARY/SCHEDULER**

These employees do the paperwork for the nursing department, such as typing, scheduling, filing and other administrative support job duties. Their payroll may be assigned to Code 953, Office, if they work in a physically separate office and have no floor exposure. If they have their desks at the nursing station that is on the floor, their payroll would be assigned to the basic classification.

**RECEPTIONIST**

Receptionists answer incoming telephone calls and direct them to the correct extension. This employee also greets incoming visitors and asks them why they are at the facility. They may direct all visitors to sign a guest register. They may assist staff in making photocopies. They may maintain the postage meter and be responsible for outgoing mail. They will observe resident safety while the resident is in the lobby area. If one of the residents needs assistance or falls while in the lobby area, the receptionist may quickly page an aide to assist the resident rather than walk out to the resident herself. The receptionist will type the necessary information onto a new resident's identification bracelet. They may accept payment from residents or their representatives. They may walk out to the office, lobby and/or solarium to lock up the doors at the close of each day.

Receptionists in a nursing home facility not only greet and direct visitors but also provide a measure of security/safety for wandering residents and for visitors as well. Such an arrangement invariably precludes the assignment of Code 953, Office. Their payroll is properly assigned to the basic classification.

**REGISTERED NURSE ASSESMENT COORDINATOR (RNAC)**

These employees are responsible for the completion and accuracy of the resident care planning process and monitoring level-of-care changes and determinations. The RNAC oversees the development and implementation of individual resident care plans and ensures the resident's reaction and ongoing development. They are case managers for the residents and compile all of the paperwork that is needed to deal with the Health Maintenance Organizations that reimburse the nursing home for the treatment and care of the resident. They input all types of information into the computer about the activity level of all of the residents. They complete forms called Minimum Data Sets (MDS) for each new admission to the facility. They complete MDS reviews on each resident on a quarterly basis, as well as an annual MDS. The form must be completed for each resident at least once a quarter and at other times required by Medicaid, including admission and change in condition.

The RNAC compiles this information by a comprehensive review of the patient charts. The form contains many different sections used to determine how well the resident is able to function. The dietician is responsible for

completing the dietary section. The physical therapy department will complete a range of motion study and will complete the appropriate section of the form. The form is a comprehensive form that gathers information about the resident's social skills, communication skills, activities, cognitive skills, nutrition, vision and activities of daily living. Nursing homes are reimbursed by Medicare for the care of a patient based on the condition of the patient. If a patient is in a severe condition and requires extensive medical condition, Medicare will reimburse more funds for that patient than a patient who is more self-sufficient. The RNAC writes up reports to be submitted to Medicare. These employees will visit nurses' stations to discuss the patient's progress with a DON or nursing supervisors. The RNAC will take the patient's charts back to their office to type up the reports. These individuals will also visit patient rooms to do evaluations.

The amount of time an RNAC spends working throughout the facility varies. An assessment nurse has to assess the patient, and different department heads complete parts of the form, but the RNAC signs off on the form. The RNAC places his/her license at risk by signing a form verifying the data is correct. For example, if a report states a patient has bedsores, the RNAC will go on the floor and physically turn the patient over to verify this is correct. Direct observation of the resident, as well as communication with the resident's direct caregivers across all shifts, are essential for the RNAC to complete their job according to the Resident Assessment Instrument User's Manual, a manual issued by the Federal government regarding the MDS. Based on the above information and job duties, the payroll of RNACs is properly assigned to the basic classification.

### **RESTORATIVE PROGRAMS DIRECTOR**

This employee is responsible for making sure that the residents eat regularly, walk and engage in the therapy that is provided by the insured's restorative aides. The employee will go out to see the residents and test them and regularly walks around the facility. Part of the employee's job responsibilities requires the employee to walk, lift and bend. The restorative programs director directly supervises the restorative aides and reviews them doing their jobs. Their payroll is assigned to the basic classification.

### **STAFF DEVELOPMENT/IN-SERVICE TRAINING COORDINATOR**

These employees are registered nurses and are the "clinical experts." When a new employee is hired, these employees will do an orientation with the employee. They review corporate compliance, explain workers' compensation and infection control, and introduce the employee to his manager. They verify that all forms are completed as required for the new hire. They attend "stand-up meetings." These are meetings that occur at the change of a shift. The employees completing their shift will explain any changes in a resident's condition to the new shift. These meetings used to take place at the nursing station, but, due to HIPPA regulations, they are now held in an activity room.

They are responsible for assuring the staff's credentials and licenses are up-to-date. They assure nurses have the correct number of continuing education credits. They arrange for educational classes to be provided to employees. They may arrange for the maintenance department to provide information in a classroom setting on fire safety and the correct operation of a fire extinguisher. They may arrange for housekeeping to conduct a class for staff on infection control. They will gather information from the floor supervisors verifying nurses have met IV competencies (inserted the correct number of IVs successfully in the correct amount of time).

They regularly spend time doing classroom teaching of employees. They will teach and provide instruction classes on hand-washing techniques, resident safety, wound care and proper lifting mechanics. Their payroll is properly assigned to the basic classification.

### **STAFF COORDINATOR**

This employee would only work from their office completing staffing schedules for the various departments. Their main job duty is to make sure there are enough employees for each shift.

If they have no other job duties and their scheduling work is done in a physically separate office, then the payroll of these employees may be assigned to Code 953, Office.

**TRANSPORTATION DISPATCHER**

Some of the larger facilities have employees who sit in an office and schedule transportation for the residents for shopping, doctors' visits and family visits. If the employee has no other job duty and their scheduling work is done in a physically separate office, then their payroll may be assigned to Code 953, Office. If the employee regularly engages in driving the residents to and from their destinations, their payroll is properly assigned to the basic classification.

**UTILIZATION MEDICAL REVIEWER**

These individuals review charts from medical records for the doctors to determine patient medical needs.

These individuals work in enclosed offices and usually have no floor duties. If their work is done in a physically separate office, then the payroll of these employees may be assigned to Code 953, Office.

**UNIT CLERK/SECRETARY**

This employee is responsible for ordering supplies for the nursing department and checking secretarial notes for quality. The unit clerk will code bills for insurance companies, Medicare and Medicaid. These employees may work on the nursing home floor at a desk behind the nursing stations, or they may work in a physically separate office. Their responsibilities include maintaining all unit records of the patient residents. The employee answers, the phones, schedules medical appointments for residents on the unit and marks files if a resident leave the facility. The employee coordinates all labs and doctor appointments by telephone.

They call for transportation for all of the appointments and perform chart-thinning work according to the nursing home's policy. They maintain all forms and active files and coordinate all lab orders by telephone. They fax paperwork to pharmacies and physicians and complete admission/readmission checklists for each admission.

This employee is responsible for the secretarial work on the unit. The employee assures doctor's orders are placed in the patient's chart. The employee may work at a desk in the nursing station on the floor or may be in a physically separate office. If the employee has no regular job duties on the nursing room floor and works in a physically separate office, then their payroll may be assigned to Code 953, Office. If they work on the nursing home floor at a desk behind the nursing station, then their payroll should be assigned to the basic classification

**VOLUNTEER COORDINATOR**

The coordinator who has no duties/supervisory responsibilities over the volunteers on the floor, who simply schedules and coordinates volunteers' activities, can be classified as clerical. They usually work in an enclosed office. Many coordinators simply spend their time on the telephone recruiting volunteers or asking them to come in on a particular day. If they have no regular job duties in or about the facility and they work in a physically separate office, their payroll should be assigned to Code 953. Those volunteer coordinators who supervise volunteers on the floor should have their payroll assigned to the basic classification.

**PER DIEMS**

Per Diems refer to a specific amount of money that a business provides to an employee to cover living and traveling expenses in connection with work. To the extent that specific documentation is not available for substantiation of per diem expenses in accordance with Manual rules (see Section 1, Rule V, and F.) per diem expense reimbursement payments are included as remuneration for premium computation purposes.

Certain Internal Revenue Service (IRS) procedures allow for employer deduction of per diems paid to employees under the terms of a "nonaccountable plan." This type of plan does not require actual receipts for the expenses covered by the per diems. Exclusion of per diems under a "nonaccountable plan" from remuneration for premium computation purposes is solely a matter for carrier review and determination. Disputes emanating from insuring carrier's determinations in the area of nonaccountable IRS per diem plans are not subject to PCRB review and resolution.

**PREFABRICATED METAL BUILDING ERECTION – PREFABRICATED SHEET METAL AND SILO ERECTION METAL**

Payroll developed in the two types of erection jobs cited above will be classified in the manner indicated below.

Code 608 is applicable to the building of concrete flooring or padding for one or two-story structures. Code 609 is applicable to site preparation and to any excavation. Code 654 is the proper classification for the building of concrete flooring or padding for structures of three stories or higher. Payroll developed in the erection of the prefabricated metal building framework is assignable to Code 655. Installation of sheet metal siding, roofing or interior work for a prefabricated metal building or the erection of metal or fiberglass silo sections is assignable to Code 651. Electrical work is assignable to Code 661 and plumbing installation is assignable to Code 663. For the silo erection Code 675 is proper for payroll developed in the installation of conveyors or other materials handling equipment or for the service and/or repair of such. Other trade classifications may be extended as warranted.

**PREVAILING WAGE PAYMENTS**

Prevailing wage statutes, including but not necessarily limited to the Davis-Bacon Act or the Pennsylvania Prevailing Wage Act stipulate that contractors under Federal or State government contracts, respectively, are required to pay specific minimum wage rates and specified fringe benefits. When auditing these types of employers, all wages paid to the employees are included for premium calculation. Fringe benefits that are required may only be excluded from premium calculation when paid to group insurance plans, pension plans or third party administrators. If fringe benefit payments are paid directly to an employee the fringe benefit amount is treated like wages and is included for premium calculation.

**PRODUCT ASSEMBLY DEFINITION**

For classification purposes, the term "assembly" refers to the joining together of prefabricated component parts purchased from unrelated concerns to form a described product. Some portion of the purchased prefabricated component parts may be modified prior to assembly. When a specific assembly classification does not exist for a certain product, the assembly of such product shall be assigned to the manufacturing classification which most accurately describes the completed product.

It is common for stores, such as those engaged in the sale of bicycles, furniture, jewelry or light fixtures, to perform incidental assembly activities in preparation for the display of or after the sale of merchandise. Assembly or "get ready" activities which are incidental to a store's operations shall be assigned to the store's applicable classification.

**PROPERTY MANAGEMENT FIRMS**

Property management firms are engaged in the management of real property which may be owned by the management firm or owned by unrelated businesses and managed under contract. Real property is defined for this Ruling and Interpretation as apartment houses, condominiums, private dwellings (houses) and commercial office buildings. The duties of a property management firm are to enforce the provisions of the lease agreement entered into by the tenant and landlord, to ensure that necessary tax, mortgage, insurance and other payments are made in a timely manner, and to ensure that the property is maintained in such a way as to maximize its value to the owner. In the conduct of such operations management companies may employ maintenance personnel, resident or on-site managers, leasing agents or property management supervisors or may subcontract all or portions of these separate responsibilities. The basic functions performed by the personnel of property management firms and the current classification procedures followed in connection therewith are presented below:

**Maintenance**

Maintenance personnel generally perform minor maintenance and repair work at the property site, including but not limited to: cutting the grass, shoveling snow, plumbing, electrical wiring, painting and minor carpentry activities. New construction or structural alterations generally are subcontracted to a specialty contractor. Payroll developed by maintenance employees of a commercial or industrial building owner, lessee or real estate management firm is assigned to Code 971. Payroll developed by maintenance employees of an apartment or condominium complex

operator is assigned to Code 880.

### **Resident or On-Site Managers**

Resident managers typically are retained in connection with residential apartment complexes, while on-site managers may be employed in connection with either residential or commercial properties. Resident managers usually receive compensation in the form of a salary and an apartment unit located at the site of the managed property. The duties of resident or on-site managers retained in connection with apartment complexes and similar multiple dwelling units may include but are not limited to: performing maintenance and repair work, showing apartments to prospective tenants, preparing lease or rental agreements, collecting rents, handling tenant complaints, inspecting vacated units for damage, coordinating maintenance and repair activities, acting as the liaison between tenants and management supervisors, and directly supervising the overall operations and/or maintenance staff of the property.

As a general rule, managers engaged in the above job duties should have their payroll assigned to either Code 971 or Code 880. However, managers who perform no maintenance/repair work or perform no direct supervision of the maintenance staff or do not supervise the overall operations of the complex may have their payroll assigned to Code 951. The duties of on-site managers retained in connection with commercial buildings are similar to those described above and are classified the same way.

### **Leasing Agents**

Leasing agents are typically engaged in residential and/or commercial property leasing or real estate sales activities. Leasing agents are paid a commission based upon the total rent paid over the duration of the lease. Leasing agents show available space to prospective tenants and negotiate the terms of the lease, including the lease period, tenant improvements, payment schedules, and termination provisions. Leasing agents usually do not perform any property management activities.

Historically, leasing agents engaged exclusively in the aforementioned activities have been assigned to Code 951. Leasing agents who, in addition to leasing activities, perform property management operations, such as the direct supervision of employees engaged in the operation, maintenance or repair of properties, are assignable to either Code 971 or Code 880.

### **Property Management Supervisors**

Property management supervisors normally retain responsibility for several residential complexes, single-family residences and/or commercial buildings. Such persons primarily perform administrative duties in the office of the management firm but will also visit the various properties under management to ensure that the properties are being adequately maintained. The job duties of these employees involve entering into contractual arrangements with real estate property owners for the management of properties, obtaining new properties to be managed, negotiating contracts with firms specializing in the maintenance, repair or alteration of properties, hiring and dismissal of resident or on-site managers, handling the financial arrangements of the property, preparing financial reports, showing available space to potential tenants, renegotiating or extending leases, meeting with resident or on-site managers to discuss problems or complaints, periodically inspecting the physical appearance of the property to ensure that necessary maintenance and repair operations are being performed and to take note of additional needed repairs.

Property management supervisors do not:

- reside at or work from the site of the properties under management
- directly supervise maintenance or repair employees
- directly supervise the operation of the property

Employees exclusively engaged in the above job duties may have their payroll assigned to Code 951.

### **OPERATIONS NOT INCLUDED:**

1. The management or operation of all other types of real property is not subject to this Ruling and Interpretation and shall be classified as provided elsewhere in this Manual.

### **REGULAR AND FREQUENT**

In determining the classification assignment for an employee who may have (to varying degrees) multiple operational exposures, the term "regular and frequent" has historically been used by the PCRB in evaluating the duties of the employee(s) in question. The purpose of this R&I is to briefly (but not exhaustively) clarify the PCRB's use and application of this classification assignment concept.

The word "regular" is defined as "usual, normal, customary, recurring at fixed times and periodic." The word "frequent" is defined as "happening or occurring at short intervals, constant or habitual." The intent of the PCRB's classification procedure is to assign the payroll of an employee having multiple occupational exposures to that classification most consistent with the overall nature of that employee's exposure. The term "regular and frequent" is a benchmark used to help determine whether exposure in a given occupational area is or is not sufficient to warrant assignment of an employee to the Manual classification applicable to such exposure.

An employee need not actually work at a production machine in order to have their payroll assigned to the appropriate basic production classification. If, in the course of performing their work, the employees' duties bring them into regular and frequent contact with the production area, then that person's payroll would be assigned to the appropriate basic production classification.

The above observation should not be construed to mean that any individual who ever steps into the plant or shop area would automatically have their payroll assigned to the higher valued classification. The intent of the PCRB's classification procedure is to be reasonable and fair in assigning the appropriate classification that reflects the employee's job duties. Therefore, an employee who was temporarily engaged in a job duty beyond the restrictive definition of the standard exception classifications on an infrequent or emergency basis would not have their payroll assigned to the basic classification.

Please note that the existence of a portal door or window in a floor-to-ceiling partition to allow an interface between employees, visitors or customers does not in and of itself invalidate the floor-to-ceiling partition.

Some examples may further clarify these considerations:

- Employee X of ABC Corporation makes outside sales calls and visits prospective customers one day a week every week. The employee will typically visit five to six customers. The other four days of the week, Employee X works at ABC Corporation's offices handling administrative paperwork and other clerical duties. Employee X's payroll would be allocated to Code 951, because this employee is regularly (every week) and frequently (one day per week) engaged in outside sales duties away from the premises.
- Employee X of ABC Corporation makes a trip to a sales convention for a week, two times a year. The rest of the employee's duties keep Employee X working strictly in the company's corporate offices. Employee X's payroll should be assigned to Code 953, as two sales convention trips a year should not be construed as either regular or frequent.
- Employee Y of DEF Corporation spends about two hours (out of an eight-hour day) every day in the production plant. Employee Y will go to each of the production areas of the plant and physically observe and talk with foremen and workers at their machines to get feedback as to when a certain job will be completed. Employee Y may also set up a complex job on a machine or do an emergency repair during these two hours. Employee Y spends the other six hours of each day in an office handling production scheduling, administrative paperwork, finances and management reports. Employee Y's payroll would be assigned to the production plant's governing classification, as this employee is regularly and frequently exposed to the production area, even though Employee Y does not actually work on a production machine.

If this employee had spent only 10-to-15 minutes once or twice a week in the shop conferring with



foremen, greeting employees or had been called into the shop in case of an emergency with the rest of their time spent in an office, then the payroll of Employee Y would be assigned to Code 953, as the employee is not frequently in the shop.

The major points attempted to be made here are:

- Determining the amount of time an employee spends exposed to the operational hazards of the business is extremely important.
- Determining the duties of an employee during that time may give a clearer picture of the extent of the employee's duties.

As usual, the more involved in presenting and exploring a line of questioning, the more information comes to light. With the benefit of such enhanced information, the auditor will more likely be able to make an informed judgment on assignment of payroll.

### **RETAIL STORE WITH MANUFACTURING CONCERN**

Where a retail outlet is located at the same or contiguous premises as a business' manufacturing facility, the applicable retail store classification shall apply to the payroll of the retail outlet provided that such outlet is operated in a work area physically separate from the business' other operations by a floor to ceiling partition and by a separate crew of employees.

### **SELF-SERVICE GASOLINE STATIONS AND CONVENIENCE GROCERS**

In classifying a combination self-service gasoline station and convenience grocer Code 917 shall apply at each location when the sale of merchandise, other than gasoline, exceeds 10% of the total annual receipts for the location.

Self-service gasoline stations exclusively engaged in the retail sale of gasoline or where the cashier may also sell items such as cigarettes and/or snack food only shall be assigned to Code 816.

### **SEPARATE PAYROLL RECORDS – DEFINITION**

In limited circumstances, (Section 1, Rule IV, Paragraph C.5), the payroll of an employee may be divided between two or more classifications, provided the employer has maintained the requisite separate payroll records. Specifically, the employer's payroll records should be supported by original time cards, hourly labor postings, labor cost entries or time book entries which show separately, both by individual employee and in summary by operations performed, the remuneration earned by such employee. A standard format for the records is not required but these records must be original and they must be summarized, i.e., totaled, by operation. This allows employers the flexibility to use a variety of methods and technology to record the required information. The accuracy of the summaries must be verifiable by reviewing the original, individual employee records. Data elements must be contemporaneously recorded (originating at the same time) and summarized. If the employer fails to keep complete and accurate records as provided in this definition, the entire remuneration of the employee shall be assigned to the highest valued classification applicable to any part of the work performed by the employee. A permissible payroll separation should be based on a time card(s) or invoice(s) showing the actual number of hours worked for a given employee. Payroll may not be divided by means of percentages, averages, estimates, or any basis other than specific time cards, hourly labor postings, labor cost entries or time book entries.

#### **EXAMPLES:**

An employee is engaged in performing the fabrication of iron railings (Code 413) in the shop and also assisting in the installation of ornamental iron railings (Code 658.) The amount of time this employee spends in installing railings should be based on a time card or invoice that show time spent in the installation activity. Usually, an employer uses the total job cost in labor of installation work and transcribes that amount on a separate record (job book, general ledger) for each installation job completed during the workweek. Then the amounts are totaled and

recorded on a weekly payroll record or a separate card is completed that just shows the installation payroll. The insured totals the amounts on a weekly or monthly basis.

Other employers record the total hours for each installation by employee for each job and then multiply those hours by the employee's hourly rate. The amount is recorded and entered on a separate section of the employee's earnings card or in the payroll book under the employee's name. This process is also completed week by week with the insured totaling the amounts on a weekly or monthly basis.

Types of records reviewed include but are not limited to payroll records, master control reports, and job cost records.

### **SHOP REPAIR OPERATIONS**

Risks having shop operations that involve the repair of a product for which there is no repair classification are to be assigned to the classification that applies to the manufacture of the product, unless such repair work is specifically referred to by another classification phraseology, footnote or definition in the Manual.

### **SKI RESORTS**

A ski resort is a multiple enterprise and the appropriate classification shall be assigned to each of the various operations thereof provided each operation is separately staffed and there is no interchange of employees. Examples of ski resort operations and the applicable classification are listed below:

1. Assign Code 969 to payroll developed in all skiing, snowboarding or snow tubing operations including but not necessarily limited to: the operation of the ski lifts, T-bar, rope tows, snow grooming, operating artificial snow-making machinery, the maintenance of roads or equipment, the transporting of customers to slopes, ski patrols, ski instructors, ticket checkers or sellers, the maintaining of building facilities, security personnel, and parking lot attendants (not for hotel).
2. Assign Code 928 to the operation of shops renting skis, toboggans, boots, poles or other skiing equipment or supplies or engaged in the sale of such merchandise or ski clothing.
3. Assign Code 973 to all payroll developed in the operations of hotel facilities. Please refer to the General Auditing & Classification Information entry for "Hotel or Motel Operations" for the scope of the Code 973 assignment.
4. Payroll developed in the operation of restaurants and/or bar facilities shall be classified as discussed below. If the ski resort includes hotel facilities, payroll developed in the restaurant and/or bar operation(s) shall be assigned to Code 945. Please refer to the General Auditing & Classification Information entry for "Hotel or Motel Operations" for the scope of the Code 945 assignment. Assign the applicable restaurant classification in the event the ski resort operates restaurant and/or bar facilities and does not have hotel facilities. For further information please refer to the class descriptions of the different restaurant classifications (e.g., Codes 897, 975) in Section 2 of this Manual.
5. Assign Code 981 to payroll developed in slot machine gambling operations when conducted in a physically separate department by a separate staff.
6. Assign Code 953 to employees engaged in clerical office duties, as defined in Section 1 of this Manual, and having no other regular duty in the course of their employment.

### **SNOW PLOWING AND/OR REMOVAL**

Assign the employer's governing classification to payroll developed in snow plowing and/or removal for unrelated concerns.

### **TIPS vs. AUTOMATIC GRATUITIES**

The IRS has ruled that when a business adds services charges to customers' bills (such as "automatic gratuities") and distributes those charges to its employees, the business should characterize the distributed amounts as social security wages, not as social security tips.

Payments must meet all of the following criteria to be considered as tips:

- The customer must freely determine the payment.
- The customer must be able to determine the amount without restriction.
- The payment cannot be determined by negotiations between the customer and the employer, or dictated by the employer.
- The customer should generally have the right to decide who receives the payment.

Historically, tips, including automatic gratuities, have been excluded from remuneration and, therefore, have been excluded from the basis for premium in Pennsylvania. However, in recognition of this IRS ruling, the PCRB directs that automatic gratuities be included as remuneration. Note that tips, as defined above (and thus distinguished from automatic gratuities), remain an exclusion from remuneration in Pennsylvania.

### TRUCK STOPS

A truck stop establishment is a multiple enterprise, and the appropriate classification shall be assigned to each of the various operations thereof provided each operation is separately staffed and is conducted in a physically separate work area. The exact nature of each of the truck stop's operations will direct which classification to assign. The more common truck stop operations and the assignable class for each are delineated below:

1. **Code 816** is for payroll developed by fuel attendants engaged in pumping gasoline or diesel fuel or to personnel who work exclusively on a fuel island adding or changing motor oil, checking the air in tires and performing related duties. Fuel attendants may also accept payment for fuel or motor oil sales.
2. **Code 815** is assignable to personnel engaged in the repair of automobiles or trucks. A truck stop may have separate automobile and truck repair bays.
3. **Code 973** is assignable to the payroll of chambermaids or related personnel engaged in the upkeep of motel rooms.
4. **Code 928** is assignable to gift shop and/or retail store personnel. The merchandise sold may include but is not necessarily limited to: men's or women's clothing, CB radios, gifts, greeting cards, toilet articles, health or beauty aids, books, newspapers or magazines.

Payroll developed in the operation of a restaurant, when conducted in a physically separate department and by a separate crew of employees, including preparing or serving food or beverages, washing dishes or receiving payment for meals or beverages, shall be assigned to the applicable restaurant classification. Please refer to the descriptions of Codes 897 and 975 in Section 2 for further information.

Control desk cashiers' duties include but are not necessarily limited to: operating self-serve fuel pump controls, writing invoices for fuel or motor oil sales or vehicle repairs, receiving cash or credit payment for fuel sales or trucking operating permits, receiving or transmitting telegrams or receiving telegram money transfers, accepting payment for store merchandise or selling lottery tickets. Employees engaged as control desk cashiers may be assigned to Code 928 provided the control desk is located inside the truck stop store. In the event the control desk is located in an enclosed booth located on a fuel island or in an area contiguous thereto the payroll of the control desk cashiers shall be assigned to Code 816.

Additional classifications may be extended to a truck stop in the event a truck stop conducts additional separately staffed and located operations not listed in this General Auditing & Classification Information entry.

### VOLUNTEER FIRE DEPARTMENTS AND/OR VOLUNTEER FIRE COMPANIES – WORKERS' COMPENSATION INSURANCE OPTIONS

In Pennsylvania the municipality in which a volunteer fire department(s) and/or volunteer fire company(ies) is based is generally construed to be the statutory employer of the members of the volunteer fire department or volunteer fire company who perform the services of a volunteer firefighter, and for that reason it has been the practice for the municipality in which the volunteer fire department(s) and/or volunteer fire company(ies) is based to provide workers' compensation insurance coverage for such members. The Department of Labor and Industry (Department) has rendered a written opinion on whether a volunteer fire department and/or volunteer fire company

may be separately insured pursuant to the Department's review of the Pennsylvania Workers' Compensation Act (Act), Section 601 (a)(1), and the interpretative case law thereon. The Department's opinion states that there is nothing in the language of the Act or the case law accompanying Section 601 (a)(1) that indicates a volunteer fire department and/or company would be prohibited from obtaining a workers' compensation policy separate from that of the municipality in which it is based. In other words, in the Department's opinion a volunteer fire department and/or volunteer fire company may purchase a workers' compensation insurance policy that is separate from the workers' compensation policy of the municipality in which it is based. The Department's opinion also states that the above analysis applies to volunteer ambulance corps or volunteer rescue or lifesaving squads, because there is no language in Section 601 (a) (2) or (a) (3) of the Act or in the case law thereon that prohibits a volunteer ambulance corps or a volunteer rescue or lifesaving squad from obtaining workers' compensation insurance separate from the municipality in which it is based.

The classification applicable to a separate workers' compensation insurance policy purchased by a volunteer fire department and/or volunteer fire company for volunteers/members covered by such policy would be Code 994. The classification applicable to a separate workers' compensation insurance policy purchased for the volunteers/members of a volunteer ambulance corps or volunteer rescue or lifesaving squad would be Code 993.

If an entity (typically a volunteer fire department and/or volunteer fire company) provides fire, ambulance or rescue and lifesaving squad services in combination and that entity purchases a single, separate workers' compensation policy, then each service provided must be separately classified. In such instances the applicable classifications for the single, separate workers' compensation policy would be both Codes 993 and 994.

If an entity (again typically a volunteer fire department and/or volunteer fire company) has a policy for its employees (e.g., bartenders for a social club or food servers and/or bartenders for a banquet hall), Code 993 and/or Code 994 may be added to that policy for the coverage of the volunteer firefighters and/or volunteer ambulance corps and/or volunteer rescue or lifesaving squad persons.

Where the firefighting service is provided by a combination of volunteer firefighters and paid firefighters insured by a policy purchased by the municipality in which the volunteer fire department or volunteer fire company and the paid firefighters are based, the municipality's volunteer firefighting premium is prorated pursuant to the procedure delineated in the Section 2 rating value listing pages. The volunteer firefighting premium charge shall be prorated in the same manner in the event a policy separate from the municipality's policy is purchased for the (Code 994) volunteer fire fighting exposure. When ambulance or rescue lifesaving service is provided by an independent, non-municipal entity staffed by a combination of paid ambulance, rescue or lifesaving persons and volunteer ambulance, rescue or lifesaving persons, assign Code 807 to the payroll of the paid ambulance, rescue or lifesaving persons and Code 993 for the volunteers. The Code 993 per corps premium shall be prorated in the same manner cited above for firefighting service provided by the combination of volunteer firefighters and paid firefighters.

**THE MUNICIPALITY IN WHICH A VOLUNTEER FIRE DEPARTMENT AND/OR  
VOLUNTEER FIRE COMPANY IS BASED WILL GENERALLY BE CONSTRUED  
TO REMAIN THE VOLUNTEERS' STATUTORY EMPLOYER**

In the event that a volunteer fire department and/or volunteer fire company does not purchase a separate workers' compensation policy for its volunteers/members or in the event that such separately purchased policy lapses, is canceled or otherwise ceases to be effective for any reason, then the municipality in which the volunteer fire department and/or volunteer fire company is based should secure workers' compensation insurance coverage for the volunteer fire department's and/or volunteer fire company's volunteers/members. This same provision would also apply to volunteer ambulance corps or rescue or lifesaving squads.

The PCRB expresses no opinion as to the potential liability of a municipality for workers' compensation benefits or otherwise to members of a volunteer fire company, ambulance corps or rescue or lifesaving squad when there exists separate workers' compensation coverage for such members pursuant to another entity's insurance.

**MUNICIPALITY IN WHICH A VOLUNTEER FIRE DEPARTMENT  
AND/OR VOLUNTEER FIRE COMPANY IS BASED DEFINED**

The term “the municipality in which the volunteer fire department and/or volunteer fire company is based” shall be defined as any incorporated political subdivision of the Commonwealth smaller than a county (e.g., city, borough, township or town) wherein a volunteer fire department and/or volunteer fire company is headquartered. This definition also applies to volunteer ambulance corps or volunteer rescue or lifesaving squads.

In the event of a merger of two or more previously separate volunteer fire departments and/or volunteer fire companies garaged in two or more separately incorporated political subdivisions, the municipality in which a volunteer fire department and/or volunteer fire company is based shall be that participating incorporated political subdivision designated by the parties as the headquarters of the new, merged volunteer fire departments and/or volunteer fire companies. This procedure also applies to merged volunteer ambulance corps or volunteer rescue or lifesaving squads.

### SUMMARY OF THE DEPARTMENT OF LABOR AND INDUSTRY’S (DEPARTMENT) OPINION

The following is a summary of the Department’s opinion, and it is based in part on discussions with the Department after the Department issued the opinion. You should not rely on this summary as advice concerning the legal obligation of a person to maintain workers’ compensation coverage.

The Pennsylvania Compensation Rating Bureau has asked the Department for an opinion with respect to whether a volunteer fire department and/or volunteer fire company may obtain workers’ compensation coverage as an actual employer separate from the coverage of the municipality in which the volunteer fire department and/or volunteer fire company is based. A second issue is whether a volunteer ambulance corps or a volunteer rescue or lifesaving squad may also pursue workers’ compensation coverage separate from the municipality in which it is based. In the Department’s opinion a volunteer fire department and/or volunteer fire company or a volunteer ambulance corps or volunteer rescue or lifesaving squad may separately obtain workers’ compensation insurance as an employer independently from the municipality in which it is based.

There is nothing in the language of the Act or the case law accompanying Section 601 (a)(1) of the Act that indicates a volunteer fire department and/or volunteer fire company would be prohibited (emphasis in the original) from obtaining workers’ compensation coverage separate from the municipality in which such department or company is based. The Commonwealth Court in one case sets forth that “volunteer fire fighters may have two employers for the purposes of the Act, the actual employer under whose supervision the fireman was working at the time of injury, and the statutory employer, i.e. the municipality upon whom rests the responsibility for providing workmen’s compensation benefits under Section 601.” Temple v. Milmont Fire Co., 525 A.2d 848, 850 (PA Cmwlth. 1987). Even though Temple does not require a volunteer fire department to obtain workers’ compensation insurance separate from the municipality in which it is based, it certainly does not prohibit the volunteer fire department and/or volunteer fire company from doing so as an employer. See id.

The same analysis applies to volunteer ambulance corps or volunteer rescue or lifesaving squads – no language in the Act or in the case law accompanying Section 601 (a) (2) or (a) (3) prohibits (emphasis in the original) a volunteer ambulance corps or a volunteer rescue or lifesaving squad from attempting to obtain workers’ compensation insurance separate from the municipality in which such corps or squad is based. The only indication the Department found that a volunteer ambulance corps or a volunteer rescue or lifesaving squad and a volunteer fire department and/or volunteer fire company would be treated differently in some respect is found in Scrima v. Swissvale Area Emergency Services, 599 A.2d 301 (Pa Cmwlth. 1991). The Commonwealth Court in Scrima declined to expand the rule that volunteer fire department and/or volunteer fire companies are entitled to governmental immunity to include volunteer ambulance corps or volunteer rescue or lifesaving squads. 1 However, the fact that governmental immunity cannot be applied to a volunteer ambulance corps or a volunteer rescue or lifesaving squad does not prohibit the volunteer ambulance corps or the volunteer rescue or lifesaving squad from obtaining workers’ compensation separate from the workers’ compensation coverage of the municipality in which the volunteer ambulance corps or the volunteer rescue or lifesaving squad is based. It may even provide an additional argument in support of why a volunteer ambulance corps or a volunteer rescue or lifesaving squad should be permitted to obtain workers’ compensation insurance coverage separate and apart from that of the municipality in which they are based. If the volunteer ambulance corps or volunteer rescue or lifesaving squad does not have governmental immunity, having separate workers’ compensation coverage could give it an additional layer of protection against liability.

**WHOLESALE/RETAIL MAIL ORDER HOUSE OR INTERNET SALES - DEFINITIONS**

**Wholesale**

For the purposes of classifying stores the term "wholesale" shall be construed to mean the selling of merchandise:

1. to retailers;
2. to manufacturers, builders or contractors;
3. to industrial, agricultural, commercial, governmental, institutional or professional users;
4. to other wholesalers; or
5. to firms acting as agents in buying merchandise for or selling merchandise to such persons or companies as those previously listed.

Wholesale store operations generally include the maintenance of warehouse inventories; delivery and the promoting of sales through utilization of an outside sales force and/or by telephone or fax. Many but not all wholesalers may also perform the physical assembling, sorting and grading of their goods; the breaking of bulk quantities and repackaging into smaller lots. A wholesaler may also have a sales counter where a walk-in customer's order may be written up and payment for merchandise made. The counter clerk may transmit the order to the warehouse or the customer may take the order to the warehouse for fulfillment.

**Mail Order House Or Internet Sales**

An enterprise principally (more than 50 percent of the gross receipts) engaged in selling by mail order or by telephone by means of a catalogue mailed to customers and/or via Internet website shall be assigned to the appropriate wholesale store classification for the commodities handled, except for mail order pharmacies filling individual patient drug prescriptions which shall be assigned to Code 927. Mail, telephone order or Internet sales by a manufacturer or incidental to a retail store business shall be classified in accordance with the class or classes appropriate to the business of the employer.

**RETAIL**

For purposes of classifying stores the term "Retail" shall be construed to mean the selling of displayed merchandise in store-type premises where floor and/or counter salespersons assist customers or on a self-service basis to the general public for personal or household consumption or use. Warehouse operations incident to the retail store enterprise shall be assigned to the enterprise's appropriate retail store classification.

The appropriate retail store class shall also be assigned when the insured, while technically a wholesaler, operates primarily in a retail manner. The customers will generally be commercial or professional users. "Retail manner" means such insured will have a large merchandise display area; customers may walk up and down the display aisles, inspect the merchandise being offered for sale, place their selections into either a shopping basket or shopping cart and will make payment for their selections at a customer checkout lane. The employer's single largest group(s) of employees are floor or counter salespersons assisting customers or performing customer checkout.

(The act of collecting a sales tax on merchandise sold is not a factor in defining a retail store and has no bearing upon determining the business' classification assignment.)

**WRECKING OR DEMOLITION OR BUILDING MOVING OR RAISING PROJECT**

All work to completion at a wrecking or demolition or a building moving or raising site shall be assigned to one of the following classifications:

1. Code 651 – Applicable to wooden buildings or structures including those designed for residential

- occupancy and interior stripping/gutting.
- 2. Code 654 – Applicable to concrete or concrete encased buildings or structures.
- 3. Code 655 – Applicable to iron or steel buildings or structures.
- 4. Code 653 – Applicable to masonry buildings or structures.
- 5. Code 611 – Applicable to piers or wharfs.

The classification with the highest rating value applies where wrecking or demolition or building moving or raising involves a building or structure of more than one type of construction.

All wrecking or demolition or building moving or raising work not specifically described above shall be assigned by analogy to one of the classifications designated above. No other classification is applicable.

Secondhand material businesses at a separate location with no interchange of employees shall be assigned to the appropriate scrap metal dealer classification based on whether the dealer is principally engaged in handling ferrous or nonferrous scrap metal. Assign ferrous scrap dealers to Code 858 and assign nonferrous scrap dealers to Code 859. Assign Code 860 to secondhand materials dealers who do not have a principal line of merchandise.

**COAL MINES**

**The application of Coal Mine classifications, loss costs, underwriting rules and experience rating is under the jurisdiction of the Coal Mine Compensation Rating Bureau of Pennsylvania, 300 North Second Street, Harrisburg, Pennsylvania 17101.**

The following Coal Mine classifications are shown as a matter of convenience:

**Coal Mine Classifications**

- 1010** Anthracite Mining.
- 1001** Bituminous Mining.
- 1012** Surface and Culm–Anthracite.
- 1014** Surface and Culm–Bituminous.
- 1469** Coke.
- 1015** Auger Mining–Surface.
- 1018** Truck Delivery of Coal by Mine Operators.

**These classifications available only on assignment by the Coal Mine Compensation Rating Bureau.**

- 1025** Anthracite Prep Plant.
- 1027** Bituminous Prep Plant.

**Occupational Disease Classifications**

- 1011** Anthracite Deep Mining.
- 0160** Anthracite Deep Mining (FEDERAL).
- 1002** Bituminous Deep Mining.
- 0158** Bituminous Deep Mining (FEDERAL).
- 1016** Surface and Culm–Anthracite.
- 0153** Surface and Culm–Anthracite (FEDERAL).
- 1013** Surface and Culm–Bituminous
- 0156** Surface and Culm–Bituminous (FEDERAL).
- 1017** Coke.
- 0154** Coke. (FEDERAL).
- 1019** Auger Mining–Surface.
- 0157** Auger Mining–Surface (FEDERAL).
- 1011** Truck Delivery of Coal–Anthracite Mining.

- 1002** Truck Delivery of Coal–Bituminous Mining.
- 1016** Truck Delivery of Coal–Anthracite Surface.
- 1013** Truck Delivery of Coal–Bituminous Surface.
- 0164** For Reporting Disease Experience in connection with any classification other than coal mining for insureds having liability under the Federal Mine Safety and Health Act.
- 0159** Former Coal Mine Operators.
- 1026** Anthracite Prep Plant.
- 0183** Anthracite Prep Plant (FEDERAL).
- 1028** Bituminous Prep Plant.
- 0184** Bituminous Prep Plant (FEDERAL).

**Co-Generation Fuel Recovery Anthracite**

- 1021** Traumatic
- 1022** State O.D
- 0181** Federal O.D

**Co-Generation Fuel Recovery Bituminous**

- 1023** Traumatic
- 1024** State O.D
- 0182** Federal O.D.



**CLASSIFICATION UNDERWRITING GUIDE**

The Pennsylvania Classification Underwriting Guide has been prepared for the convenience of writers of Workers Compensation Insurance in Pennsylvania. The Guide lists activities of Pennsylvania employers and the appropriate classification code number for these operations. It should be noted, however, that these designated codes may be used only in conformance with the general and specific rules of this Manual. If the operations to be insured are not described by one or more classifications, the exact operations shall be stated in the policy, followed by the code number of the Manual classification to which the operations have been assigned. In such cases, the policy shall be controlled by all the limitations and conditions included in this Manual with respect to any classification whose code number is so assigned.

Unlike a number of other jurisdictions, the Pennsylvania classification system contemplates that a single classification shall be descriptive of all work performed by one employer. Necessarily, there are permissible deviations from that basic premise. The permitted deviations are printed in this Manual either under Section 1 (which formulates general underwriting procedures) or in Section 2 (which is specific as to the use of each classification).

Therefore, in the use of this Underwriting Guide, absolute dependence may not be placed on the indicated classification if other classifications are also to be used for the same employer.

If the Underwriting Guide is used within the limits of these inherent restrictions, it is believed that it will provide a more universal comprehension of the Pennsylvania classification system and, consequently, be a valuable factor in the assignment of proper classifications.

Description	Direct Employment Class	Temporary Employment Class
Abrasive Paper Or Cloth Preparation	255	2255
Abrasive Shape Mfg.	513	2513
Abrasive Wheel Mfg.	513	2513
Academic Costumes Mfg. - Caps And Gowns	161	2161
Academic Tutoring Service By Independent Provider	965	2965
Accordion Door Mfg. - Fabric Or Plastic - No Woodworking	163	2163
Accounting Firm	962	2962
Acetylene Gas Machine Installation	675	2675
Acetylene Gas Mfg.	553	2553
Acetylene Torch Mfg.	445	2445
Acid Mfg.	551	2551
Acoustical Ceiling Installation - Suspended Grid Type	649	2649
Acoustical Insulation Material Installation	647	2647
Acrylic Embedment's Mfg.	502	2502
Adding Machine Mfg.	483	2483
Adding Machine Repair - Shop Or Field	952	2952
Additive Mfg./ 3D Printing	446	2446
Adhesives Mfg.	563	2563
Adjuster, Insurance - By Independent Contractor	951	2951
Adjuster, Insurance Company	984	2984
Adult Day Center	976	2976
Advertisements - Filming Or Video Production Or Audio Recording Of Radio Or Television Commercials	936	2936
Advertising - Distributing Circulars Or Samples - Not In Stores	951	2951
Advertising - Mailing Or Addressing Of Advertising Literature	948	2948
Advertising Company – Outdoor	679	2679
Advertising Display Card Service - Installation Or Removal Of, In Or On Vehicles	951	2951
Advertising Display Service - For Stores	951	2951
Advertising Sign Mfg., Erection And Repair, Not Outdoor Advertising Company	673	2673
Advisory Rating Organization - Clerical Office	953	2953
Advisory Rating Organization - Field Representative	951	2951
Aerial Patrol Or Photography	7424	Not Applicable
Aerobics Studio	884	2884
Aerosol Can Filling, By Contractor	923	2923
Agate Or Enamel Ware Mfg.	454	2454
Aggregates Dealer	855	2855
Agricultural Chemical Mfg.	551	2551
Agricultural Implement Dealer - Other Than Farm Machinery	926	2926

Description	Direct Employment Class	Temporary Employment Class
Agricultural Pesticide Mfg.	551	2551
Agricultural Tools Mfg.	433	2433
Air Conditioner Cover Mfg.	163	2163
Air Conditioner Or Air Conditioner Equipment Mfg. - Home Window Unit Or Central Air, Commercial Or Industrial	456	2456
Air Conditioning (Central) Systems Installation, Repair Or Service	664	2664
Air Conditioning Systems, Automobile Or Truck Installation, Service Or Repair	815	2815
Air Conditioning Window-Type Units - Service Or Repair	662	2662
Air Conditioning: Non-Portable, Air Flow Testing And Balancing - By Specialist Contractor	955	2955
Air Filter Mfg. - All Types	257	2257
Aircraft Cleaning - Including Specialist Contractor	7428	9428
Aircraft Conversion Or Modification - Not By The Original Aircraft Manufacturer	7428	9428
Aircraft Engine Or Engine Part Mfg. Or Repair, Shop Only	461	2461
Aircraft Flight Testing	7424	Not Applicable
Aircraft Fueling Or Refueling - Including By Specialist Contractor	7428	9428
Aircraft Instrument Mfg. (Not Radio Or Radar)	488	2488
Aircraft Mfg.	744	2744
Aircraft Operation - Agricultural	7424	Not Applicable
Aircraft Operation - Air Cargo Carrier	7405	Not Applicable
Aircraft Operation - Air Taxi	7424	Not Applicable
Aircraft Operation - Commuter Air Carrier	7413	Not Applicable
Aircraft Operation - Crop Dusting, Seeding Or Spraying	7424	Not Applicable
Aircraft Operation - Forest Fire Fighting, Spotting And Observation	7424	Not Applicable
Aircraft Operation - Ground Employees	7428	9428
Aircraft Operation - Mapping Or Survey Work	7424	Not Applicable
Aircraft Operation - Patrol	7424	Not Applicable
Aircraft Operation - Personnel Transport	7421	Not Applicable
Aircraft Operation - Photography	7424	Not Applicable
Aircraft Operation - Scheduled Air Carrier	7405	Not Applicable
Aircraft Operation - Sightseeing	7424	Not Applicable
Aircraft Operation - Skywriting Advertising	7424	Not Applicable
Aircraft Operation - Stunt Flying	7424	Not Applicable
Aircraft Operation - Supplemental Air Carrier	7405	Not Applicable
Aircraft Operation, N.O.C.	7424	Not Applicable
Aircraft Parts and/or Accessories Dealer	926	2926
Aircraft Propeller Mfg. - Metal	446	2446
Aircraft Propeller Mfg. - Wood	441	2441
Aircraft Radio Or Transmitting Equipment Mfg.	485	2485

Description	Direct Employment Class	Temporary Employment Class
Aircraft Sales Agency - Flight Operations	7424	Not Applicable
Aircraft Service And Repair	7428	9428
Aircraft Trade School, Except Flying School	965	2965
Airport Construction, Paving - Landing Strip Or Warming Apron	601	2601
Airport Construction, Paving Of Automobile Parking Areas	608	2608
Airport Hangar Operation	7428	9428
Airport Operation - Ground men	7428	9428
Airport Parking Facility (Including Valet Service To And From Airport) Operation By Contractor	825	2825
Airport Runway Construction - Paving Or Repaving	601	2601
Airport Runway Or Warming Apron Construction - Sub-surface Work	609	2609
Alarm Or Sound System Installation	660	2660
Alcohol and/or Drug Residential Facility Licensed As An Inpatient Non-Hospital Facility	958	2958
Alcohol/Drug - Halfway House - Not Licensed As An Inpatient Non-Hospital Facility	986	2986
Alcoholic Beverage Blending Or Bottling, Non- Carbonated	924	2924
Alcoholic Beverage Bottling - Carbonated	112	2112
Alcoholic Beverage Distilling	113	2113
Alkali Mfg.	551	2551
Alternative School	965	2965
Altimeter Mfg.	488	2488
Alum Mfg.	551	2551
Aluminum Awning Erection - Commercial	651	2651
Aluminum Awning Erection - Residential	652	2652
Aluminum Awning Mfg.	456	2456
Aluminum Castings Mfg.	447	2447
Aluminum Die Castings Mfg.	429	2429
Aluminum Extruded Products Mfg.	403	2403
Aluminum Ingots And Primary Production Shapes From Bauxite/Alumina	402	2402
Aluminum Railings Mfg.	413	2413
Aluminum Scrap Metal Dealers (Other Than Beverage Cans)	859	2859
Aluminum Siding Installation - Commercial	651	2651
Aluminum Siding Installation - Residential	652	2652
Aluminum Storm Sash Installation - Commercial	651	2651
Aluminum Storm Sash Installation - Residential	652	2652
Aluminum Venetian Blind Mfg.	456	2456
Aluminum Ware Mfg. - From Sheet Aluminum	454	2454
Aluminum Ware Mfg., Cast	447	2447
Amateur Sports Training Facility (e.g., Basketball, Ice Hockey, Boxing) Not Professional Or Semiprofessional	968	2968

Description	Direct Employment Class	Temporary Employment Class
Sports		
Ambulance Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis	451	2451
Ambulance Corps - Volunteer	993	Not Applicable
Ambulance Service - Non-Volunteer	807	2807
Ammonia Mfg.	553	2553
Ammunition Mfg.	4771	6771
Amplifier Mfg.	485	2485
Amusement Device Operator - Traveling	939	2939
Amusement Park	969	2969
Amusements, Indoor - See Entry By Topical Name	968	2968
Amusements, Outdoor - See Entry By Topical Name	969	2969
Analytical Chemical Firm	955	2955
Anfo Mfg.	4777	6777
Anhydrous Ammonia Dealer	809	2809
Anhydrous Ammonia Mfg.	553	2553
Aniline Dye Mfg.	551	2551
Animal And Marine Fat And Oil Mfg.	114	2114
Animal Oil Mfg.	114	2114
Animal Raising - Egg Production, Fish Hatcheries, Hogs, Poultry Or Veal	34	Not Applicable
Animal Raising - Non-Farm Domestic Animals	959	2959
Animal Rendering Works, N.O.C.	114	2114
Anodizing Metals	449	2449
Answering Machine (Telephone) Repair	952	2952
Antenna Mfg.	485	2485
Antique Furniture Dealer - Retail	922	2922
Antique Store, Other Than Furniture - Retail	928	2928
Anvil Mfg. - Forged	431	2431
Apartment House Or Condominium Complex Operation	880	2880
Apparel Mfg.	161	2161
Apple Cider Or Juice Mfg.	113	2113
Applesauce Mfg.	113	2113
Appliance Mfg., Major Household Or For Commercial Establishments, Kitchen Or Laundry	456	2456
Appliance Parts Dealer	926	2926
Appliances, Major Household Or Commercial, Electrical Or Gas - Service Or Repair	662	2662
Arboretum - Open To Public Exhibition	969	2969
Archery Range - Outdoor	969	2969
Architectural Bronze, Iron, And Brass Metal Work, Erection Only	658	2658

Description	Direct Employment Class	Temporary Employment Class
Architectural Firm, Supervising Or Consulting	905	2905
Architectural Or Ornamental Iron Work Mfg.	413	2413
Architectural Scale Model Mfg. - By Specialist Contractor	441	2441
Architectural Woodwork Mfg.	311	2311
Arena Operation - Indoor - By Contractor Or Owner	971	2971
Armature Mfg.	477	2477
Armored Motor Truck Delivery	808	2808
Arms Mfg., Excluding Ammunition Mfg.	445	2445
Army/Navy Store - Retail	928	2928
Aromatic Chemical Mfg. In Petroleum Refinery	581	2581
Art Conservation, Preservation Or Restoration - By Specialist Contractor	955	2955
Art Gallery	928	2928
Artificial Christmas Tree Mfg.	457	2457
Artificial Insemination Of Animals	959	2959
Artificial Leather Mfg.	227	2227
Artificial Limb (Prosthesis) Mfg.	459	2459
Artificial Marble Products Mfg.	222	2222
Artificial Silk Spinning And Weaving	132	2132
Artificial Teeth Mfg.	489	2489
Artificial Turf Installation - By Contractor	12	2012
Arts And Crafts Store - Retail	928	2928
Asbestos - Encapsulation Or Removal (Not Pipe Insulation)	651	2651
Asbestos Cement Products Mfg.	509	2509
Asbestos Encapsulation Or Removal (A Pipe Surface)	663	2663
Asbestos Goods Mfg.	509	2509
Asbestos Paper Mfg.	509	2509
Asbestos Spinning Or Weaving	509	2509
Ash Collecting	995	2995
Asphalt Laying, Driveway, Floor, Yard, Sidewalk	608	2608
Asphalt Laying, On Constructed Highway By Contractor	601	2601
Asphalt Laying, On Constructed Highway By Supplier	601	2601
Asphalt Mixing Plant - Operated By Dealer	855	2855
Asphalt Road Spraying	601	2601
Assaying - By Specialist Contractor	955	2955
Assembled Millwork Mfg.	305	2305
Assembly Cable Connector	471	2471
Assembly Electrical Wire Harness	471	2471

Description	Direct Employment Class	Temporary Employment Class
Assembly Printed Circuit Board Mfg. - By Specialist Contractor	471	2471
Assisted Living Facility	979	2979
Athletic Parks Operation	969	2969
Athletic Team: Contact Sports - Professional Or Semiprofessional	970	2970
Athletic Team: Noncontact Sports - Professional Or Semiprofessional	991	2991
Atomizing Molten Nonferrous Metal	403	2403
Attendant Care - Consumer as Employer Model	972	Not Applicable
Attorney - Independent Contractor	956	2956
Auction, Automobile (Including Snack Bar Or Restaurant, Automobile Auctioneers To Be Assigned To Code 819)	820	2820
Auctioneer, Automobile	819	2819
Auctioneer, Livestock	801	2801
Auctioneer, Not Livestock or Automobile, No Permanent Location	951	2951
Audio And Intercommunication System Installation - Within Buildings	660	2660
Audio Compact Disc Duplicating	487	2487
Audio/Video Equipment Dealer - Wholesale	926	2926
Audio/Video Equipment Repair	966	2966
Audio/Video Equipment Store - Retail	925	2925
Auditing Firm - Financial (Not An Independent Insurance Traveling Auditing Firm)	962	2962
Auditor (Insurance Company), Traveling	984	2984
Auditor, Insurance - Traveling - Independent Contractor	951	2951
Auto Parts Dealer - Wholesale	934	2934
Autoclave Mfg., Industrial	415	2415
Automatic Screw Machine Products Mfg.	445	2445
Automatic Sprinkler Installation	663	2663
Automatic Sprinkler Mfg.	445	2445
Automatic Stoker, Gas Or Oil Burner Installation	663	2663
Automatic Teller Machine (ATM) - Installation, Service Or Repair	933	2933
Automatic Temperature Control Mfg.	488	2488
Automobile Accessory Store	934	2934
Automobile Battery Mfg.	475	2475
Automobile Body Accessories Dealer	934	2934
Automobile Body Mfg., Except Plastic Body Molding	451	2451
Automobile Body Repairing	815	2815
Automobile Bumper Mfg.	435	2435
Automobile Bus Operation, School Bus	804	2804
Automobile Convertible Top Mfg. - Fabric Or Vinyl, No Installation	166	2166
Automobile Dealer - New and/or Used Cars	818	2818

Description	Direct Employment Class	Temporary Employment Class
Automobile Dismantler - See General Auditing & Classification Information	815	2815
Automobile Drive away Service, For Transportation of Private Clients' Cars	808	2808
Automobile Driver School	819	2819
Automobile Engine Or Engine Part Mfg.	461	2461
Automobile Haul away Or Drive away Service, Driving Cars On Or Off Vessels	7317F	Not Applicable
Automobile Hauler	811	2811
Automobile Horn Mfg., Electric	473	2473
Automobile Jack Mfg.	461	2461
Automobile Laundry	816	2816
Automobile Mfg.	463	2463
Automobile Paint Dealer	934	2934
Automobile Paint Shop	815	2815
Automobile Parts Mfg. - Produced By Machining - N.O.C.	461	2461
Automobile Parts Mfg., Miscellaneous Stamped Parts	454	2454
Automobile Parts Store	934	2934
Automobile Radiator Mfg.	454	2454
Automobile Radiator Repair Shop	815	2815
Automobile Radio Or Telephone Installation	966	2966
Automobile Rental - Not a Limousine Service	818	2818
Automobile Rental Company With Drivers (Limousine Service)	817	2817
Automobile Repair Shop Automobile Towing	815	2815
Automobile Repossessing, By Specialist Contractor	954	2954
Automobile Seat Cover Installation And/or Seat Upholstering	327	2327
Automobile Seat Cover Mfg. - No Installation	166	2166
Automobile Spring Mfg.	435	2435
Automobile Storage Garage	825	2825
Automobile Top Installation, Fabric Or Vinyl	327	2327
Automobile Truck Mfg.	463	2463
Automobile Wheel Mfg.	454	2454
Automotive Alternator Or Generator Mfg. Or Repair	473	2473
Automotive Lighting, Ignition Or Starting Apparatus Mfg.	473	2473
Automotive Machine Shops - No Work On Cars - e.g., Cylinder Reboring, Valve Grinding Or Turning Down Brake Drums	461	2461
Automotive Wire Harness	471	2471
Auxiliary Police	985	Not Applicable
Awning Erection Or Installation (Cloth)	681	2681
Awning Mfg. - Cloth	166	2166



Description	Direct Employment Class	Temporary Employment Class
Awning Mfg. - Metal, No Erection	456	2456
Awning Or Tent Mfg.	166	2166
Axe Handle Mfg.	306	2306
Axe Mfg.	433	2433
Baby Blanket, Crib Linen Mfg.	163	2163
Bacon (Side And/Or Sliced) Mfg.	106	2106
Bag Loading, Explosives	4771	6771
Bag Mfg. - Fabric Or Bulk Materials	166	2166
Bag Mfg. - Plastic	222	2222
Bag Mfg., Traveling	205	2205
Bag Renovating, Textile Fabrics	166	2166
Bagel Shop, Production and/or Selling On Premises - Retail	918	2918
Bakery - Wholesale	105	2105
Bakery Shop, Baking and/or Selling On Premises - Retail	918	2918
Baking Powder Mfg.	104	2104
Balcony Erection	658	2658
Balcony Mfg.	413	2413
Ball Bearing Mfg.	467	2467
Ball Mfg. - Sporting Goods - Inflatable Plastic Beach Type	163	2163
Ball Or Dart Throwing At Targets	969	2969
Ball Point Pen Mfg.	459	2459
Ballast Mfg. - Fluorescent Lights	473	2473
Balloon Dealer - Wholesale	924	2924
Balloon Mfg. - Rubber - Advertising And Toy	225	2225
Banana Dealer - Wholesale	907	2907
Banister, Railing, Or Guard Erection - Metal	658	2658
Bank	988	2988
Banner Mfg.	163	2163
Bar	899	2899
Bar Or Restaurant Supply Dealer (Other Than Beverages, Groceries Or Meat)	924	2924
Barber Or Beauty Parlor Supply House - That Operates In A Retail Manner	928	2928
Barber Or Beauty Parlor Supply House - Wholesale	924	2924
Barber Shop	977	2977
Bark Peeling In Veneer Mill	305	2305
Bark Peeling, In Paper Mill	255	2255
Barking Mill	301	2301
Barrel Dealer - No Mfg.	924	2924

Description	Direct Employment Class	Temporary Employment Class
Barrel Or Drum Mfg. - Metal	454	2454
Barrel Or Drum Reconditioning Or Repairing - Metal	454	2454
Barrel Repair - Wood - By Specialist Contractor	305	2305
Barrel Stock Mfg., No Sawmill Work	305	2305
Baseball Batting Range	969	2969
Baseball Mfg.	205	2205
Baseball Player, Coach, Manager Or Sports Official - Professional Or Semiprofessional	991	2991
Basket Mfg. - Veneer	305	2305
Basketball Mfg.	205	2205
Basketball Player, Coach, Manager Or Sports Official - Professional Or Semiprofessional	991	2991
Bath and/or Kitchen Fixture Store	925	2925
Bathing Cap Mfg. - Rubber	225	2225
Bathing Suit Mfg. - Knitting To Be Separately Rated	161	2161
Bathtub Liner Installation	648	2648
Bathtub Mfg. - Concrete	511	2511
Battery Back-Up Power Systems - Service Or Repair By Specialist Contractor	660	2660
Battery Charging Equipment Mfg.	473	2473
Battery Mfg., Dry	473	2473
Battery Mfg., Storage	475	2475
Beauty Shop	977	2977
Bed and Breakfast	973	2973
Bed Spring Mfg. - Wire	457	2457
Bed Underpads - Disposable	257	2257
Bedding Mfg. - Blanket, Sheet, Pillowcase	163	2163
Bedding Store - Retail	922	2922
Bedsread Mfg.	163	2163
Bedstead Mfg. - Metal	456	2456
Bee Raising	959	2959
Beer And Ale Dealer, In Keg Or Case Lots Wholesale	821	2821
Beer Drawing Equipment, Cleaning And Installation	663	2663
Beeswax Mfg.	571	2571
Beet Sugar Mfg.	103	2103
Before and/or After School Program	891	2891
Belt Mfg. - Cloth - Wearing Apparel Only - No Buckles, Webbing Or Leather Parts Mfg.	161	2161
Belt Mfg. - Industrial Use - From Premanufactured Textile Fabric	163	2163
Benzene Mfg. In Petroleum Refinery	581	2581
Beret Mfg.	161	2161

Description	Direct Employment Class	Temporary Employment Class
Berry Farm	16	Not Applicable
Beverage Can Recycling	862	2862
Beverage Distributing, Carbonated, Including Beer - Wholesale	821	2821
Beverage Distributing, Including Beer - Retail	917	2917
Beverage Mfg., Carbonated - Bottled Or Canned	112	2112
Beverage Mfg., N.O.C. (Non-Carbonated)	104	2104
Beverage Outlets - Retail	917	2917
Bias Bindings Mfg.	163	2163
Bicarbonate Of Soda Mfg.	551	2551
Bicycle - Sale Or Rental, Including Repair	925	2925
Bicycle Assembly At Retail Store Locations - By Specialist Contractor	925	2925
Bicycle Mfg.	463	2463
Bill Posting (Including By Specialist Contractor)	679	2679
Billboard - Erection, Maintenance and/or Changing Of Advertising By Outdoor Advertising Co. Or Specialist Contractor	679	2679
Billiard Hall	968	2968
Billiard Table Mfg.	323	2323
Bin Mfg. - Sheet Metal	454	2454
Binder Mfg., Ringed	265	2265
Bindings Mfg. - Bias And Straight	163	2163
Binocular Mfg.	487	2487
Biological Product Mfg.	555	2555
Bird House Or Feeder Mfg. - Wood	306	2306
Birth Center - Not Operated By A Hospital	957	2957
Black Powder Mfg.	4771	6771
Blackboard Installation - Wood	646	2646
Blanket Mfg.	163	2163
Blanket Mfg., Insulating For Aircraft - Asbestos	509	2509
Blanket, Sheet, Pillowcase - Bedding Mfg.	163	2163
Blasting Agents Mfg.	4777	6777
Blasting Cap Mfg.	4771	6771
Blasting Contractor - Includes Incident Drilling By The Blasting Contractor	609	2609
Bleaching, Fabrics	139	2139
Blender Mfg. - Household	473	2473
Blending Lubricants	581	2581
Blinker light Mfg.	473	2473
Blood & Gas Analyzer Mfg.	488	2488

Description	Direct Employment Class	Temporary Employment Class
Blood Bank	957	2957
Blueprint Reproduction (Using Photocopying Method) - By Contractor	932	2932
Bluestone Quarry Feldspar Quarry	50	2050
Boarding Stable	801	2801
Boarding Up Of Abandoned Buildings (Including Those Designed For Dwelling Occupancy)	651	2651
Boat Building - Recreational - State Coverage Only	718	2718
Boat Building Or Repair	6824F	Not Applicable
Boat Dealer, With Services, Inland	818	2818
Boat Dismantling - Recreational - State Coverage Only	718	2718
Boat Rental - State Coverage Only	716	2716
Boat Repairing - Recreational - State Coverage Only	718	2718
Boat Storage And Moorage - State Coverage Only	716	2716
Boiler Brick Work, Installation Or Repair	653	2653
Boiler Inspection	951	2951
Boiler Installation Or Repair	677	2677
Boiler Mfg., Shop Only	415	2415
Bolt Mfg.	445	2445
Book Conservation - By Specialist Contractor	955	2955
Book Dealer - Wholesale	924	2924
Book Printing By Web Press - By Publisher Or Contractor	281	2281
Bookbinding Or Rebinding - By Specialist Contractor	281	2281
Bookcase Mfg. - Metal	456	2456
Bookcase Mfg. - Wood	311	2311
Bookstore	928	2928
Boot And Shoe Mfg.	204	2204
Boot And Shoe Mfg. - Rubber	225	2225
Boot And Shoe, Cut Stock And Findings Dealer	924	2924
Boring Or Test Boring For Soil Samples	607	2607
Borough Employees, N.O.C.	980	2980
Botanical Gardens - Open to Public Exhibition	969	2969
Bottle Cap Or Crown Mfg.	445	2445
Bottle Cap Printing	281	2281
Bottle Dealer, New	924	2924
Bottle Dealer, Used	862	2862
Bottle Mfg. - Rubber	225	2225
Bottled Gas Dealer	809	2809
Bottled Spring Water Distribution - By Dealer	924	2924

Description	Direct Employment Class	Temporary Employment Class
Bottling Or Canning Of Carbonated Beverages	112	2112
Bowling Alley	968	2968
Bowling Pin Mfg. - Wood	306	2306
Box Mfg. - Paper - Set-Up, Rigid Or Folding (Non-Corrugated)	257	2257
Box Or Box Shook Mfg.	305	2305
Box Or Container Cardboard Partitions Mfg.	257	2257
Box Or Container Mfg. - Corrugated	261	2261
Box Partitions Mfg.	257	2257
Boy Or Girl Scout Council - Clerical - Except At Camp Locations	953	2953
Boy Or Girl Scout Council - Executive Secretary	951	2951
Boy Or Girl Scout Councils Camp Operations, Including Clerical Workers At Camp Locations	978	2978
Boys & Girls Club	976	2976
Braid And Fringe Mfg.	134	2134
Brake Lining Mfg. - Asbestos	509	2509
Brass Bed Mfg.	456	2456
Brass Castings Mfg.	447	2447
Brass Products Mfg., N.O.C. - From Sheet Stock	454	2454
Brass Scrap Dealer	859	2859
Breakfast Cereal Mfg.	101	2101
Breeding Farm - Cattle, Sheep Or Goats	83	Not Applicable
Breeding Farm - Horse	801	2801
Breeding Of Animals, Non-Farm Domestic	959	2959
Brewer's Outlet - Retail	917	2917
Brewery, Including Distributing Stations	108	2108
Brick Mfg., N.O.C. Fireproofing	512	2512
Brick Pointing	653	2653
Bricking Up Abandoned Buildings	653	2653
Bricklaying	653	2653
Bridal Shop	916	2916
Bridge Building - Metal	655	2655
Bridge Building - Wood	651	2651
Bridge Painting	655	2655
Bridge Shop	411	2411
Brine Hauling	811	2811
Broadcasting Station - Radio Or Television	936	2936
Broken Glass Dealer	862	2862
Bronze Castings Mfg.	447	2447

Description	Direct Employment Class	Temporary Employment Class
Broom Mfg. - Assembling Only - No Woodworking	319	2319
Brush Manufacture - Using Tinplate Not Wood	445	2445
Brush Mfg.	306	2306
Brush Mfg. - Wire	457	2457
Brush Or Weed Spraying - By Contractor - Except Aerial Spraying	12	2012
Buffet Or Cafeteria-Style Restaurant	897	2897
Buffing And Polishing Wheel Mfg. - Made From Cloth - No Metal Parts	163	2163
Builders Hardware Mfg.	445	2445
Building And Roofing Paper Mfg.	255	2255
Building Caulking, Exterior	653	2653
Building Cleaning - By Contractor Or Owner	971	2971
Building Cleaning, Exterior Walls	653	2653
Building Material Dealer, New	855	2855
Building Materials Dealer, Secondhand	855	2855
Building Mfg., Portable - Metal, No Erection	454	2454
Building Mfg., Portable - Wood	305	2305
Building Paper Mfg.	255	2255
Building Underpinning	609	2609
Bulkhead Construction - State Coverage Only	611	2611
Bulletin Board Mfg.	311	2311
Bunting Mfg., Shop Only	163	2163
Buoy Mfg. - Metal	415	2415
Burglar Alarm System Installation, By Contractor	660	2660
Burial Garment Mfg.	161	2161
Burlap Goods Mfg.	166	2166
Bus Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis	451	2451
Bus Operation, Scheduled Lines	817	2817
Bus Operation, School	804	2804
Bus-bar Mfg.	474	2474
Bushing Mfg.	445	2445
Bushing Or Bearing Mfg. - Nonferrous Metal - Cast	447	2447
Business Forms Printing - By Web Press	281	2281
Butane Gas Dealer	809	2809
Butcher Shop - Retail	915	2915
Butchering - Wholesale, Not Stockyards	111	2111
Butter and/or Butter Substitutes Dealer - Wholesale	911	2911
Butter Or Cheese Mfg.	109	2109

Description	Direct Employment Class	Temporary Employment Class
Button Mfg. - Metal	459	2459
Cabinet Dealer - Wholesale	926	2926
Cabinet Installation, Commercial Or Residential	648	2648
Cabinet Mfg. - Sheet Metal	456	2456
Cabinet Store - Retail	925	2925
Cabinet Works - Wood - With Power-Driven Machinery	311	2311
Cable Installation In Conduits - By The Conduit Construction Contractor	617	2617
Cable Installation Or Replacement In Existing Conduit - By Specialist Contractor	661	2661
Cable Mfg. - Insulated Electrical - Wire Drawing To Be Separately Rated	222	2222
Cable Mfg. - Not Insulated Electrical Cable	457	2457
Cable Or Wire Rope Dealer, Including Splicing	857	2857
Cable T.V. - Installation - Hooking Up Of Customers To Systems	759	2759
Cable T.V. - Installation Of New System, Except Towers	759	2759
Cable T.V. - Service and/or Repair Work For The System And Individual Customer	759	2759
Cable Television - System Hookup Or Service - By Specialist Contractor	660	2660
Cafeteria - Operated By Independent Or Specialist Contractor	898	2898
Cafeteria Or Buffet-Style Restaurant	897	2897
Caisson Work - Under Pneumatic Pressure	615	2615
Cake Mix Mfg. - Dry Blending	104	2104
Calcimining, By Contractor	665	2665
Calcium Carbide Mfg.	501	2501
Calculator Mfg.	483	2483
Calf Raising For Veal	34	Not Applicable
Camera Or Photographic Supply Store - Retail	928	2928
Camp, Boy Or Girl Scout - Day, Summer Or Winter	978	2978
Can Mfg. - Paper	257	2257
Can Mfg., Seamed	454	2454
Can Mfg., Seamless	403	2403
Can Recycling - Beverage	862	2862
Canal Irrigation, Construction	609	2609
Candle Mfg.	571	2571
Candy and/or Snack Trays - Sold On the Honor System	933	2933
Candy Dealer (Including Repackaging) - Wholesale	924	2924
Candy Mfg.	107	2107
Candy Store	928	2928
Cane Mfg.	306	2306
Cane Sugar Refining	103	2103

Description	Direct Employment Class	Temporary Employment Class
Canning Or Bottling Of Carbonated Beverages	112	2112
Canning Or Preserving Of Food	113	2113
Canvas Products Erection	681	2681
Canvas Products Mfg.	166	2166
Cap Mfg. - Graduation Caps And Gowns	161	2161
Cap Mfg. - Headwear	161	2161
Car Mfg., Rebuilding Or Repair, Railroad - All Kinds	416	2416
Car Phone Installation	966	2966
Car Wash	816	2816
Carbon Dioxide Mfg.	553	2553
Carbon Paper Mfg.	263	2263
Carbon Products Mfg.	507	2507
Carbonated Beverage Mfg. - Bottled Or Canned	112	2112
Carbonic Acid Gas Mfg.	553	2553
Carbonizing Of Hair Or Wool	132	2132
Carburetor Mfg.	445	2445
Cardboard Mfg.	255	2255
Cardboard Or Paper Mailing Tube Mfg.	257	2257
Carding Of Fibers	132	2132
Carnival - Traveling	939	2939
Carpentry - Detached One Or Two Family Dwellings	652	2652
Carpentry - Installation Of Cabinet Work, Finished Wooden Flooring Or Interior Trim	648	2648
Carpentry - Remodeling Of One Or Two Family Dwellings	652	2652
Carpentry - Residential For Multiple Dwelling Occupancy - Three Stories Or Less	652	2652
Carpentry Shop	305	2305
Carpentry, N.O.C. Excluding Concrete Form Building	651	2651
Carpet And Rug Cleaning And Storage	141	2141
Carpet Cleaning On Customers' Premises	141	2141
Carpet Dealer - Wholesale	921	2921
Carpet Installation, By Specialist Contractor	670	2670
Carpet Mfg.	132	2132
Carpet Shampooer Mfg.	473	2473
Carpet Store - Retail	922	2922
Carriage Mfg.	451	2451
Carriage Repairing	815	2815
Carriage Tours Or Taxis (Horse Driven)	801	2801
Cartridge Charging Or Loading.	4771	6771



Description	Direct Employment Class	Temporary Employment Class
Cartridge Mfg., No Handling Of Explosives	445	2445
Cash Register Mfg.	483	2483
Cashing Service Foreign	987	2987
Casing Mfg. - Sheet Metal	454	2454
Casing Mfg., Boiler Metal Plate	415	2415
Casino Gambling	981	2981
Casket Or Coffin Lining Mfg. - No Casket Mfg. Or Upholstery Work	163	2163
Cast Iron Pipe Mfg.	425	2425
Cast Stone Mfg. - Concrete	511	2511
Casting Foundry, Ductile Or Grey Iron	425	2425
Casting Foundry, Malleable Iron	427	2427
Casting Foundry, Steel	421	2421
Casting Mfg. - Nonferrous Metals	447	2447
Cat Food Mfg. - Dry/Bagged - No Cereal Milling	104	2104
Cat Or Dog Food Mfg. - Canned	113	2113
CAT Scanner Mfg.	488	2488
Catalogue Printing By Publisher Or Contract Printer	282	2282
Catalyst Mfg., Oil-Based	581	2581
Caterer - All Types	898	2898
Cathode Ray Picture Tube Mfg.	486	2486
Cattle Auctioneer	801	2801
Cattle Dealer	801	2801
Cattle Farm	83	Not Applicable
Cave, Exhibition	969	2969
Caves, Excavation Of New Areas For Exhibition Purposes	609	2609
Cedar Chest Mfg.	323	2323
Ceiling Installation - Acoustical - Suspended Grid Type	649	2649
Cell Phone Repair	952	2952
Cell Tower Erection - Antenna(s) Installation, Service And/or Repair By Contractor	655	2655
Cell Tower Erection - Building Of The Concrete Pad By Contractor	654	2654
Cell Tower Erection - Erection Of The Tower By Contractor	655	2655
Cell Tower Erection - Excavation Or Grading Of The Site By Contractor	609	2609
Cell Tower Erection - Programming and/or Service of Computerized Call Switching Equipment By Contractor	952	2952
Cellar Excavation	609	2609
Cement Block Erection	653	2653
Cement Block Mfg.	511	2511
Cement Finishing	654	2654

Description	Direct Employment Class	Temporary Employment Class
Cement Mfg., Including Quarrying	501	2501
Cement Quarry Operated By Manufacturer	501	2501
Cement Work, Flat, Not Self-Bearing Or Reinforced	608	2608
Cemetery Monument Or Memorial, Cutting, Engraving and/or Polishing	855	2855
Cemetery Operation	999	2999
Cemetery, Opening Graves, Removing And Reinterring Remains	999	2999
Central Air Conditioning Systems Installation, Service Or Repair	664	2664
Centrifugal Castings Mfg. - Nonferrous Metals	447	2447
Centrifuge Mfg., Laboratory	473	2473
Ceramic Capacitor Mfg. - Less Than 1 H.P.	472	2472
Ceramic Mfg.	513	2513
Ceramic Tile Dealer - Wholesale	926	2926
Ceramic Tile Installation	668	2668
Ceramic Tile Store - Retail	925	2925
Cesspool Cleaning, By Contractor	992	2992
Chain Mfg.	435	2435
Chair Mfg. - Metal	456	2456
Chair Or Chair Frame Mfg. - Wood	323	2323
Charcoal Mfg.	551	2551
Charter Bus Service	817	2817
Charter School	965	2965
Chassis Mfg.	451	2451
Chauffeurs And Helpers, Employed By Hauling Contractor	811	2811
Chauffeurs, Private - Not Available For Use With Any Farm Class	912	Not Applicable
Check	987	2987
Cheerleading Instruction - By Independent Contractor	968	2968
Cheese Dealer - Wholesale	911	2911
Cheese Mfg.	109	2109
Cheese Shop - Retail	917	2917
Chemical Etching - By Specialist Contractor	281	2281
Chemical Processing Or Products Mfg., N.O.C.	551	2551
Chenille Products Mfg. From Chenille Cloth	163	2163
Chenille Products Weaving	132	2132
Chewing Gum Mfg.	107	2107
Chicken Catching	865	2865
Chickens - Slaughtering, Dressing And Packing For The Trade	865	2865
Child Daycare Center	891	2891

Description	Direct Employment Class	Temporary Employment Class
Child Residential Facilities	941	2941
Children's & Infants' Clothing Store	916	2916
Chimney Cleaning - Industrial Smokestacks	655	2655
Chimney Cleaning - Residential	882	2882
Chimney Construction - Masonry	653	2653
Chimney Flashing Mfg., No Installation Work	454	2454
China Decorating - By A China Manufacturer	513	2513
China Decorating - By Specialist Contractor With No China Mfg.	281	2281
China Tableware Mfg.	513	2513
Chinchilla Farm	170	Not Applicable
Chinese Food Dealer - Packaged Or Frozen - Wholesale	911	2911
Chinese Food Mfg.	104	2104
Chiropodist Office	957	2957
Chocolate Mfg.	107	2107
Chore Worker - Home Care Services	943	Not Applicable
Christmas Tree Light Cord Sets Mfg.	473	2473
Christmas Tree Planting, Cultivating And Harvesting	13	2013
Chromium Plating	449	2449
Church	963	2963
Church Furnishings - Wood (Altars, Pews) Installation	646	2646
Cider Dealer - Wholesale	911	2911
Cigar And Cigarette Lighter Mfg. Or Assembling	483	2483
Cigar Band, Printing	281	2281
Cigar Mfg.	115	2115
Cigarette Dealer - Wholesale	924	2924
Cigarette Mfg.	115	2115
Cinder Block Mfg.	511	2511
Cinder Dealer	855	2855
Circuit Breaker Mfg.	474	2474
Circus - Traveling	939	2939
Citizen Band (CB) Radio Installation Or Repair	966	2966
City Emp. Except Sewer Const., Sal. Policemen & Firemen, Vol. Firemen, Aux. Police, Workfare Emp., Clerical Office	980	2980
City Employees, N.O.C.	980	2980
Civic Center - Operation By Specialist Contractor	971	2971
Civil Consulting Engineering Firm	955	2955
Clay (Any Type) Excavation Or Surface Mining - Including Milling Or Washing	55	2055

Description	Direct Employment Class	Temporary Employment Class
Clay Milling Or Washing By Other Than Producer	59	2059
Clay Refractory Products Mfg., Including Silica Or Semi-Silica	514	2514
Cleaning And Dyeing, Except Rug Cleaning By Dry Cleaner	142	2142
Cleaning Of Grease Exhaust, Air Conditioning, Heating And Ventilating Ducts - By Specialist Contractor	971	2971
Cleaning Permanently-Sited Tanks Or Railroad Tank Cars - By Contractor	995	2995
Cleaning, Oiling Or Adjusting Of Air Conditioning, Forced Air Heating Or Ventilating Systems	664	2664
Cleaning, Polishing Or Sanitation Preparations Mfg.	571	2571
Cleaning, Sanitizing Or Deodorizing Restrooms - By Contractor	971	2971
Clearing Of Right-Of-Way, For Telephone Or Electric Lines	5	2005
Clerical Office Employees	953	2953
Clerks On Loading Platforms	811	2811
Clients Per Facility	941	2941
Clinic - Outpatient Services Only	957	2957
Clinical Laboratory - Independent	957	2957
Clock Mfg.	458	2458
Closed Circuit Television Systems - Installation Or Repair	660	2660
Cloth Bag Mfg.	166	2166
Cloth Bag Repairing	166	2166
Cloth Clippings Dealer, New	924	2924
Cloth Clippings Dealer, Used	862	2862
Cloth Cutting By Contractor - Garment Fabrics	161	2161
Cloth Mfg. - Asbestos	509	2509
Cloth Printing	139	2139
Cloth Sponging (Shrinking), Inspection Or Mending - By Specialist Contractor	142	2142
Clothes Dryer Mfg., Commercial Or Household	456	2456
Clothing Dealer, Used - Wholesale	924	2924
Clothing Mfg.	161	2161
Clothing Store - Retail Or Wholesale	916	2916
Clothing Store (Used) - Retail	928	2928
Club - Country, Golf Or Yachting	944	2944
Club, Business Or Social	896	2896
Club, Exercise	884	2884
Club, Health	884	2884
Club, N.O.C.	896	2896
Club, Swim - Indoor	968	2968
Club, Swim - Outdoor	969	2969
Club, Tennis - Indoor	968	2968

Description	Direct Employment Class	Temporary Employment Class
Club, Tennis - Outdoor	969	2969
Coal Hauling - By Contractor	810	2810
Coal Merchant	809	2809
Coat - Front Or Interlining Mfg.	161	2161
Coat Hanger Mfg. - Metal	457	2457
Coat Hanger Mfg. - Wood	306	2306
Coating And/Or Glazing Of Paper Or Plastic - By Specialist Contractor	263	2263
Coating New Fabrics, Except Rubberized Fabrics Or Oilcloth	139	2139
Coating New Fabrics, Rubberized Or Oilcloth	227	2227
Coating Of Parts - By Contractor	445	2445
Coating Optical Products - Vacuum Deposition Method	487	2487
Cocktail Lounge	899	2899
Cocoa Mfg.	107	2107
Coconut Shredding Or Drying	104	2104
Cod Liver Oil Mfg.	114	2114
Coffee Dealer - Wholesale	911	2911
Coffee Grinding And Roasting	104	2104
Coffee Pot Filter Mfg. - Paper	257	2257
Coffee Service Company	933	2933
Coffee Shop	897	2897
Cofferdam Work - Under Pneumatic Pressure	615	2615
Coffin Assembly - No Wood Or Metal Working	319	2319
Coffin Mfg. - Metal	456	2456
Coffin Mfg. - Wood	323	2323
Coffin Or Casket Lining Mfg. - No Casket Mfg. Or Upholstery Work	163	2163
Coffin Or Casket Upholstery Work	327	2327
Coil Stock Or Sheet Stock Dealer	857	2857
Coiled Flat Spring Mfg.	435	2435
Coils - Less Than 1 H.P.	472	2472
Coin and/or Postage Stamp Dealer - Retail Or Wholesale	920	2920
Coin Wrapper Or Currency Strap Mfg.	265	2265
Coin Wrapper, Printing - By Specialist Contractor	281	2281
Coin-Operated Amusement Or Vending Machine - Installation, Service Or Repair	933	2933
Coin-Operated Telephone - Installation, Service Or Repair By A Specialist Business Or Contractor	933	2933
Cold Rolling Or Drawing - Ferrous Metals	406	2406
Cold Rolling Or Drawing, Nonferrous Metals	403	2403
Cold Storage	813	2813

Description	Direct Employment Class	Temporary Employment Class
Cold Wound Wire Spring Mfg.	457	2457
Cold-Rolled Sheet Mfg. - By Specialist Contractor	406	2406
Collapsible Curtain Rod Mfg. - Metal Tube Mfg.	445	2445
Collar Mfg.	161	2161
Collection Of Used Motor Oil - By Specialist Contractor	809	2809
Collectors Of Money - By Specialist Contractor	951	2951
College Or School, N.O.C.	965	2965
Color Mfg., No Red Or White Lead Mfg.	563	2563
Combing Of Fibers	132	2132
Comforter Or Quilt Mfg.	163	2163
Comic Book Printing By Publisher Or Contractor	282	2282
Commercial Boarding Home	973	2973
Commercial Camp	978	2978
Commercial Lumber Yard	855	2855
Commercial Or Industrial Building Operation - By Owner, Lessee Or Real Estate Management Firm	971	2971
Community Center	976	2976
Community Living Arrangement For The Intellectually Or Developmentally Disabled (CLA) - 8 Or Fewer	941	2941
Community Nursing Services	942	Not Applicable
Community Residential Facility For Individuals With Intellectual Disabilities - 9 Or More Residents Per Facility	940	2940
Community Residential Rehabilitative Services (CRRS) - Group Homes For The Mentally Ill	941	2941
Compact Disc Player Repair	966	2966
Compost Filling Of Mushroom Beds - By Contractor	7	Not Applicable
Computer Dealer - Wholesale	924	2924
Computer Mfg.	483	2483
Computer Or Computer System Hardware - Service Or Repair - Shop Or Field	952	2952
Computer Paper Mfg. (No Paper Mfg.)	265	2265
Computer Peripheral Mfg.	483	2483
Computer Programmer	953	2953
Computer Store - Retail	928	2928
Computer Training School	965	2965
Computer Wiring Installation Within Buildings - By Specialist Contractor	660	2660
Concrete Block Mfg.	511	2511
Concrete Burial Vault Mfg.	511	2511
Concrete Construction	654	2654
Concrete Dealer, Ready-Mixed	855	2855
Concrete Drilling Or Sawing - On Highways Or Roads	601	2601
Concrete Floor Construction, Not Self-Bearing	608	2608

Description	Direct Employment Class	Temporary Employment Class
Concrete Floor Construction, Self-Bearing	654	2654
Concrete Form Erection	654	2654
Concrete Mixing	855	2855
Concrete Parking Garage Construction	654	2654
Concrete Products Mfg.	511	2511
Concrete Pumping Services - By Independent Contractor	855	2855
Concrete Reinforcing Rod Setting	654	2654
Concrete Work, Dams	654	2654
Concrete Work, Floors, Etc., Above Ground Level	654	2654
Concrete, Pre-Stressed, Erection By Contractor	655	2655
Condensed Milk Mfg.	109	2109
Condenser Mfg., Steam	415	2415
Condominium Association	880	2880
Condominiums - Including Resident Or On-Site Manager	880	2880
Conduit Construction - All Work To Completion	617	2617
Confectioners' Machinery Mfg.	461	2461
Confectionery Mfg.	107	2107
Construction Equipment - Rental, Sales Or Service (In Shop Or At Customer's Location)	814	2814
Construction Of Boiler Foundations	677	2677
Construction Tools Mfg.	433	2433
Consulting Engineering Firm	955	2955
Contact Sports Athletic Team, Professional Or Semiprofessional	970	2970
Container Mfg. - Corrugated	261	2261
Container Recycling - Beverage - Bottle Or Can	862	2862
Containerized Trash Removal	995	2995
Containers, Stevedoring	7327F	Not Applicable
Continuing Care Community - With Less Than 50 Pct. Of Beds Licensed As Intermediate Care Or Higher	974	2974
Contract Packaging - Crating - In Shop	305	2305
Contract Packaging - Non-Crating	923	2923
Contractor For Commercial Building Cleaning	971	2971
Contractors Equipment - Rental, Sales Or Service (In Shop Or At Customer's Location)	814	2814
Convalescent Home - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher	960	2960
Convenience Grocery	917	2917
Conveyor Mfg. - Or Reconditioning	465	2465
Conveyor Or Conveyor Belt Installation	675	2675
Conveyor Oven Installation, Service Or Repair	675	2675
Cookie Shop, Baking and/or Selling On Premises - Retail	918	2918

Description	Direct Employment Class	Temporary Employment Class
Cooking Utensil Mfg. - Steel Or Aluminum	454	2454
Cooling Tower Erection, Prefabricated - Wood	651	2651
Cooperative Building Operation - For Residential Occupancy	880	2880
Cooperative Electric Utility	755	2755
Copper Castings Mfg.	447	2447
Copper Pipe Or Tube Mfg. By Extruding And Drawing	403	2403
Copper Products Mfg. - From Sheet Stock	454	2454
Copper Recovery, Not Smelting	551	2551
Copper Scrap Dealer	859	2859
Copper Smelting And Refining, Primary	402	2402
Coppersmithing - Shop Only	454	2454
Cordage Mfg., Including Fiber Preparation	132	2132
Cordite Mfg.	4771	6771
Cork Carpet Mfg.	227	2227
Cork Products Mfg.	306	2306
Corn Chip Mfg.	104	2104
Corn Starch Mfg.	103	2103
Correctional Institution Guards (Not State Employees)	985	Not Applicable
Corrosion Proofing Of Chemical Tanks	655	2655
Corrugated Paper And/Or Corrugated Products Mfg.	261	2261
Corrugating Iron And Steel - Cold-Rolled - By Specialist Contractor	406	2406
Cosmetic, Perfume Or Other Toilet Preparations Mfg.	571	2571
Cosmetics Store	928	2928
Costume Jewelry Mfg.	458	2458
Costume Mfg. - Masquerade Or Theatrical	161	2161
Cotton Batting Mfg.	130	2130
Cotton Gin Operation	132	2132
Cotton Merchant	924	2924
Cotton Seed Oil Mfg.	551	2551
Cotton Spinning And Weaving	132	2132
Cotton Waste Mfg.	130	2130
Cough Drop Mfg.	555	2555
Counter Top Mfg. - Wood	311	2311
Counter, Heel And Sole Mfg. - Leather	204	2204
Country Club	944	2944
County Employees, N.O.C.	980	2980
County Road Districts	980	2980



Description	Direct Employment Class	Temporary Employment Class
Cover Mfg. - Air Conditioner	163	2163
Cracker Mfg.	105	2105
Cranberry Grower	16	Not Applicable
Crane Or Derrick Installation, Service Or Repair - Permanently-Sited	675	2675
Crane Rental (Mobile) - With Operators By Specialist Contractor	802	2802
Crane Repair, Mobile, By Specialist Contractor	814	2814
Crate Mfg. - Wood	305	2305
Crayon Mfg.	571	2571
Creamery	109	2109
Credit Union	988	2988
Crematory Operation	997	2997
Creosote Mfg. - From Tar	551	2551
Crutches Mfg. - Wood	306	2306
Cryotherapy Services	977	2977
Cullet Dealer - Broken Or Refuse Glass	862	2862
Culvert Construction, Not Exceeding 10 Feet Span Excavation, N.O.C.	609	2609
Culvert Mfg. - Metal Plate	415	2415
Cup Or Plate Mfg. - Paper	257	2257
Curbstone - Concrete Prefabricated - Installed By Road Contractor	601	2601
Cured Meats - Brined, Dried And Salted	106	2106
Curled Hair Mfg. Felt Mfg. - Woven	132	2132
Currency Exchange	987	2987
Curtain Mfg.	163	2163
Curtain Or Drapery Installation From Floor Or Ladder	670	2670
Curtain Or Drapery Installation From Scaffolding	681	2681
Custom Dressmaking	916	2916
Custom Tailoring	916	2916
Customizing Vans	815	2815
Cut Glass Mfg.	535	2535
Cut Stone Or Stone Products Mfg.	855	2855
Cutlery Dealer	926	2926
Cutlery Mfg. (Non-Forged) For Household Or Butcher Shop/Restaurant Use	441	2441
Cyber Bank	988	2988
Cyber School	965	2965
Cylinder Mfg. - Pressure Metal Plate	415	2415
Dairy Farm	36	Not Applicable
Dairy Products Dealer - Wholesale	911	2911

Description	Direct Employment Class	Temporary Employment Class
Dairy Products Mfg. (Except Ice Cream Mfg.)	109	2109
Dance Band - Independent Contractor	967	2967
Dance Company	967	2967
Dance Studio	965	2965
Data Processing Systems - Service Or Repair - Shop Or Field	952	2952
Day Center For The Elderly	976	2976
Day Nursery - Children	891	2891
Day Spa Not Affiliated With A Health Club Or Swimming Pool	977	2977
Daycare - Developmentally Or Intellectually Disabled, No Residential Facility Affiliation	976	2976
Daycare Center For Children	891	2891
Daycare Center Operated By A Y.M.C.A., Y.W .C.A. Recreation Association, Commission or Authority	976	2976
Debris Box Rental/Service	995	2995
Defibrillator Mfg.	488	2488
Degreasing Skins	201	2201
Degreasing Solvent Mfg.	571	2571
Dehydration Of Food - Except Dehydration Of Meat Or Milk	113	2113
Dehydration Of Meat	106	2106
Dehydration Of Milk	109	2109
Delicatessen Meat Distributor - No Delicatessen Or Lunch Meat Manufacturing - Wholesale	911	2911
Delicatessen Store	917	2917
Dental Assistant - Employed By A Dentist Office	957	2957
Dental Drill Or Dental Tools Mfg.	487	2487
Dental Equipment Or Supply Dealer	924	2924
Dental Laboratory	489	2489
Dentist Office	957	2957
Department Store	914	2914
Depth Sounding Equipment Mfg.	485	2485
Dermatological Lab - Testing Cosmetics - By Specialist Contractor	955	2955
Desk Calendar Mfg.	265	2265
Detective Agency	904	2904
Detergent Mfg.	571	2571
Detinning	449	2449
Detoxification (Alcohol and/or Drug) Residential Facility Licensed As An Inpatient Non-Hospital Facility	958	2958
Diamond Core Drilling Within Buildings - By Specialist Contractor	608	2608
Diamond Cutter, Polisher, Setter	458	2458
Diaper Mfg. - Cloth	161	2161
Diaper Mfg. - Disposable	257	2257

Description	Direct Employment Class	Temporary Employment Class
Diaper Service - Laundry	141	2141
Dictating Machine Repair - Shop Or Field	952	2952
Die Cutting - Paper, Paperboard Or Cardboard - By Specialist Contractor	257	2257
Die Mfg.	441	2441
Dimmer Switch Mfg.	473	2473
Dinner Theater	975	2975
Diode Mfg.	472	2472
Direct Mail Company	948	2948
Disc Jockey Service - Non Broadcasting	967	2967
Disinfectant (Household And Industrial) Mfg.	571	2571
Dismantling, Installation Or Service Or Repair Of Machinery Or Industrial Equipment, By Contractor	675	2675
Dispatchers On Loading Platforms	811	2811
Display Case Mfg. - Wood	311	2311
Display Rack Or Stand Installation - Metal, Plastic Or Wood	646	2646
Disposable Diaper Mfg.	257	2257
Disposable Towel Mfg.	257	2257
Distillation, Wood	551	2551
Distilling Of Alcoholic Liquors	113	2113
Document Conservation - Paper - By Specialist Contractor	955	2955
Document Destruction Or Shredding Service	862	2862
Document Scanning - By Specialist Contractor	932	2932
Dog Collar Mfg.	205	2205
Dog Food Mfg. - Dry/Bagged - No Cereal Milling	104	2104
Dog Groomer - No Kennel Facilities	928	2928
Dog Kennel	959	2959
Dog Obedience Classes	959	2959
Dog Or Cat Food Mfg. - Canned	113	2113
Dog Walking and/or Pet Sitting Service(s) - By Contractor	959	2959
Dolomite Quarry Gypsum Quarry	51	2051
Domestic Interior Cleaning Service Contractor	882	2882
Domestic Workers - Inside - Occasional	908	Not Applicable
Domestic Workers - Inside, Excluding Office Employees	913	Not Applicable
Domestic Workers - Outside - Including Private Chauffeurs	912	Not Applicable
Domestic Workers - Outside - Occasional - Including Occasional Private Chauffeurs	909	Not Applicable
Donut Shop, Baking and/or Selling On Premises - Retail	918	2918
Door Frame Or Sash Mfg. - Wood	305	2305
Door Installation - Commercial - All Types Except Overhead Doors	651	2651

Description	Direct Employment Class	Temporary Employment Class
Door Installation - Residential - All Types Except Overhead Doors	652	2652
Door Installation, Overhead - Wood Or Metal	675	2675
Door Mfg. - Metal	456	2456
Door Mfg. - Wood	305	2305
Door Mfg., Accordion - Plastic Or Fabric - No Woodworking	163	2163
Door Or Window Distributor	855	2855
Dope (Plastic Model Paint) Mfg.	563	2563
Doubling Process, Sheet Rolling - By Specialist Contractor	406	2406
Doughnut Mfg. - By Wholesale Bakery	105	2105
Dowel Mfg. - Wood	306	2306
Downspout Installation - Metal	676	2676
Drafting Equipment Mfg.	487	2487
Drain Tile Mfg. - Concrete	511	2511
Drapery Dry Cleaning Plant	142	2142
Drapery Or Curtain Installation From Floor Or Ladder	670	2670
Drapery Or Curtain Installation From Scaffolding	681	2681
Drapery Or Curtain Mfg.	163	2163
Drawing - Nonferrous Metals	403	2403
Dredging Of Materials On Non-Navigable Waters With Incidental Shore Operations	55	2055
Dress Mfg.	161	2161
Dress Pattern Printing	281	2281
Drilling, N.O.C., By Contractor	607	2607
Drinking Straw Mfg. - Paper	257	2257
Drive-In Theater	967	2967
Driveway Construction - Blacktop Or Cement	608	2608
Drug and/or Alcohol Residential Facility Licensed As An Inpatient Non-Hospital Facility	958	2958
Drug Mfg.	555	2555
Drugstore - Wholesale	924	2924
Dry Cleaning - Self-Service Only	928	2928
Dry Cleaning Plant, Except Rug Cleaning	142	2142
Dry Cleaning Preparation Mfg.	571	2571
Dry Dock Operation Marine	6872F	Not Applicable
Dry Goods Store - Retail Or Wholesale	916	2916
Dry Ice Dealer	855	2855
Dry Toner Mfg.	563	2563
Dryers, Household Or Commercial, Electrical Or Gas - Service Or Repair	662	2662
Drywall Installation - Including Taping And Seaming	645	2645

Description	Direct Employment Class	Temporary Employment Class
Duct Cleaning - Grease Exhaust, Air Conditioning, Heating, Ventilating - By Specialist Contractor	971	2971
Duct Fabrication	454	2454
Duct Installation - Heating, Ventilating or Air Conditioning	664	2664
Ductile Iron Foundry	425	2425
Ductless Heating And/Or Air Conditioning System - Installation, Service Or Repair	664	2664
Dumpster Or Refuse Container Mfg. - From Metal Plate	415	2415
Dumpster Rental/Service	995	2995
Duplication Services	932	2932
Dye Mfg.	551	2551
Dyeing	139	2139
Dyeing And Cleaning, Except Rug Cleaning By Dry Cleaner	142	2142
Dynamite Mfg.	4771	6771
Early Intervention for Children from Birth to Age 3 and/or for Children From Age 3 to the Age of Beginners	892	2892
Earthenware Mfg.	513	2513
Egg Dealer - Grading, Candling, Packing - Wholesale	924	2924
Eggs, Dehydrated	113	2113
Eggs, Powdered	113	2113
Elastic Mfg.	225	2225
Electric Blanket Mfg.	473	2473
Electric Cable Laying With Automatic Equipment - Street To Building - By Specialist Contractor	661	2661
Electric Cord Assembly, Cable Mfg. To Be Separately Rated	473	2473
Electric Fan Mfg.	473	2473
Electric Fixture Installation - By Contractor	661	2661
Electric Fixtures Mfg.	445	2445
Electric Heating Element Mfg.	473	2473
Electric Housewares And Fan Mfg.	473	2473
Electric Light Bulb Mfg.	486	2486
Electric Line Construction, By Contractor	656	2656
Electric Measuring Instrument Or Test Equipment Mfg.	488	2488
Electric Meter Reader	951	2951
Electric Motor Mfg. Or Repair - Shop Only	477	2477
Electric Power Equipment Mfg. For Utilities	474	2474
Electric Steel Foundry	421	2421
Electric Switches Mfg. - Household And Crossbar	473	2473
Electric Utility Operation	755	2755
Electric Wire Assembly - Cord	473	2473
Electrical Apparatus Mfg.	473	2473

Description	Direct Employment Class	Temporary Employment Class
Electrical Apparatus, Machinery Or Motor Installation Or Field Repair	675	2675
Electrical Appliance Dealer - Small Appliances - Wholesale	926	2926
Electrical Appliance Store, Small - Retail	925	2925
Electrical Consulting Engineering Firm	955	2955
Electrical Contractor	661	2661
Electrical Equipment For Internal Combustion Engines Mfg.	473	2473
Electrical Household Appliances, Major - Retail	922	2922
Electrical Machinery Or Equipment Dealer - Wholesale	926	2926
Electrical Or Gas Household Major Or Commercial Appliances - Service Or Repair	662	2662
Electrical Sign And Advertising Display Mfg., Installation And Repair	673	2673
Electrical Supply Dealer - Wholesale	886	2886
Electrical Supply Store - Retail	925	2925
Electrical Wiring In Buildings - By Contractor	661	2661
Electrocardiograph Equipment Mfg.	488	2488
Electrolysis	977	2977
Electron Tube Mfg.	486	2486
Electronic Components And Accessories Store - Retail	925	2925
Electronic Components and/or Accessories Dealer - Wholesale	886	2886
Electronic Garage Door Opener Installation - By Contractor	661	2661
Electronic Organ And Synthesizer Mfg.	483	2483
Electronic Terminal And Connector Mfg. - By Machining Or Stamping	459	2459
Electro-Physical Therapy Equipment Mfg.	473	2473
Electroplating	449	2449
Electrostatic Painting Of Metal Cabinets Or Furniture - At Customers' Locations - By Specialist Contractor	646	2646
Electrotyping - By Specialist Contractor	281	2281
Elevator Erection, Service Or Repair	675	2675
Elevator Inspection	951	2951
Elevator Or Elevator Door Mfg.	465	2465
Elevator Shaft Drilling - By Contractor	607	2607
E-Liquid/Vaping Liquid Mfg.	551	2551
Emblem Mfg.	136	2136
Embroidery Mfg.	136	2136
Emery Cloth Mfg.	255	2255
Emery Works - Crushing Or Grinding	59	2059
Enamel Paint Mfg.	563	2563
Enamel Ware Mfg.	454	2454
Enameled Cast Iron Ware Mfg.	425	2425

Description	Direct Employment Class	Temporary Employment Class
Energy/Sports Drinks Mfg. (Non-Carbonated)	104	2104
Engine Or Engine Part Mfg., Internal Combustion	461	2461
Engineered Hardwood Floor Dealer	855	2855
Engineering Consulting Firm - All Types Of Engineering	955	2955
English As A Second Language Courses By Specialist Contractor	965	2965
Engraving - By Specialist Contractor	281	2281
Ensilage Cutting By Contractor	7	Not Applicable
Entertainer	967	2967
Envelope Mfg.	265	2265
Environmental Cleanup Services	995	2995
Environmental Control Systems Installation, Service Or Repair - By Specialist Contractor	660	2660
Environmental Control Systems Mfg./Assembly	476	2476
Equipment Dealer - Mobile, Self-Propelled - Factory, Farm Or Construction	814	2814
Equipment Repair, Industrial - Shop Only	461	2461
Eraser Mfg.	225	2225
Escalator Installation, Service Or Repair	675	2675
Escalator Mfg.	465	2465
Escort Service For Oversize Loads On Highways	817	2817
Etching (By Chemical Method) By Specialist Contractor	281	2281
Excavation - Street or Road - Including Rock Excavation	609	2609
Executive Secretary, Boy Or Girl Scout Council	951	2951
Exercise Club	884	2884
Exercise Equipment - Service Or Repair - In Shop Or At Customers' Locations - By Specialist Contractor	925	2925
Exhibit Booth Erection	646	2646
Exhibit Booth Mfg.	311	2311
Exhibition - Outdoor	969	2969
Exhibition Garden	969	2969
Explosives Or Ammunition Mfg., N.O.C.	4771	6771
Exterminator	971	2971
Extruded Products Mfg. - Nonferrous Metals	403	2403
Eyelet Mfg.	459	2459
Fabric Coating, N.O.C.	139	2139
Fabric Shop	916	2916
Fabrics, Rubberized	225	2225
Facsimile Equipment Mfg.	483	2483
Fair - Permanently Sited	969	2969
Fair - Traveling	939	2939

Description	Direct Employment Class	Temporary Employment Class
False Work Erection For Concrete Construction	654	2654
Family Living Home For The Intellectually Or Developmentally Disabled	941	2941
Farm Machinery Dealer	814	2814
Farm Machinery Operation By Contractor	7	Not Applicable
Farm, Chicken	34	Not Applicable
Farm, Crop	6	Not Applicable
Farm, Dairy	36	Not Applicable
Farm, Egg Producer	34	Not Applicable
Farm, Field Crop	6	Not Applicable
Farm, Fish	34	Not Applicable
Farm, Livestock	83	Not Applicable
Farm, Mushroom	8	Not Applicable
Farm, N.O.C.	6	Not Applicable
Farm, Poultry	34	Not Applicable
Farm, Tree	13	2013
Farrier (Horse Shoeing By Specialist Contractor)	801	2801
Fastener Mfg., N.O.C.	445	2445
Fast-Food Restaurant	897	2897
Feather Assembly - Sewn, On Wire Frames Decorated For Costumes/Band Plumes	163	2163
Feather Dyeing	139	2139
Feather Pillow Mfg.	163	2163
Feather Washing, Steaming, Cleaning And Renovating	142	2142
Feed Dealer - Wholesale	924	2924
Feed Mfg. - Preparation Of Cereal Or Compound	101	2101
Feeds For Livestock Or Poultry	101	2101
Felt Mfg. - Unwoven	130	2130
Fence Dealer - All Types	855	2855
Fence Erection - All Types - Commercial or Residential	651	2651
Fence Erection, Highway Barriers By Paving Contractor	601	2601
Fence Mfg. - Wire	457	2457
Fence Mfg. - Wood, Shop Only	305	2305
Fence Or Fence Post Mfg. - Ornamental Iron Or Steel	413	2413
Fender Repairing, Automobile	815	2815
Ferrous Metals Cold Rolling Or Drawing	406	2406
Fertilizer (Except Humus Or Manure) Dealer	924	2924
Fertilizer Application To Soil	7	Not Applicable
Fertilizer Blending Or Mixing	573	2573



Description	Direct Employment Class	Temporary Employment Class
Fertilizer Mfg.	573	2573
Fetal Monitor Mfg.	488	2488
Fiber (Paper) Products Mfg.	255	2255
Fiber Drum Mfg.	257	2257
Fiber Furniture Mfg.	323	2323
Fiber Preparation For Spinning Or Weaving	132	2132
Fiberboard Box Or Container Mfg.	261	2261
Fiberboard Mfg.	255	2255
Fiberglass (A Fibrous Glass And Resin Composite) Mfg.	227	2227
Fibrous Glass Mfg.	535	2535
File (Tool) Mfg. - Forged	433	2433
File Cabinet Mfg.	456	2456
File Folder Mfg.	265	2265
File Jacket Mfg.	265	2265
File, Tool (Non-Forged) Mfg.	445	2445
Film Exchange	928	2928
Filter Mfg. - Air - All Types	257	2257
Financial Auditing Firm (Not An Independent Insurance Traveling Auditing Firm)	962	2962
Finished Hardwood Floor Installation	648	2648
Finisher Of Broad Woven Fabrics	139	2139
Finishing New Textile Goods	139	2139
Fire Alarm Siren Mfg.	473	2473
Fire Alarm System Installation	660	2660
Fire Clay Digging	55	2055
Fire Department - Paid	985	Not Applicable
Fire Department - Volunteer	994	Not Applicable
Fire Escape Installation By Contractor - Outside	655	2655
Fire Escape Installation, Inside	658	2658
Fire Escape Mfg.	413	2413
Fire Extinguisher - Sales and/or Service - Wholesale	926	2926
Fire Patrol Or Protective Corp. - Independent - Paid	985	Not Applicable
Fire Police - Special Voluntary	994	Not Applicable
Fire Resistant Glove Mfg.	509	2509
Fire Truck Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased	451	2451
Fire, Smoke And/OR Water Damage Clean-Up - By Contractor	971	2971
Firearms Sale - Wholesale	924	2924
Firemen - Not Volunteer	985	Not Applicable

Description	Direct Employment Class	Temporary Employment Class
Firemen - Volunteer	994	Not Applicable
Fireplace Installation	653	2653
Fireproof Equipment Mfg. - Metal	456	2456
Fireproof Shutter Erection	658	2658
Fireproof Tile Setting	653	2653
Fireproofing Materials Installation - Spray On Type	647	2647
Fireproofing Tile Mfg. - Clay Pipe Mfg. - Terra-Cotta	512	2512
Fireworks Distributor and/or Exhibitor	4777	6777
Fireworks Mfg.	4771	6771
Fireworks Store - Retail	928	2928
Fish Curing	865	2865
Fish Dealer - Wholesale - No Processing Whatsoever	924	2924
Fish Dealer And Processor - Wholesale	865	2865
Fish Grower	34	Not Applicable
Fish Hatchery - Poultry Hog Farm	34	Not Applicable
Fish Oil Mfg.	114	2114
Fish, Meat Or Poultry Store - Retail	915	2915
Fishing Pond, Public	969	2969
Fitness Club	884	2884
Fitness Equipment - Service Or Repair - In Shop Or At Customers' Locations - By Specialist Contractor	925	2925
Fitness Instructor - By Independent Contractor - No Permanent Facility	884	2884
Fixture Installation - Bank - Metal Partitions, Counters	646	2646
Fixture Or Jig Mfg.	441	2441
Flag And Bunting Erection From Floor Or Ladder	670	2670
Flag Mfg., Shop Only	163	2163
Flag Or Bunting Erection From Scaffolding	681	2681
Flagmen - Provided By Specialist Contractor	601	2601
Flagpole - Erection	658	2658
Flagpole Mfg. - Metal	413	2413
Flare Mfg.	4771	6771
Flashlight Mfg., Or Assembling	445	2445
Flat Cement Work Contractor	608	2608
Flat Glass Mfg.	535	2535
Flavoring Extract Mfg.	104	2104
Flavoring Syrups Blending	104	2104
Flax Spinning And Weaving	132	2132
Flea Market Or Swap Meet Operators	971	2971

Description	Direct Employment Class	Temporary Employment Class
Flint Or Feldspar Grinding, Done By Quarry	50	2050
Flint Or Feldspar Grinding, Not Done By Quarry	59	2059
Flood Debris Cleanup (Except Building Demolition - By Contractor	995	2995
Floodlight Erection - Permanent	656	2656
Floodlight Erection, Temporary - By Contractor	661	2661
Floor Cleaning/Waxing Machine Mfg.	473	2473
Floor Coverings - Installation Of Linoleum, Asphalt Or Rubber Tiling - Not Ceramic Tile Installation	670	2670
Floor Coverings (e.g., Carpet, Rugs, Rubber or Vinyl Tile, and Linoleum) Dealer - Retail	922	2922
Floor Coverings (e.g., Carpet, Rugs, Rubber or Vinyl Tile, and Linoleum) Dealer - Wholesale	921	2921
Floor Installation - Ceramic Tile	668	2668
Floor Installation - Not Concrete, Ceramic Or Wood	670	2670
Floor Installation - Portable - Wood	648	2648
Floor Laying - Linoleum, Asphalt, Rubber Or Composition Tiling, Not Ceramic	670	2670
Floor Laying, Finished Hardwood	648	2648
Floor Sanding Or Scraping - Wood	648	2648
Floor Waxing Or Polishing - By Building Owner, Lessee, Management Agency Or Contractor	971	2971
Flooring Mfg. - Open Steel Grating	413	2413
Flooring Mfg. - Wood	305	2305
Florist Store - Fresh Cut Flowers - Retail Or Wholesale	919	2919
Florist Store Supplies Dealer - Wholesale	919	2919
Flour Dealer - Wholesale	911	2911
Flour Mfg. - Wood	101	2101
Flour Milling	101	2101
Flour Mixing And Blending, No Milling	104	2104
Flow Controller Mfg.	488	2488
Flower Assembling - Artificial Or Dried	924	2924
Flower Dealer - Artificial Or Dried - Wholesale	924	2924
Flower Dealer Or Store - Fresh Cut Flowers (No Flower Or Plant Raising) - Retail and/or Wholesale	919	2919
Flower Raising	11	2011
Flowmeter Mfg.	488	2488
Flue Mfg., Stove Or Furnace - By Specialist Contractor	454	2454
Flying Field	7428	9428
Foam Rubber Mfg.	225	2225
Folding Cardboard Or Paperboard Box Mfg.	257	2257
Food and/or Beverage Concession - By Specialist Contractor	898	2898
Food Product Machinery Mfg.	461	2461
Food Products Mfg., N.O.C.	104	2104

Description	Direct Employment Class	Temporary Employment Class
Football Mfg.	205	2205
Football Player, Coach, Manager Or Sports Official - Professional or Semiprofessional	970	2970
Footwear Mfg. - Not Rubber	204	2204
Footwear Mfg. - Rubber	225	2225
Foreign Language Courses By Specialist Contractor	965	2965
Forest Ranger - Not State Employees	980	2980
Forging - Nonferrous Metals Only	403	2403
Forging, N.O.C.	431	2431
Forklift Service and/or Repair - By Specialist Contractor (Shop Or At Customer's Location)	814	2814
Forklift Truck Dealer - Rental, Sales Or Service (In Shop Or At Customer's Location)	814	2814
Forklift Truck Mfg.	463	2463
Formal Wear Rental Or Sales	916	2916
Foundation Excavation	609	2609
Foundry - Nonferrous, N.O.C.	447	2447
Foundry Sand Cores Mfg. - By Contractor	513	2513
Foundry, Iron, N.O.C.	425	2425
Foundry, Malleable Iron	427	2427
Foundry, Steel	421	2421
Fracturing (Fracing) Of Gas Or Oil Wells - By Contractor	607	2607
Frame Straightening On Automobiles	815	2815
Franklin Stove Assembly	445	2445
Fraternal Organization (e.g., VFW Post, The Elks)	896	2896
Fraternity/Sorority House	896	2896
Freezer Mfg., Commercial Or Household	456	2456
Freight Car Mfg.	416	2416
Freight Handling On Piers Or Terminals Or Adjoining Piers	7366F	Not Applicable
French Drain Installation	663	2663
Front Or Interlining Mfg. - Coat	161	2161
Frozen Food Dealer - Wholesale	911	2911
Frozen Fruit, Fruit Juice, Processing	113	2113
Fruit Dealer - Wholesale	907	2907
Fruit Evaporating	113	2113
Fruit Farm	16	Not Applicable
Fruit Flavored Drink Mfg.	104	2104
Fruit Gift Basket Store - Retail	917	2917
Fruit Juice Dealer - Wholesale	911	2911
Fruit Juice Mfg.	113	2113

Description	Direct Employment Class	Temporary Employment Class
Fruit Juice Mfg. - From Purchased Concentrates Only	104	2104
Fruit Or Vegetable Juice, Canned, Bottled Or Bulk	113	2113
Fruit Packing - Not Cannery	907	2907
Fruit Packing, By Grower	16	Not Applicable
Fruit Picking	16	Not Applicable
Fruit Preserving	113	2113
Fuel Oil Distributor	809	2809
Fuel Pump Mfg., Automobile	461	2461
Fuel Yard	809	2809
Fumigating - Not Agricultural - By Contractor	971	2971
Funeral Director	997	2997
Funeral Escort Service (Motorcycle)	817	2817
Fungicide Mfg.	551	2551
Fur Bearing Animal Raising	170	Not Applicable
Fur Clothing - Cleaning, Tumbling, Glazing, Combing And Ironing	142	2142
Fur Clothing Mfg. (Preparation Of Skins To Be Separately Rated)	161	2161
Fur Dressing Or Dyeing	201	2201
Fur Mfg. - Synthetic	132	2132
Fur Plate Mfg.	161	2161
Fur Pointing	161	2161
Furnace - Hot Water Or Steam - Installation, Service Or Repair	663	2663
Furnace Cleaning - Hot Forced Air	664	2664
Furnace Cleaning - Hot Water Or Steam	663	2663
Furnishing Goods Installation	670	2670
Furnishing Goods Mfg. - Canvas Or Burlap	166	2166
Furnishing Goods Mfg. - Not Canvas Or Burlap	163	2163
Furniture Assembling - Wood, By A Furniture Manufacturer, Including Woodworking	323	2323
Furniture Assembly - From Prefabricated Parts Or Pieces Only - No Woodworking	319	2319
Furniture Cleaning Or Polishing On Customers' Premises	141	2141
Furniture Frame Mfg. - Wood	323	2323
Furniture Installation, Portable, By Dealer	922	2922
Furniture Mfg. - Metal	456	2456
Furniture Mfg. - Wrought Iron	413	2413
Furniture Moving and/or Storage	806	2806
Furniture Or Fixture Installation - Portable - In Offices Or Stores	646	2646
Furniture Polish And Wax Mfg.	571	2571
Furniture Rental - Chairs, Coat Racks, Dishes, Etc. - Retail	922	2922

Description	Direct Employment Class	Temporary Employment Class
Furniture Stock Mfg. - Non-Turned - By Specialist Contractor	305	2305
Furniture Store - Retail	922	2922
Furniture Store - Wholesale	921	2921
Furniture Stripping - Incidental To Assembling Or Refinishing Operations Only	319	2319
Furniture Stripping, No Woodworking - By Specialist Contractor	319	2319
Furniture Turned Stock Mfg. - By Specialist Contractor	306	2306
Furniture Upholstering	327	2327
Furrier Repairing Or Remodeling Fur Garments	916	2916
Fuse Mfg. - Electrical	473	2473
Fuse Mfg., Explosives	4771	6771
Galvanizing Works - Hot Dip	402	2402
Ganister Quarry	50	2050
Garage	815	2815
Garbage Or Rubbish Removal	995	2995
Garbage Works - Reduction Or Incineration - Municipal	980	2980
Garbage Works - Reduction Or Incineration - Private	995	2995
Garden - Open To Public Exhibition	969	2969
Garden Center - Retail	928	2928
Garden Equipment Store	925	2925
Garden Supplies Dealer	924	2924
Garden Supplies Store - Retail	928	2928
Gardener	12	2012
Gardening Tools Mfg.	433	2433
Garland Mfg.	257	2257
Garlic Dealer - Wholesale	907	2907
Garment Rack Mfg. - Metal	456	2456
Garment Sewing Contractor	161	2161
Gas And Electric Fixtures Mfg.	445	2445
Gas Detection Monitor Mfg.	488	2488
Gas Distribution, Bottled Or Bulk	809	2809
Gas Fireplace Service Or Repair	662	2662
Gas Holder Erection	655	2655
Gas Main Construction - Local Distribution Systems - All Work To Completion Except Tunneling	617	2617
Gas Meter Mfg.	488	2488
Gas Meter Reader	951	2951
Gas Mfg.	553	2553
Gas Or Oil Pipeline Construction - Cross-Country	609	2609

Description	Direct Employment Class	Temporary Employment Class
Gas Or Oil Pipeline Operation	752	2752
Gas Or Oil Well Services (Performed in the Well Bore) By Contractor	607	2607
Gas Pipefitting, Indoor	663	2663
Gas Production	28	2028
Gas Tank Mfg. - Metal Plate	415	2415
Gas Utility	751	2751
Gas Well Drilling	606	2606
Gas Well Operation	28	2028
Gas, Steam Or Hot Water Apparatus Supplies Dealer - Wholesale	885	2885
Gas, Steam Or Water Main Repair - By Contractor - All Work To Completion Except Tunneling	617	2617
Gasket Mfg. - Rubber	225	2225
Gasoline Blending Plant	581	2581
Gasoline Dealer, Wholesale	809	2809
Gasoline Station Equipment Installation (Including Excavation) Or Repair	675	2675
Gasoline Station, Retail - Exclusively Gasoline Sales	816	2816
Gate Mfg. - Ornamental Metal	413	2413
Gated Community	880	2880
Gauge Mfg. - Ring, Plug Or Snap	441	2441
Gear Mfg. Or Grinding	461	2461
Gelatin Mfg.	113	2113
General Construction - Commercial	651	2651
Generator Mfg., Electric	474	2474
Geophysical Exploration	955	2955
Geothermal Well Drilling - By Contractor	607	2607
Gilling Of Fibers	132	2132
Glass Block Installation - Structural Use	653	2653
Glass Container Mfg.	535	2535
Glass Dealer - No Mfg., Glass Bending, Beveling, Grinding, Silvering Or Installation	926	2926
Glass Installer, Automobile	815	2815
Glass Installer, Except Automobile	666	2666
Glass Merchant - Bending, Beveling, Grinding Or Silvering Plate Glass By Separate Shop Crew	536	2536
Glass Mfg., Stained	535	2535
Glass or Window Tinting, Except For Auto Glass	667	2667
Glass Ornament Mfg. - From Purchased Glass	536	2536
Glass Products Decorating Or Engraving By Specialist Contractor	281	2281
Glass Sand - Quarrying Or Digging	50	2050
Glassware Mfg.	535	2535

Description	Direct Employment Class	Temporary Employment Class
Glazier, Away From Shop	666	2666
Glazing	666	2666
Glove Lining Mfg.	161	2161
Glove Mfg. - Fire Resistant	509	2509
Glove Mfg. - Knit	134	2134
Glove Mfg. - Rubber	225	2225
Glove Mfg., Except Fire Resistant, Industrial Use, Knit Or Rubber	161	2161
Glove Mfg., Including Baseball, Boxing, Handball Or Punching Bag Glove (Except Rubber Gloves)	205	2205
Glucose Mfg.	103	2103
Goat Farm	83	Not Applicable
Gold Leaf Mfg.	458	2458
Gold Plating	449	2449
Golf Cart - Rental, Sale and/or Maintenance - By Specialist Contractor	814	2814
Golf Club Mfg. - Metal	456	2456
Golf Course - Miniature	969	2969
Golf Course - Pro Shop - Operated By Specialist Contractor	928	2928
Golf Course - Prop Shop - Operated By Golf Course	944	2944
Golf Course - Public Or Private	944	2944
Golf Course Operated By Hotel	973	2973
Golf Driving Range	969	2969
Goodwill Stores	928	2928
Grading	609	2609
Grading Preparatory To Building Erection	609	2609
Grain Dealer	924	2924
Grain Elevator Operation	855	2855
Grain Farm	6	Not Applicable
Grain Harvesting By Contractor	7	Not Applicable
Grain Mill - Permanently Located Mill	101	2101
Grandstand Or Bleacher Mfg. - Metal	413	2413
Grandstand Or Bleacher, Erection By Contractor - Portable - Wood	651	2651
Granite Countertop Installation	668	2668
Granite Quarry	50	2050
Graphite Products Mfg.	507	2507
Grass Cutting Along Highways By Specialist Contractor	12	2012
Grass Cutting, Lawns, By Contractor	12	2012
Grass Seed Raising	6	Not Applicable
Grate Installation In Boilers, By Specialist Contractor	677	2677



Description	Direct Employment Class	Temporary Employment Class
Grating Mfg. - Open Steel Flooring	413	2413
Grave Digging - By Contractor	609	2609
Gravel Crushing By Dealer	59	2059
Gravel Or Sand Digging Or Excavation - Including Crushing	55	2055
Grease And Tallow Mfg.	114	2114
Grease Mfg., Animal	114	2114
Grease Mixing Or Blending, Not Animal Or Vegetable	581	2581
Greenhouse Erection	651	2651
Greenhouse, Flower Or Vegetable	11	2011
Greeting Card Printing By Publisher Or Contractor	281	2281
Greeting Card Shop	928	2928
Grey Iron Foundry	425	2425
Grinding Wheel Mfg.	513	2513
Grindstone Mfg., No Quarrying	513	2513
Grist Mill - Permanently Located	101	2101
Grocery - Wholesale	911	2911
Grocery Store - Retail	917	2917
Grocery, Tea, Coffee Dealer - Retail	917	2917
Ground Personnel - Aircraft And/or Airport Operations	7428	9428
Group Home - 9 Or More Per Facility Licensed As Community Residential Services For Individuals With Intellectual Disabilities	940	2940
Group Home - Intellectually Or Developmentally Disabled (Not Intermediate Care Facility) - 8 Or Fewer	941	2941
Group Home - Intermediate Care Facility For Individuals With Intellectual Disabilities - Regardless Of Client Count	940	2940
Grouting - Including Drilling - Placing Of Cement, Plastic Compounds Or Concrete, Or Pumping Of Fly Ash	654	2654
Growing Hot House, Vegetable Growing	11	2011
Guard Or Patrol Service - By Contractor	954	2954
Guardrail Erection - By Specialist Contractor	658	2658
Guardrail Or Metal Fence Erection - By Road Contractor	601	2601
Guards At Corr. Institutions, House Of Corr., Prisons Or Prison Farms - Not State Employees	985	Not Applicable
Gun Forging, Iron And Steel	431	2431
Gun Range - Private Or Public - Indoor	968	2968
Gun Range - Private Or Public - Outdoor	969	2969
Gun Shop - Retail	928	2928
Gun, Handgun Mfg.	445	2445
Guniting (Shotcrete Installation)	654	2654
Gunstock Mfg., Finished Or Unfinished Shapes	306	2306
Gutter Cleaning - Residential Or Commercial -By Specialist Contractor	971	2971

Description	Direct Employment Class	Temporary Employment Class
Gutter Installation - Metal	676	2676
Gymnastics Training	968	2968
Habitat For Humanity ReStores	928	2928
Hackling Of Fibers	132	2132
Hair Dryer Mfg. - Hand-Held	473	2473
Hair Processing (Excluding Dehairing Or Wig Making)	132	2132
Hair Transplantation	957	2957
Hairdressing Shop	977	2977
Halfway House - Pre-Parole Or Probation	986	2986
Ham - Boiled, Boneless, Roasted, And Smoked Mfg.	106	2106
Hamburger Or Hamburger Patty Mfg.	119	2119
Hammock Mfg.	163	2163
Hand Tool Mfg. - Electric - Portable	473	2473
Hand Tool Mfg. - Non-Forged (Excluding Axes, Agricultural Tools, Sledgehammers Or Wheelbarrows)	445	2445
Handbag (Women's) Store	928	2928
Handbag, Mfg. - From All Materials	205	2205
Handbill Distribution	951	2951
Handgun Mfg.	445	2445
Handicapped - Transportation Services For	828	2828
Handkerchief Mfg.	161	2161
Handle Mfg. - Wood	306	2306
Hangar Operation	7428	9428
Hardscaping Installation	653	2653
Hardware Mfg. - Nonferrous - By Foundry Method	447	2447
Hardware Mfg., N.O.C. Including Foundry	445	2445
Hardware Store - Retail	925	2925
Hardware Store - Wholesale	926	2926
Hardwood Dimension And Flooring Mill, No Sawmill Operation	305	2305
Hardwood Floor Laying	648	2648
Hardwood Flooring Dealer	855	2855
Harness Or Saddle Mfg.	205	2205
Harvesting By Contractor	7	Not Applicable
Hat Block Mfg. - Wood	306	2306
Hat Frame Mfg., Ladies	161	2161
Hat Lining Mfg.	161	2161
Hat Mfg., Felt	161	2161
Hat Mfg., N.O.C.	161	2161

Description	Direct Employment Class	Temporary Employment Class
Hat Store - Cloth, Felt, Fur Or Straw	916	2916
Hatters' Fur Processing	130	2130
Hauling Contractor	811	2811
Haunted House	968	2968
Hay Baling, By Contractor	7	Not Applicable
Hay Dealer	924	2924
Hay Farm	6	Not Applicable
Haz Mat (Hazardous Materials) Response Team - Volunteer	996	Not Applicable
Head Start Program	891	2891
Headboard Mfg. - Wood (Upholstery Work If Conducted By A Sep. Crew In A Sep. Dept. Shall Be Separately Rated)	323	2323
Health Club	884	2884
Health Food Dealer - Wholesale	911	2911
Health Food Store - Retail	917	2917
Health Or Exercise Club	884	2884
Hearing Aid - Sale And Service	920	2920
Hearing Aid Ear Mold Mfg.	489	2489
Hearing Aid Mfg.	485	2485
Hearse Body Mfg.	451	2451
Heart Scan Systems Mfg.	488	2488
Heat Treating of Wood Packaging Material (Including Pallets) - By Specialist Contractor	855	2855
Heater Or Radiator Mfg. - Cast Iron	425	2425
Heating Equipment - Installation, Service Or Repair - Hot Water Or Steam	663	2663
Heating Pad Mfg.	473	2473
Heating Pad Mfg. - Fabric Covering Only	163	2163
Heating Systems - Hot Forced Air, Repair Or Service - Cleaning, Oiling Or Adjusting	664	2664
Heating Systems Installation, Except Electric, Hot Water Or Steam	664	2664
Heating, Ventilating Or Air Conditioning Equipment Or Parts Dealer - Wholesale	885	2885
Heat-Treating Of Metal - By Specialist Contractor	433	2433
Heel Mfg. - Rubber	225	2225
Helicopter Operation, N.O.C.	7424	Not Applicable
Heliport Operation - Ground Personnel	7428	9428
Hemp Spinning And Weaving	132	2132
Herb Dealer - Wholesale	911	2911
Herbicide Mfg.	551	2551
Herbs - Blending, Grinding And Packing	104	2104
Hide Dealer - Including Salting - Curing	924	2924

Description	Direct Employment Class	Temporary Employment Class
High Explosives Mfg.	4771	6771
Highway Maintenance, Scraping, Paving Or Repaving By Contractor	601	2601
Highway Operation - Toll Collector	951	2951
Hobby Shop - Retail	928	2928
Hockey Player, Coach, Manager Or Sports Official - Professional or Semiprofessional	970	2970
Hoist Installation, Service Or Repair Permanently-Sited	675	2675
Hoisting Systems Mfg.	465	2465
Holiday Decorations Mfg. - Paper Or Plastic	257	2257
Home Care Services	943	Not Applicable
Home Freezer Dealer - Retail	922	2922
Home Health Aide	943	Not Applicable
Home Health Care Services	942	Not Applicable
Home Improvements And/or Remodeling	652	2652
Homemaker Service	943	Not Applicable
Homeowners Association	880	2880
Hood Mfg., Range	454	2454
Horizontal Directional Drilling - For Underground Utility Construction - By Contractor	607	2607
Horse Breeding Farm Or Boarding/Training Stable	801	2801
Horse Driven Carriage Tours Or Taxis	801	2801
Horse Shoeing By Specialist Contractor	801	2801
Horse Show	969	2969
Horseshoe Mfg.	431	2431
Hose Mfg. - Plastic	222	2222
Hose Mfg. - Rubber	225	2225
Hosiery Dyeing	135	2135
Hosiery Finishing	135	2135
Hosiery Mfg.	135	2135
Hospice Care Performed In Client's Residence	942	Not Applicable
Hospice Care Performed In Client's Residence - Home Care Services	943	Not Applicable
Hospice Facility	960	2960
Hospital, All Employees	961	2961
Hospital, Psychiatric	958	2958
Hospital, Rehabilitation	958	2958
Hospital, Veterinary	959	2959
Hot Air Ballooning	7424	Not Applicable
Hot Tub Or Spa Dealer - Retail	925	2925
Hot Tub Or Spa Dealer - Wholesale	926	2926

Description	Direct Employment Class	Temporary Employment Class
Hot Water Tank - Installation, Service Or Repair	663	2663
Hotel Kitchen Equipment Mfg.	454	2454
House Cleaning By Contractor - Interior	882	2882
House Furnishings Installation	670	2670
House Furnishings Mfg. - From Textile Fabrics	163	2163
House Of Correction Guards (Not State Employees)	985	Not Applicable
House Slippers Mfg.	204	2204
Household Appliance Store, Small - Retail	925	2925
Household Appliances Dealer, Major - Retail	922	2922
Household Appliances Dealer, Small - Wholesale	926	2926
Household Bleach, Dry Or Liquid Mfg.	571	2571
Household Cooking Utensil Mfg.	454	2454
Household Furniture Dealer - Retail	922	2922
Household Goods Packing At The Customer's Location By The Moving Company Or By Independent Contractor	806	2806
Household Laundry Equipment Dealer - Retail	922	2922
Household Linens, Bedspreads, Towels, Drapes Mfg.	163	2163
Household Major Or Commercial Appliances, Electrical Or Gas - Service Or Repair	662	2662
Household Refrigerator Dealer - Retail	922	2922
Household Vacuum Cleaner Dealer - Wholesale	926	2926
Household Vacuum Cleaner Store, Small - Retail	925	2925
Housing Authority	983	2983
Humidifier Mfg.	473	2473
Humus Digging And Bagging	609	2609
Humus Or Topsoil Dealer - No Excavation	855	2855
Hydrant Mfg. Water - Cast Iron	425	2425
Hydraulic Device Mfg. - Jacks, Auto Lifts	461	2461
Hydraulic Stabilizer Mfg., For Trains	445	2445
Hydrogen Mfg.	553	2553
Hydroponic Vegetable Production	11	2011
Ice Cream Cabinet Mfg.	456	2456
Ice Cream Cone Mfg.	105	2105
Ice Cream Dealer - Wholesale	911	2911
Ice Cream Mfg.	110	2110
Ice Cream, Store Or Street Vending - Retail	928	2928
Ice Dealer - No Mfg.	855	2855
Ice Mfg. - Not Dry Ice	104	2104
Ice Mfg., Dry Ice	553	2553

Description	Direct Employment Class	Temporary Employment Class
Implant Mfg. - Medical (e.g., hips, knees)	459	2459
Impregnated Fabrics Mfg.	139	2139
Incandescent Light Bulb Mfg.	486	2486
Incubator Mfg. - Metal	456	2456
Index Card Mfg.	265	2265
Industrial Boiler Mfg.	415	2415
Industrial Caterer	898	2898
Industrial Crane Installation, Service Or Repair - Permanently-Sited	675	2675
Industrial Equipment Repair, Shop Only	461	2461
Industrial Film Production Company	936	2936
Industrial Gas Mfg.	553	2553
Industrial Knife Mfg. - All Types	445	2445
Industrial Launderer	141	2141
Industrial Locomotive And Parts Mfg.	416	2416
Industrial Truck Mfg.	463	2463
Infant Wear Service Laundry	141	2141
Inflatable Amusement - Rental	922	2922
Infrared Homing Systems Mfg.	485	2485
Injection Molding Of Plastics	221	2221
Ink Mfg., Printing	563	2563
Inorganic Pigment Mfg.	563	2563
Inpatient Non-Hospital Detoxification Or Drug Free Licensed Facility	958	2958
Insecticide Mfg.	551	2551
Inspection Of Mercantile, Mfg. Or Risks For Insurance Or Valuation Purposes - By Independent Contractor	951	2951
Inspection Of Mercantile, Mfg. Or Risks For Insurance Or Valuation Purposes - By Insurance Company	984	2984
Installation Of Hod Hoists	675	2675
Installation Of Telephone Or Electric Pole Hardware	656	2656
Installation Of Telephone Or Electric Transformers	656	2656
Installation Of Well Pad Containment Liners & Fences (Barriers) - by Independent Contractor	12	2012
Installation Or Dismantling Of Machinery And Industrial Equipment, By Contractor	675	2675
Institutional Caterer	898	2898
Instrument - Professional Or Scientific - Service Or Repair - Shop Or Field	952	2952
Insulated Clothing Mfg. - Thermal Type	161	2161
Insulation (Asbestos) - Encapsulation Or Removal (Except Pipe Insulation)	651	2651
Insulation Dealer	855	2855
Insulation Work, N.O.C.	647	2647
Insulation Work, Pipe (Incl. Asbestos Encapsulation Or Removal)	663	2663

Description	Direct Employment Class	Temporary Employment Class
Insulation Work, Residential	647	2647
Insurance Adjuster - By Independent Contractor	951	2951
Insurance Company	984	2984
Insurance Traveling Auditor - Independent Contractor	951	2951
Integrated Circuit Mfg.	472	2472
Intercommunication System Installation, Within Buildings	660	2660
Intercommunications Equipment Mfg.	485	2485
Interior Design Firm, Supervising Or Consulting	905	2905
Interior Marble Installation	668	2668
Interior Stripping/Gutting Of Buildings	651	2651
Interior Tile Mosaic Work	668	2668
Interior Trim Installation - Wood	648	2648
Intermediate Care Facility For Individuals With Intellectual Disabilities - Regardless Of Client Count	940	2940
Intermediate Unit (Special Education)	893	2893
Internal Combustion Engine Mfg.	461	2461
Internet Service Provider	759	2759
Inventory Service - By Specialist Contractor	951	2951
Investigative Agency - All Types	904	2904
Investment Casting	445	2445
Investment Castings Mfg. - Nonferrous Metals	447	2447
Invisible Fence Installation	660	2660
Iron Erection	655	2655
Iron Erection, Ornamental Or Non-Structural Only	658	2658
Iron Forging	431	2431
Iron Foundry, N.O.C. (See Also Classes 427 And 445)	425	2425
Iron Or Steel Erection, Structural	655	2655
Iron Or Steel Merchant, New Materials Only	857	2857
Iron Or Steel Scrap Dealer	858	2858
Iron Ore Mining - Underground	25	2025
Iron Recovery By Chemical Means	551	2551
Iron Shutter Mfg.	413	2413
Iron, Ornamental, Fabrication Shop	413	2413
Irrigation Plant, Selling And Pipe-Distributing Water	753	2753
Irrigation System Construction	609	2609
Jackhammer Mfg.	461	2461
Jalousie Or Jalousie Screen - Metal Or Glass, Erection Of - Commercial	651	2651
Jalousie Or Jalousie Screen - Metal Or Glass, Erection Of - Residential	652	2652

Description	Direct Employment Class	Temporary Employment Class
Jalousie Or Jalousie Screen Mfg. - Metal Or Glass	456	2456
Jam Mfg.	113	2113
Janitor Service Contractor	971	2971
Janitorial Supply Dealer - Wholesale	926	2926
Jelly Mfg.	113	2113
Jetty Construction - State Coverage Only	611	2611
Jewel Setting And Mounting	458	2458
Jeweler, Findings And Materials Dealer	920	2920
Jewelry Mfg.	458	2458
Jewelry Polishing	458	2458
Jewelry Store - Wholesale Or Retail	920	2920
Jig Or Fixture Mfg.	441	2441
Jockey - Employed By A Horse Breeding Farm Or Boarding/Training Stable	801	2801
Jockey - Employed By A Race Track	969	2969
Juice Mfg. - Fruit	113	2113
Jukebox Operation, Service Or Repair	933	2933
Junk Dealer	860	2860
Jute Spinning And Weaving	132	2132
Karate Or Other Martial Arts Institute	968	2968
Keg Mfg. - Wood	305	2305
Kerosene Distribution	809	2809
Kerosene Mfg.	581	2581
Ketchup Mfg.	104	2104
Kiddie Rides - All Operations - Permanently Sited	969	2969
Kiddie Rides - All Operations - Traveling	939	2939
Kiln Drying Of Lumber - By Sawmill	301	2301
Kiln Drying of Lumber - No Sawmill Operations	855	2855
Kindergarten, Not Operated In Conjunction With Grade School	891	2891
Kiosk Mfg.	311	2311
Kitchen and/or Bath Fixture Dealer	885	2885
Kitchen Cabinet Installation - Wood	648	2648
Kitchen Cabinet Mfg. - Wood	311	2311
Kitchen Equipment Exhaust Duct Cleaning - By Specialist Contractor	971	2971
Kitchen Equipment Installation - (Commercial) Metal	646	2646
Kitchenware (e.g., Utensils, Cutlery and Dinnerware) Dealer - Wholesale	924	2924
Kitchenware (e.g., Utensils, Cutlery and Dinnerware) Store - Retail	928	2928
Kite Mfg.	163	2163



Description	Direct Employment Class	Temporary Employment Class
Knapsack Mfg.	166	2166
Knit Glove Mfg.	134	2134
Knit Goods Mfg., N.O.C.	134	2134
Knitting Mill, Hosiery	135	2135
Label (Pressure-Sensitive) Printing By Web Press - By Specialist Contractor	281	2281
Label Mfg. - Metal	441	2441
Label Mfg., Woven Labels	132	2132
Labor Union	903	2903
Laboratory Animal Breeding Or Raising (Rats, Mice, Guinea Pigs, Rabbits, Etc.)	959	2959
Laboratory Glassware Mfg. - From Purchased Glass	536	2536
Lace Mfg.	134	2134
Lacquer Mfg.	563	2563
Lacrosse Player, Coach, Manager Or Sports Official - Professional or Semiprofessional	970	2970
Ladder Mfg. - Metal	456	2456
Ladder Mfg. - Wood	306	2306
Laminated Glass Products Mfg. - From Purchased Glass	536	2536
Laminated Wood Building Beam And Column Mfg.	305	2305
Laminating - Paper - By Contractor	263	2263
Lamp (Floor Or Table) Assembly Only - No Metal Or Wood Fabricating	319	2319
Lamp Or Portable Lantern Mfg.	445	2445
Lamp Post Mfg. - Metal	413	2413
Lamp Shade Frame Mfg.	457	2457
Lamp Shade Mfg. (Excluding Frame Manufacturing)	163	2163
Land Surveying - By Specialist Contractor	955	2955
Landfill Operation	609	2609
Landfill Operations By A Rubbish Or Garbage Removal Contractor	995	2995
Landscape Architectural Firm - No Construction Work	905	2905
Landscape Contractor	12	2012
Landscaping Supplies Dealer (e.g., Mulch, Topsoil Or Stone)	855	2855
Lapidary	458	2458
Laser Printer Cartridge Mfg. Or Remanufacture	483	2483
Laser Printing By Contractor	932	2932
Last Block Mfg.	305	2305
Last Form Mfg. - Wooden	441	2441
Latex, Foamed Mfg.	225	2225
Lath Mfg. - Wood	306	2306
Lathing	669	2669

Description	Direct Employment Class	Temporary Employment Class
Launderer, Industrial	141	2141
Laundry - Coin-Operated - Self-Service	928	2928
Laundry Collection By Dry Cleaner	142	2142
Laundry Collection By Launderer	141	2141
Laundry Collector Without Laundry (Excluding Contract Hauler)	928	2928
Laundry Equipment Installation, Service Or Repair - Industrial	675	2675
Laundry, Hand	141	2141
Laundry, N.O.C.	141	2141
Laundry, Waste Cloth, Operated By Dealers In Used Materials	862	2862
Law Firm	956	2956
Lawn Care Service Company - Including Lawn Cutting, Maintenance Or Spraying	12	2012
Lawn Mower Sale Or Service (Including Riding Type)	925	2925
Lawn Sprinkler Installation	663	2663
Lead Mfg., Red Or White	402	2402
Lead Paint Removal (From A Pipe Surface) - By Contractor	663	2663
Lead Paint Removal (From Any Non-Pipe Surface) - By Contractor	651	2651
Lead Pencil Mfg.	306	2306
Lead Scrap Dealer	859	2859
Lead Sheet, Pipe And Shot Mfg.	402	2402
Lead Smelting	402	2402
Lead Smelting And Refining, Primary	402	2402
Leaf Spring Mfg.	435	2435
Leash Mfg.	205	2205
Leather (Imitation) Mfg.	227	2227
Leather Belting Mfg.	205	2205
Leather Clothing Mfg.	161	2161
Leather Dealer	201	2201
Leather Dressing	201	2201
Leather Embossing	205	2205
Leather Finishing	201	2201
Leather Goods Mfg., N.O.C. (See Also Gloves, Hats, Shoes)	205	2205
Leather Skiving	205	2205
Leather Tanning	201	2201
Levee Construction	609	2609
Library - Public	890	2890
Library Cabinet Mfg. - Wood	311	2311
Licorice Extract Mfg.	104	2104

Description	Direct Employment Class	Temporary Employment Class
Life Care Community - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher	960	2960
Life Care Community - With Less Than 50 Pct. Of Beds Licensed As Intermediate Care Or Higher	974	2974
Life Jacket Mfg. - Inflatable Rubberized Fabric	225	2225
Life Jacket Or Preserver Mfg.	166	2166
Life Raft Mfg. - Rubber	225	2225
Light Emitting Diode Mfg.	472	2472
Lighting Fixture And Supplies Store	925	2925
Lighting Fixtures And Supplies Dealer	886	2886
Lighting Fixtures Mfg.	445	2445
Lime Burning Or Processing - By Limestone Quarry Operator	51	2051
Lime Burning Or Processing - By Specialist Contractor	501	2501
Lime Quarry	51	2051
Lime Spreading	7	Not Applicable
Limousine Services	817	2817
Linen Cloth Weaving	132	2132
Linen Mfg. - House Furnishings	163	2163
Linen Supply Service Including Laundering	141	2141
Linen Thread Mfg.	132	2132
Linens Shop	916	2916
Lingerie Mfg.	161	2161
Lining For Casket Interiors Mfg. - No Casket Mfg. Or Upholstery Work	163	2163
Lining Mfg. - Hat	161	2161
Linings, Sewing Into Coats By Hand	161	2161
Linoleum Laying	670	2670
Linoleum Mfg.	227	2227
Liquefied Petroleum Gas Dealer And Distributor	809	2809
Liquid Crystal Display Mfg.	472	2472
Liquid Oxygen Tank Mfg. - Metal Plate	415	2415
Liquid Waste Treatment Plant	753	2753
Liquor/Wine Dealer	924	2924
Livestock (Excluding Dairy Or Horses) Farm - Animal Raising In Fields/Pastures	83	Not Applicable
Livestock Commission Merchant	801	2801
Livestock Dealer	801	2801
Livestock Tattooing, By Contractor	959	2959
Locker Mfg. - Metal	456	2456
Locks, Installation In New Buildings	648	2648
Locksmith - Including Shop - A Specialist Contractor	925	2925

Description	Direct Employment Class	Temporary Employment Class
Locomotive And Parts Mfg.	416	2416
Log Dealer - No Logging or Sawmill Operations	855	2855
Log Mfg. - Synthetic (wax and sawdust combination)	571	2571
Logging - By Chain Saws	9	2009
Logging - By Means Of Mechanized Equipment	15	2015
Logging Of Oil And/or Gas Wells - By Contractor	607	2607
Logging Tools Mfg.	433	2433
Long Term Care Facility - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher	960	2960
Long Term Structured Residence for the Mentally Ill	941	2941
Loose-Leaf Binder Or Ledger Mfg.	265	2265
Lubricant, Blending	581	2581
Lubricating Oil And Grease Mfg., Excluding Animal And Vegetable Products	581	2581
Luggage Mfg., Excluding Trunks	205	2205
Luggage Store - Retail	928	2928
Lumber And Building Material Dealer - Store Employees - For Use In Conjunction With Class 855 Only	935	2935
Lumber Cutting, Incidental Cutting To Size By Lumber Yard	855	2855
Lumber Dealer	855	2855
Lumber Yard, Secondhand Material	855	2855
Lumbering - By Chain Saws	9	2009
Lumbering - By Means Of Mechanized Equipment	15	2015
Lunch Meat Distributor - No Lunch Or Delicatessen	911	2911
Luncheon Meats Mfg.	106	2106
Luncheonette	897	2897
M aid Service Contractor - Interior	882	2882
Macaroni, Spaghetti, Vermicelli Or Noodles Mfg.	105	2105
Machine Belting Installation Or Repair	675	2675
Machine Guard Mfg. - Sheet Metal	454	2454
Machine Shop, N.O.C.	461	2461
Machine Tools And Accessories Mfg.	441	2441
Machine Tools Mfg. - Metal - Cutting Or Forming Types	441	2441
Machined Automobile Parts Mfg., N.O.C.	461	2461
Machined Parts Mfg., N.O.C.	446	2446
Machine-Painting Shade Cloth	139	2139
Machinery Erection Service Or Repair	675	2675
Machinery Or Industrial Equipment Installation, Service Or Repair Or Dismantling, By Contractor	675	2675
Machinery Reconditioning (Excluding Conveyors) - Shop Operations Only	461	2461
Magazine Printing By Publisher Or Contractor	282	2282

Description	Direct Employment Class	Temporary Employment Class
Magnesium Metal Mfg. - Electrolysis Of Fused Magnesium Chloride Process	551	2551
Magnesium Metal Mfg. - Ferro-Silicon Process	551	2551
Magnesium Metal Mfg., N.O.C.	551	2551
Magnetic Resonance Imaging (MRI) Mfg.	488	2488
Mail Delivery - Under Contract To United States Postal Service	812	2812
Mail Order Pharmacy	927	2927
Mail Sorting Service - By Specialist Contractor	948	2948
Mailing And Shipping Store - By Independent Contractor	928	2928
Mailing Lists - Compiling/Selling - Risk's Only Operation	953	2953
Mailing Or Addressing Company Including Incident Printing	948	2948
Mailing Tube Mfg.	257	2257
Main Construction - Gas, Steam Or Water - Local Distribution Systems - All Work To Completion Except	617	2617
Maintenance Of Buses, By Bus-Operating Company	817	2817
Maintenance Of Buses, By Public Garage	815	2815
Major Household Appliance Dealer - Wholesale	921	2921
Malleable Iron Foundry	429	2429
Malt Liquors Mfg. And Distribution	108	2108
Malted Milk Mfg. - From Powdered Milk, Sugar, Malt And Cocoa	104	2104
Malted Milk Powder Mfg., Including Dehydration Of Milk	109	2109
Manhole Cover Mfg. - Cast Iron	425	2425
Manicuring Shop	977	2977
Manufactured Gas Utility	751	2751
Manure Dealer	855	2855
Map Mfg. Relief, Made Of Plaster	502	2502
Marble Cutting And Polishing	855	2855
Marble Products Mfg. - Artificial	222	2222
Marble Setting, Exterior Only	653	2653
Marble Setting, Interior Only	668	2668
Marina - State Coverage Only	716	2716
Marina - With Federal Coverage	6826F	Not Applicable
Marine Appraiser Or Surveyor	951	2951
Martial Arts (Including Karate) Institute	968	2968
Mask Mfg. - Costume - Cloth	161	2161
Masonry, N.O.C.	653	2653
Massage Therapy Services	977	2977
Match Mfg. - Paper	257	2257
Maternity Apparel Shop	916	2916

Description	Direct Employment Class	Temporary Employment Class
Maternity Home - No Medical Services	986	2986
Mattress Dealer	921	2921
Mattress Mfg.	165	2165
Mattress Store - Retail	922	2922
Mausoleums And Monuments In Cemeteries, Erection Only	608	2608
Mayonnaise Mfg.	104	2104
Meals On Wheels	898	2898
Measuring Or Dispensing Pump Mfg.	461	2461
Measuring Tape Mfg. - Cloth - Sewing Type	163	2163
Meat Chopper Mfg.	445	2445
Meat Dealer - Wholesale - No Processing Whatsoever	924	2924
Meat Dealer- Wholesale- Including Meat Processing	910	2910
Meat Manufacturing - Wholesale	911	2911
Meat Packing Plant - Wholesale, Including Slaughtering	111	2111
Meat Products Mfg., N.O.C.	119	2119
Meat Slicers Or Grinders - Counter Type - Service Or Repair	952	2952
Meat, Fish Or Poultry Store - Retail	915	2915
Mechanical Consulting Engineering Firm	955	2955
Mechanical Pencil Mfg.	459	2459
Medical Diagnostic Lamp Mfg.	486	2486
Medical Equipment Mfg., Electronic - Diagnostic Or Treatment	488	2488
Medical Implant Mfg. (e.g., hips, knees)	459	2459
Medical Marijuana Dispensary	928	2928
Medical Marijuana Growing	11	2011
Medical Supply Store - Retail	928	2928
Medicinal Extract Mfg.	104	2104
Medicine Ball Mfg.	205	2205
Medicine Mfg.	555	2555
Megetron Device Mfg. (Specialty Electron)	486	2486
Melting Of Nonferrous Scrap Metals	402	2402
Members Of Religious Orders	901	Not Applicable
Members Of Religious Orders - Occasional	902	Not Applicable
Men's Clothing & Furnishings Store	916	2916
Mental Health Center - Outpatient Services Only	957	2957
Mercerizing Of New Goods	139	2139
Merchandise Warehouse - Cold Or General Merchandise	813	2813
Merchandise Warehouse - Furniture - Including Moving	806	2806

Description	Direct Employment Class	Temporary Employment Class
Mercury Switch Mfg.	473	2473
Messengers	951	2951
Metal Anodizing	449	2449
Metal Arches Mfg., For Buildings	413	2413
Metal Can Mfg., Seamed	454	2454
Metal Can Mfg., Seamless	403	2403
Metal Ceiling Installation	676	2676
Metal Fence (e.g., Aluminum, Chain Link or Wrought Iron) Erection - Commercial or Residential	651	2651
Metal Furniture Mfg.	456	2456
Metal Furring, By Contractor	655	2655
Metal Lath Mfg.	413	2413
Metal Polish Mfg.	563	2563
Metal Powder Mfg. - Crushing Or Grinding - By Independent Contractor	59	2059
Metal Road Plate Rental	855	2855
Metal Salvaging, From Slag Dumps	55	2055
Metal Service Center (Ferrous Or Nonferrous Metals)	857	2857
Metal Shipping Barrels, Drums, Kegs Or Pails - Used, Dealer	454	2454
Metal Spinning's Mfg.	454	2454
Metal Stampings Mfg.	454	2454
Metal Storm Sash Installation - Commercial	651	2651
Metal Storm Sash Installation - Residential	652	2652
Metal, Sheet Goods Mfg., N.O.C.	454	2454
Metallizing Of Fabrics	227	2227
Meters - Electric, Installing, Repairing And Testing, Including Shop - By Contractor	661	2661
Mica Schist Quarry, Including Grinding Or Splitting	50	2050
Microfilming	932	2932
Micrometer Mfg.	487	2487
Microphone Mfg.	485	2485
Microtunneling	607	2607
Microwave Communication Equipment Mfg.	485	2485
Military Tank Hull Mfg.	415	2415
Milk Hauling - By Contractor	805	2805
Milk Or Milk Products Dealer - Wholesale	911	2911
Milk Processor - Fluid	109	2109
Milk Producer - Fluid Only	36	Not Applicable
Milk Products Mfg., N.O.C. (Excluding Ice Cream Mfg.)	109	2109
Milking Equipment Installation	663	2663

Description	Direct Employment Class	Temporary Employment Class
Millinery And Straw Hat Mfg.	161	2161
Millinery Mfg., Felt	161	2161
Millinery Store	916	2916
Milling - Wet Corn	103	2103
Milling Of A Road's Surface - By An Independent Contractor Or The Paving Contractor	601	2601
Milling Of Grain - Permanently Located	101	2101
Milling Of Grain, With Portable Mills	7	Not Applicable
Millwork Glazing, Not Performed By Millwork Plant	855	2855
Millwork Plant	305	2305
Millwork, Hand Assembling	855	2855
Millwrighting	675	2675
Mine Car Mfg.	416	2416
Mine Shaft Sinking, By Contractor	615	2615
Mineral Color Mfg.	563	2563
Mineral Milling	59	2059
Mineral Water, Carbonated - Bottled Or Canned	112	2112
Mineral Wool Mfg. - Including Spinning And Weaving	513	2513
Miniature Golf Course	969	2969
Miniature Tube Mfg. - From Ferrous Metals	407	2407
Miniature Tube Mfg. - From Nonferrous Metals	403	2403
Miniature Valve And Fitting Mfg.	459	2459
Mining - Underground - Not Coal	25	2025
Mining Consulting Engineering Firm	955	2955
Mink Farm	170	Not Applicable
Mirror Installation	666	2666
Mirror Mfg. - From Purchased Glass	536	2536
Missile Guidance Equipment Mfg.	485	2485
Mixed Gas Utility	751	2751
Mobile Catering	898	2898
Mobile Crane Leasing Or Rental - With Operators By Specialist Contractor	802	2802
Mobile Crane Repair, By Specialist Contractor	814	2814
Mobile Equipment Dealer - Factory, Farm Or Construction	814	2814
Mobile Home - Setup Or Warranty Service - By Specialist Contractor	818	2818
Mobile Home Dealer	818	2818
Mobile Home Mfg. - Non Self-Propelled	451	2451
Mobile Home Park	880	2880
Mobile Phone Repair	952	2952



Description	Direct Employment Class	Temporary Employment Class
Model Or Pattern Mfg. - Wood Or Metal, Shop Only, Excluding Castings	441	2441
Modem Mfg.	483	2483
Modular Home Mfg.	305	2305
Modular Home Setup, Warranty Service, Remodeling Or Repair	652	2652
Molasses Mfg.	103	2103
Mold Mfg., Excluding Castings	441	2441
Mold Removal - By Specialist Contractor	971	2971
Molding, Plastic - Of Any Product By Any Molding Technique Other Than Injection Molding	222	2222
Monorail System Installation (Except For Public Transportation)	675	2675
Monument Or Memorial (Cemetery) Cutting, Engraving and/or Polishing	855	2855
Mop Head Mfg., From Cotton Waste, No Other Operations	132	2132
Mop Mfg.	306	2306
Mortar Mfg., No Construction Work	855	2855
Mosaic Tile Installation	668	2668
Mosquito Netting - No Mfg. Of Net	163	2163
Moss Ginning	132	2132
Motel	973	2973
Motion Picture Production Company	936	2936
Motion Picture Theater	967	2967
Motion Pictures, Development Of Films, No Other Operations	928	2928
Motor Controller Assembly	476	2476
Motor Oil (Used) - Collection By Specialist Contractor	809	2809
Motor Vehicle Parts And Accessory Dealer	934	2934
Motorcycle Dealer (Including Sale Of Accessory Merchandise Such As Clothing, Racing Gear, Etc.)	818	2818
Motorcycle Funeral Escort Service	817	2817
Motorcycle Mfg.	463	2463
Move Packing Household Goods At The Customer's Location By The Moving Company Or By Independent Contractor - Household Or Office Furniture - With Or Without Storage Facility	806	2806
Mucilage Mfg.	563	2563
Mulch Dealer	855	2855
Multiplexer Mfg.	485	2485
Municipal Or County Employees, N.O.C.	980	2980
Museum - All Types	887	2887
Mushroom Bed Filling With Compost - By Contractor	7	Not Applicable
Mushroom Dealer - Wholesale	907	2907
Mushroom Raising	8	Not Applicable
Mushroom Spawn Production	8	Not Applicable

Description	Direct Employment Class	Temporary Employment Class
Music Lessons By Specialist Contractor	965	2965
Music Video Production Company	936	2936
Musical Instrument Mfg. - Metal	458	2458
Musical Instrument Mfg. - Wood	323	2323
Musical Instrument Rental - Except Pianos And Organs	928	2928
Musical Instruments Rental - Pianos And Organs - Retail	922	2922
Musician, Independent Contractor	967	2967
Mustard (Prepared) Mfg.	104	2104
Nail Mfg. - Wire	457	2457
Nail Mfg., Not Wire	445	2445
Nailhead Ornamentation Attaching Nailheads Or Similar Articles To Textile Fabrics By Means Of Foot	161	2161
Nanny Service -By Specialist Contractor	891	2891
Naphtha Distribution	809	2809
Naphtha Mfg. In Petroleum Refinery	581	2581
Napkin Mfg. - Cloth	163	2163
Napkin Mfg. - Paper	257	2257
Narrow Fabric Mill - Cotton, Wool, Silk Or Man Made Fibers	132	2132
Natural Gas Production	28	2028
Natural Gas Utility	751	2751
Navigational Instruments Mfg.	485	2485
Necktie Mfg., From Fabric	161	2161
Necktie Mfg., Knitted	134	2134
Needle, Pin, Hook Or Eye Mfg.	459	2459
Neon Sign Mfg. - Shop Only, No Installation, Service Or Repair	486	2486
Neon Sign Mfg., Installation Or Repair	673	2673
Netting - Mosquito - No Mfg. Of Net	163	2163
News Agent Or Magazine Distributor - Retail	928	2928
News Agent Or Magazine Distributor - Wholesale	924	2924
Newspaper Inserts (e.g., Advertising, Sunday Comics, Sunday Magazines) Printing By Publisher or Contractor	282	2282
Newspaper Printing By Publisher Or Contractor	282	2282
Newspaper Reporter Or Photographer	951	2951
Nightclub	899	2899
Nitroglycerin Mfg.	4771	6771
Noncarbonated Beverage Mfg., N.O.C.	104	2104
Noncontact Sports Athletic Team, Professional Or Semiprofessional	991	2991
Non-Destructive Testing - All Kinds - By Specialist Contractor	955	2955
Nonferrous Metals Cold Rolling, Drawing, Extruding, Or Forging	403	2403

Description	Direct Employment Class	Temporary Employment Class
Nonferrous Metals Foundry	447	2447
Nonferrous Scrap Dealer And Automobile Dismantler	859	2859
Non-Mobile & Non-Self-Propelled Construction Equipment - Rental or Sale	855	2855
Notebook Mfg. (No Paper Mfg.) - All Types	265	2265
Notepad Mfg.	265	2265
Nurse - Private Duty	942	Not Applicable
Nurses - Visiting Patients In Private Homes	942	Not Applicable
Nursing Home - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher	960	2960
Nut Or Bolt Mfg.	445	2445
Nuts (All Types) - Cleaning And Shelling - By Specialist Contractor	104	2104
Nuts (Edible) Dealer	924	2924
Nylon Mfg.	581	2581
Nylon Spinning And Weaving	132	2132
Office Furniture Dealer	921	2921
Office Furniture Mfg. - Metal	456	2456
Office Machine Dealer - Wholesale	924	2924
Office Machine Mfg.	483	2483
Office Machine Repair - Shop Or Field	952	2952
Office Machine Store - Retail	928	2928
Office Supply Dealer - Wholesale	924	2924
Office Supply Store - Retail	928	2928
Offset Duplicating	932	2932
Oil and/or Gas Well Equipment Dealer Or Rental	926	2926
Oil Blending - Not Animal Or Vegetable	581	2581
Oil Distributing, Retail And Wholesale	809	2809
Oil Field Tank Painting	655	2655
Oil Lease Operation	28	2028
Oil Mfg., Animal	114	2114
Oil Mfg., Vegetable	551	2551
Oil Or Coal Dock Operation - Waterfront	7313F	Not Applicable
Oil Or Gas Pipeline Construction - Cross-Country	609	2609
Oil Or Gas Pipeline Operation	752	2752
Oil Or Gas Well Casing Installation - By Contractor	607	2607
Oil Or Gas Well Cementing, By Contractor	607	2607
Oil Or Gas Well Cleaning - By Contractor	607	2607
Oil Or Gas Well Services (Performed in the Well Bore) By Contractor	607	2607
Oil Or Gas Well Shooting - By Contractor	607	2607

Description	Direct Employment Class	Temporary Employment Class
Oil Production	28	2028
Oil Refining, Petroleum	581	2581
Oil Re-Refining, Used Motor Oil	581	2581
Oil Rig Or Derrick Erecting And Dismantling - By Contractor	657	2657
Oil Spill Cleanup	995	2995
Oil Still Pipe Insulation	663	2663
Oil Storage Tank Mfg. - Metal Plate	415	2415
Oil Well Drilling	606	2606
Oil Well Operation	28	2028
Oil Well Tools Mfg.	433	2433
Oilcloth Mfg.	227	2227
Opening Of Fibers	132	2132
Optical Instrument Or Lens Mfg.	487	2487
Optical Store, Including Lens Grinding And Optometrists	920	2920
Optometrist Office	957	2957
Orchard	16	Not Applicable
Orchard Work, Fumigating By Contractor	5	2005
Orchard Work, Pruning By Contractor	5	2005
Orchestra	967	2967
Ore Dock Operation	7313F	Not Applicable
Ore Milling	59	2059
Organ Building - Including Installation	323	2323
Organ Tuning - Away From Shop	952	2952
Organ, Electronic - Mfg.	483	2483
Ornamental Brass Erection	658	2658
Ornamental Brass Goods Mfg.	413	2413
Ornamental Bronze Erection	658	2658
Ornamental Iron Grill Erection	658	2658
Ornamental Iron Railing Erection	658	2658
Ornamental Or Architectural Metal Work Mfg.	413	2413
Orthopedic, Prosthetic And Surgical Appliances And Supply Dealer - Wholesale	924	2924
Orthopedic, Prosthetic, And Surgical Appliances And Supply Store - Retail	928	2928
Oscillator Mfg.	472	2472
Ostrich Farm	34	Not Applicable
Outboard Motor Or Motor Part Mfg.	461	2461
Oven (Conveyor) Installation, Service Or Repair	675	2675
Oven Mfg. - Metal Industrial Drying Ovens	456	2456

Description	Direct Employment Class	Temporary Employment Class
Overburden Stripping, By Contractor (Not Coal Operator)	609	2609
Overhead Crane Mfg.	465	2465
Overhead Door Installation	675	2675
Oversize Loads On Highways - By Specialist Escort Contractor	817	2817
Oxygen or Hydrogen Mfg.	553	2553
Packaging, Contract - Crating - In Shop	305	2305
Packaging, Contract - Non-Crating	923	2923
Packing Case Mfg.	305	2305
Packing House - Wholesale, Including Slaughtering	111	2111
Padding And Upholstery Filling Mfg.	130	2130
Paint Brush Cleaner Mfg.	563	2563
Paint Dealer - Wholesale	926	2926
Paint Mfg., No Red Or White Lead Mfg.	563	2563
Paint Remover Mfg.	563	2563
Paint Store - Retail	925	2925
Paint, Varnish, Lacquer Or Enamel Mfg.	563	2563
Paintball Game Playing Facilities - Outdoor	969	2969
Painting Lines On Highways Or Roads	601	2601
Painting Lines On Parking Lots Or Tennis Courts	608	2608
Painting Of: Bridges, Oil Field Tanks, Steel Structures Or Tanks	655	2655
Painting Or Powder Coating Metal Parts - Shop - By Specialist Contractor	445	2445
Painting Ship Hulls	6872F	Not Applicable
Painting, Including Shop and Preparatory Sandblasting	665	2665
Pallet Mfg.	305	2305
Panel Mfg. - Soft Wood Or Plywood	305	2305
Panel Or Wall Installation - Precast Concrete	654	2654
Paper Bag Mfg.	257	2257
Paper Box Mfg. - Set-Up, Rigid Or Folding (Non-Corrugated)	257	2257
Paper Coating And Glazing - By Paper Mill	255	2255
Paper Cup, Dish Or Plate Mfg.	257	2257
Paper Dealer, Used	862	2862
Paper Document Conservation - By Specialist Contractor	955	2955
Paper Dress Pattern Printing	281	2281
Paper Finishing - By Paper Mill	255	2255
Paper Finishing - By Specialist Contractor	263	2263
Paper Hat Mfg. - All Types	257	2257
Paper Industry Machinery Mfg.	461	2461

Description	Direct Employment Class	Temporary Employment Class
Paper Laminating - By Contractor	263	2263
Paper Mfg.	255	2255
Paper Mfg. - Asbestos	509	2509
Paper Mill	255	2255
Paper Or Cardboard Mailing Tube Mfg.	257	2257
Paper Or Foil Goods Mfg.	257	2257
Paper Or Paper Products Dealer	924	2924
Paper Products Mfg., N.O.C.	257	2257
Paper Rolls For Office Machines Or Cash Registers Mfg.	265	2265
Paper Sheeting, Slitting Or Winding	257	2257
Paper Shredding - By Specialist Contractor	862	2862
Paper Towel Mfg.	257	2257
Paper Twine Mfg.	132	2132
Paperhanging	667	2667
Paper-maché Goods Mfg.	257	2257
Parachute Mfg. (Hardware Mfg. To Be Separately Rated)	166	2166
Paratransit Service	828	2828
Parcel Delivery Company	808	2808
Park, N.O.C.	969	2969
Parking Areas	825	2825
Parking Enforcement Officer - Employed By A Municipality	980	2980
Parking Enforcement Officer - Employed By A Parking Authority	954	2954
Parking Garage Construction - Concrete	654	2654
Parking Meter Installation, Service Or Repair	933	2933
Parquet Floor Laying	648	2648
Parquet Flooring Mfg. - Hardwood	311	2311
Particle Board Mfg.	255	2255
Partition Installation	646	2646
Partition Mfg. - Ornamental Iron	413	2413
Partition Mfg. - Wood	311	2311
Partition, Shelving, Locker, Office And Store Fixture Installation	646	2646
Partitions (Cardboard) Mfg. - For Boxes Or Containers	257	2257
Party Decorations Or Favors Mfg.	257	2257
Party Supplies Rentals - Retail Or Wholesale	922	2922
Pattern (Dress) Printing - Paper	281	2281
Pattern Or Model Mfg. - Wood Or Metal, Shop Only, Excluding Castings	441	2441
Pavers (Decorative Brick Or Stone) Installation	653	2653

Description	Direct Employment Class	Temporary Employment Class
Paving Mixtures Mfg.	855	2855
Paving Or Repaving, Road And Street	601	2601
Paving, Driveway - Blacktop Or Cement	608	2608
Paving, Wood Block, Interior	648	2648
Pawn Shop	928	2928
Peanut Butter Mfg.	104	2104
Peanut Handling, Cleaning, Grading or Shelling- By Specialist Contractor	104	2104
Peat Digging	609	2609
Peat Moss Dealer	855	2855
Peg Or Skewer Mfg. - Wood	306	2306
Pellet Mfg. - Wood	101	2101
Pen Or Pen Point Mfg.	459	2459
Pencil, Pencil Stock, Penholder, Or Crayon Pencil Mfg. - Wood	306	2306
Pendant Jewelry Mfg.	458	2458
Pennant Mfg.	163	2163
Perforated Metal Mfg.	454	2454
Perfume, Cosmetic Or Other Toilet Preparations Mfg.	571	2571
Perfumery Extract Mfg.	571	2571
Periodical Printing By Publisher Or Contractor	282	2282
Personal Care Home	979	2979
Personal Chef Service - By Specialist Contractor	898	2898
Personal Computer Store - Retail	928	2928
Personal Leather Goods Mfg.	205	2205
Pest Strip Mfg.	551	2551
Pesticide Mfg.	551	2551
Pet Cremation Service - No Veterinary Services	997	2997
Pet Food Mfg. - Canned - Non Farm Domestic	113	2113
Pet Grooming - By Specialist Contractor	928	2928
Pet Shop - Retail	928	2928
Pet Sitting and/or Dog Walking Service(s) - By Contractor	959	2959
Petroleum Broker	809	2809
Petroleum Bulk Stations And Terminals - Including Blending And Mixing	809	2809
Petroleum Refining	581	2581
Pharmaceutical Or Surgical Goods Dealer, N.O.C.	924	2924
Pharmaceutical Preparation Mfg.	555	2555
Pharmacy - Retail Or Internet Or Mail Order	927	2927
Photocopy Machines - Service Or Repair - Shop Or Field	952	2952

Description	Direct Employment Class	Temporary Employment Class
Photocopy Shop	932	2932
Photoengraving - By Specialist Contractor	281	2281
Photoflash Cube Mfg.	486	2486
Photographer	928	2928
Photographer - Aerial	7424	Not Applicable
Photographic Equipment And Supplies Dealer - Wholesale	924	2924
Photographic Equipment And Supplies Store - Retail	928	2928
Photographic Film And Dry Plate Mfg.	255	2255
Photographic Studio, Not Producing Motion Pictures, And Outside Work	928	2928
Physical Therapy - By Specialist Contractor	957	2957
Physician Office	957	2957
Piano Mover	806	2806
Piano Or Organ Store - Retail	922	2922
Piano Or Organ Store - Wholesale	921	2921
Piano Or Player Piano Mfg.	323	2323
Piano Tuning	952	2952
Picking Of Fibers	132	2132
Pickle Mfg.	113	2113
Picture Frame Mfg. - Wood	311	2311
Pie Filling Mfg.	113	2113
Piggery	34	Not Applicable
Pigment Color Mfg.	563	2563
Pilates Studio	884	2884
Pile Driving - State Coverage Only	611	2611
Pillow Cover Mfg.	163	2163
Pillow Mfg.	163	2163
Pin Or Needle Mfg.	459	2459
Pinball Games - Service Or Repair By Vending Machine Operator	933	2933
Pipe Bending - Fabrication Shop	413	2413
Pipe Cleaner Mfg.	132	2132
Pipe Cleaning - Interiors Of Sewer Or Water Mains By Hydraulic Method	995	2995
Pipe Connection, For Boilers	677	2677
Pipe Covering Installation (Incl. Asbestos Encapsulation Or Removal)	663	2663
Pipe Laying For House Or Service Connections, By Plumbing Contractor	663	2663
Pipe Mfg. - Brass, Copper Or Aluminum	403	2403
Pipe Mfg. - Cast Iron, N.O.C.	425	2425
Pipe Mfg. - Concrete	511	2511



Description	Direct Employment Class	Temporary Employment Class
Pipe Mfg. - Plastic	222	2222
Pipe Mfg., Fiber	255	2255
Pipe Mfg., Tobacco - Wooden	306	2306
Pipe Or Tube Merchant, Including Cutting, New Materials Only - All Types And Sizes	885	2885
Pipe Or Tube Mfg. - Iron Or Steel	407	2407
Pipefitting - House Connections	663	2663
Pipefitting, Installation Of Apparatus Or Machinery Outside Of Buildings	675	2675
Pipeline Construction, Oil Or Gas - Cross-Country	609	2609
Pipeline Reclamation, Oil Or Gas	609	2609
Pistol Mfg.	445	2445
Piston, Piston Pin Or Piston Ring Mfg.	461	2461
Pitch And Putt Golf Course	969	2969
Pizza Assembly - No Baking Operation	104	2104
Pizza Shop - Retail	897	2897
Planing Mill	305	2305
Plant Food Mfg. - Mixed	573	2573
Plantscaper - Interior	919	2919
Plaster Block Erection	653	2653
Plaster Block Mfg.	511	2511
Plaster Form Mfg.	502	2502
Plaster Mill	501	2501
Plaster Statuary Mfg.	502	2502
Plasterboard Installation	645	2645
Plastering, N.O.C.	669	2669
Plastic Articles Mfg., Injection Molding	221	2221
Plastic Articles Mfg., N.O.C.	222	2222
Plastic Bag Mfg.	222	2222
Plastic Composite Products Molding	227	2227
Plastic Material, Synthetic Resin, Or Nonvulcanizable Elastomer Mfg.	581	2581
Plastic Mfg., Sheets And Rods	222	2222
Plastic Sign Letters Mfg. - Shop Only	281	2281
Plastic, Molded Products Mfg. N.O.C.	222	2222
Plastics Dealer - Scrap	862	2862
Plate Glass Installation	666	2666
Plate Glass Mfg.	535	2535
Plate Steel Mfg. - By Specialist Contractor	406	2406
Plate Work, Fabricated	415	2415

Description	Direct Employment Class	Temporary Employment Class
Plating Of Metal Articles	449	2449
Platinum Group Metals - Rolling, Drawing And/or Extruding	403	2403
Playground Equipment Mfg.	445	2445
Playing Cards Mfg.	281	2281
Pleating, Stitching Or Tucking - Dress Fabrics Or Trimmings - Not Clothing Mfg.	136	2136
Plugging Abandoned Oil Or Gas Wells - By Contractor	607	2607
Plumbers' Fittings Mfg.	445	2445
Plumbers' Supplies Mfg., N.O.C.	445	2445
Plumbers' Supplies Store - Retail	925	2925
Plumbing Fixture Fittings And Trim (Brass Goods) Mfg. - Cast	447	2447
Plumbing Supplies Dealer - Wholesale	885	2885
Plumbing, N.O.C.	663	2663
Plush Or Velvet Mfg.	132	2132
Plywood Container Mfg.	305	2305
Plywood Dealer	855	2855
Plywood Mfg., Including Veneer Mfg.	305	2305
Pneumatic Tool Mfg.	461	2461
Pocketbook Frame Mfg.	457	2457
Pocketbook Mfg. - From All Materials	205	2205
Police - Auxiliary	985	Not Applicable
Police Deputies	985	Not Applicable
Police, Special Fire - Voluntary	994	Not Applicable
Police, Special School Police	985	Not Applicable
Policemen And Detectives	985	Not Applicable
Polish Or Leather Dressing Mfg.	563	2563
Polished Glass Mfg.	535	2535
Polishing And Buffing, Shop Only - Specialist Contractor	445	2445
Polishing Cloth Mfg.	163	2163
Polishing Wheel Mfg. - Cloth Or Felt - No Metal Parts	163	2163
Polishing, Cleaning Or Sanitation Preparations Mfg.	571	2571
Pool Mfg. - Swimming - Inflatable Kiddie-Type Pools	163	2163
Pool Room	968	2968
Pool Table Dealer - Retail	922	2922
Popcorn Mfg.	107	2107
Porcelain Electrical Product Mfg.	513	2513
Porcelain Mfg.	513	2513
Porch Enclosure Mfg.	305	2305

Description	Direct Employment Class	Temporary Employment Class
Pork Products Mfg. - Pickled, Cured, Salted And Smoked	106	2106
Portable Lamp Or Lantern Mfg.	445	2445
Portable On Demand Storage - Rental - Delivery To And Pick Up From Customer Locations	813	2813
Portable Toilet Leasing/Serviceing	992	2992
Porters For Condominiums	880	2880
Post Construction Clean-Up - New Homes - By Specialist Contractor	971	2971
Postage Stamp and/or Coin Dealer - Retail Or Wholesale	920	2920
Potato Chip Dealer	924	2924
Potato Chip Mfg.	104	2104
Potato Dealer - Wholesale	907	2907
Potato Flour Mfg.	101	2101
Pottery Mfg., Glazed	513	2513
Pottery Mfg., N.O.C. - No Brick, Tile, Sewer Pipe Or Gas Retorts	513	2513
Poultry And Small Game Dressing And Packing	865	2865
Poultry Dealer - Wholesale - No Processing Whatsoever	924	2924
Poultry Dealer And Processor - Wholesale	865	2865
Poultry Or Egg Producer	34	Not Applicable
Poultry Vaccination, Debeaking And Sexing, By Contractor	959	2959
Poultry, Fish Or Meat Store - Retail	915	2915
Powder Coating Of Parts (Electrostatic Spray Application) - By Contractor	445	2445
Powder Metal Products Mfg.	506	2506
Powder Mfg. - Atomizing Molten Nonferrous Metal	403	2403
Powder Mfg. - Metal - Crushing Or Grinding - By Independent Contractor	59	2059
Power Controller Assembly	476	2476
Power Line Construction	656	2656
Power Pipe Fabrication	413	2413
Power Washing Of Exterior Walls Or Decks At Residential Or Commercial Sites - By Contractor	971	2971
Precast Concrete Panel Or Wall Installation	654	2654
Precast Concrete Products Mfg. - Shop	511	2511
Precious Metal Refining, Primary	402	2402
Precious Stone Cutting, Polishing Or Setting	458	2458
Prefabricated Building Mfg. - Wood, Shop Work	305	2305
Prefabricated Wooden Building And Structural Member Erection	651	2651
Pre-School - Early Education Services - By Independent Contractor	891	2891
Preserving Or Canning Of Food	113	2113
Presort Bureau - Mail Sorting - By Specialist Contractor	948	2948
Press Forging	431	2431

Description	Direct Employment Class	Temporary Employment Class
Pressed Or Blown Glass Mfg.	535	2535
Presses	161	2161
Pressure Vessel Mfg. - Industrial Metal Plate	415	2415
Pressure-Sensitive Label Printing By Web Press - By Specialist Contractor	281	2281
Pressure-Sensitive Labels Or Paper Mfg.	263	2263
Pretzel Mfg.	105	2105
Pretzel Shop - Heating, Baking and/or Selling On The Premises	918	2918
Primary Smelting And Refining Of Nonferrous Metals, N.O.C.	402	2402
Primer, Paint, Mfg.	563	2563
Printed Circuit Board Stuffing By Contractor	471	2471
Printers' Finisher - By Specialist Contractor	281	2281
Printers' Roller Mfg.	225	2225
Printing - Books Or Greeting Cards - By Publisher Or Contractor	281	2281
Printing - By Laser Method - By Contractor	932	2932
Printing - Principally Sheet-Fed Press Production (Of Any Printed Product)	285	2285
Printing Ink Mfg.	563	2563
Printing Machinery Mfg.	461	2461
Printing Of Fabrics	139	2139
Printing Plate Mfg. - By Specialist Contractor	281	2281
Printing Trade Machinery And Equipment Mfg.	461	2461
Printing, N.O.C.	281	2281
Prison Cell Erection - Steel	658	2658
Prison Farm Guards (Not State Employees)	985	Not Applicable
Prison Guards (Not State Employees)	985	Not Applicable
Private Duty Nurse	942	Not Applicable
Private Electric Utility	755	2755
Pro Shop - Golf Course - Operated By Specialist Contractor	928	2928
Process and Batch Control Systems Assembly	476	2476
Process Control Systems Mfg./Assembly	476	2476
Processed Meat Products Mfg.	106	2106
Processed Waste And Recovered Fibers And Flock Mfg.	130	2130
Produce Dealer - Wholesale	907	2907
Produce Store - Retail	917	2917
Professional Or Semiprofessional Athletic Team - Contact Sports	970	2970
Projectile Loading	4771	6771
Projectile Or Shell Casing Mfg.: Forging - Separately Rate Loading Or Testing With Explosives	431	2431
Projectile Or Shell Casing Mfg.: Secondary Machining - Separately Rate Loading Or Testing With Explosives	461	2461

Description	Direct Employment Class	Temporary Employment Class
Propane Gas Dealer	809	2809
Psychiatric Hospital	958	2958
Psychiatrist Office	957	2957
Psychologist (M.A. or Ph.D.) Office	957	2957
Public Accounting Firm	962	2962
Public Address Systems Installation - Including Loudspeakers	660	2660
Public Health Nurse	942	Not Applicable
Public Library	890	2890
Public Weighers And Samplers Of Steamship Agency - State Coverage Only	709	2709
Publisher - Outsources Printing, Performs Product Distribution	924	2924
Pulley Block Mfg. - Wood	306	2306
Pulp (Paper) Mfg.	255	2255
Pump Installation, Service Stations	675	2675
Pump Installation, Water	663	2663
Pump Mfg.	461	2461
Pump, Air And Gas Compressor, And Pumping Equipment - Installation, Service Or Repair	675	2675
Punch List Repairs - By Contractor To A New House	652	2652
Punch Mfg., For Marking Metal	441	2441
Purse Mfg. - From All Materials	205	2205
Putty, Caulking Compound, And Allied Product Mfg.	563	2563
Pyrometer Mfg.	488	2488
Pyroxylin Mfg., Not For Use In Explosive Mfg.	551	2551
Quarry, Cement - Operated By Manufacturer	501	2501
Quarry, Gravel Or Slag Excavation - Including Crushing	55	2055
Quarry, Limestone	51	2051
Quarry, N.O.C.	50	2050
Quarry, Slate	51	2051
Quartz Crystal Culturing	472	2472
Quick Oil Change And Lubrication Garage	815	2815
Quick Printer	932	2932
Quilt Or Comforter Mfg.	163	2163
Quilted Cloth Manufacturing Contractor - For Garments Or Household Furnishings	136	2136
R.E.A. Cooperative	755	2755
Rabbits - Slaughtering, Dressing And Packing For The Trade	865	2865
Race Track Operation	969	2969
Race Track, Pari-Mutuel Clerks	953	2953
Racing Stable	801	2801

Description	Direct Employment Class	Temporary Employment Class
Racing Sulky Mfg.	413	2413
Racquetball Club	968	2968
Radar Devices Mfg.	485	2485
Radiator Cabinet Or Shield Mfg. - Metal	456	2456
Radiator Mfg., Auto	454	2454
Radiator Or Heater Mfg. - Cast Iron	425	2425
Radio & Television Tube Mfg.	486	2486
Radio And Television Tower, Fabrication	411	2411
Radio Broadcasting Station	936	2936
Radio Commercial Recording	936	2936
Radio Or Television Parts And Accessories Store - Retail	925	2925
Radio Or Television Transmitting, Signaling Or Detection Equipment Or Apparatus Mfg.	485	2485
Radio, Television Or Audio Equipment Store - Retail	925	2925
Radio, Television, Stereophonic Or High Fidelity Equipment, Parts Or Accessories Dealer - Wholesale	926	2926
Radon Mitigation	664	2664
Railing Erection - Metal	658	2658
Railing Mfg.	413	2413
Railing Or Stair Mfg. - Wood	305	2305
Railroad Car Mfg.	416	2416
Railroad Car Or Locomotive Spring Mfg.	435	2435
Railroad Construction, By Contractor	605	2605
Railroad Maintenance Of Way, By Contractor	605	2605
Railroad Operation - Street, Including Shop	817	2817
Railroad Tank Car Cleaning - By Contractor	995	2995
Railroad, N.O.C. - Including Shop	721	2721
Railway Maintenance Car Mfg.	416	2416
Railway Operator	6872F	Not Applicable
Raincoat And Other Waterproof Outer Garments Mfg.	161	2161
Rattan Or Fiber Furniture Mfg.	323	2323
Rayon Mfg.	581	2581
Rayon Spinning And Weaving	132	2132
Razor Blade Mfg. - Safety	459	2459
Razor Mfg. Or Repair - Electric	473	2473
Ready-Mixed Concrete Dealer	855	2855
Real Estate Agency - Clerical Workers In Office	953	2953
Real Estate Agency - Outside Salespersons	951	2951
Receivers - Radio Communication Mfg.	485	2485

Description	Direct Employment Class	Temporary Employment Class
Receiving Station - Dry Cleaner - No Dry Cleaning At Same Or Contiguous Location	928	2928
Reclaiming Rubber	225	2225
Record Dealer, Vinyl- Retail	928	2928
Recording Devices Mfg.	485	2485
Recovery Of Usable Automobile Parts	815	2815
Recreational Facility Or Amusement Devices, Indoor - See Entry By Topical Name	968	2968
Recreational Facility Or Amusement Devices, Outdoor - See Entry By Topical Name	969	2969
Recreational Vehicle Campground	978	2978
Recreational Vehicle Dealer	818	2818
Red Lead Mfg.	402	2402
Refractory Products Mfg., Including Silica Or Semi-Silica	514	2514
Refrigerated Showcase Mfg. - Wood	311	2311
Refrigeration Or Central Air Conditioning Units Installation Or Service	664	2664
Refrigeration System Parts and/or Accessories Dealer - Wholesale	885	2885
Refrigerator Car Mfg.	416	2416
Refrigerator Mfg., Commercial Or Household	456	2456
Refrigerator, Household - Service Or Repair	662	2662
Refrigerator, Stove Or Washing Machine Store - Retail	922	2922
Refuse Container Or Dumpster Mfg. - From Metal Plate	415	2415
Rehabilitation Hospital	958	2958
Reinforcing Rod Setting - Including By Specialist Contractor	654	2654
Reinforcing Rods or Bars Dealer	857	2857
Religious Retreats	973	2973
Relish Mfg. - Fruit Or Vegetable - No Pickling Operations	104	2104
Rental Or Sale Of Non-Mobile & Non-Self-Propelled Construction Equipment	855	2855
Repaving - Street Or Road	601	2601
Research And Development (Including Prototypes) - By Specialist Contractor	955	2955
Residential Facility For The Elderly - Non Medical	979	2979
Residential House Rental	880	2880
Residential Interior Cleaning Services - By Contractor	882	2882
Residential Planned Community	880	2880
Residential Pond Or Water Garden Installation	12	2012
Residents Per Facility	941	2941
Resin Coated Fabric Mfg.	227	2227
Resistor Mfg. - Less Than 1 H.P.	472	2472
Respirator Equipment Mfg.	488	2488
Respite Care Services - In Home	943	Not Applicable

Description	Direct Employment Class	Temporary Employment Class
Restaurant Booth Mfg. - Wood	311	2311
Restaurant Kitchen Equipment Mfg.	454	2454
Restaurant Or Bar Supply Dealer (Other Than Beverages, Groceries Or Meat)	924	2924
Restaurant, N.O.C.	975	2975
Retail Bakery - No Baking On Premises	918	2918
Retail Bakery - Selling Purchased Bakery Products	918	2918
Retail Store, N.O.C.	928	2928
Retaining Wall Construction - Concrete	654	2654
Retaining Wall Construction (Excluding Concrete)	653	2653
Retinning Of Metal Not Done In Rolling Mill	402	2402
Retirement Community - With 50 Pct. Or More Beds Licensed As Intermediate Care Or Higher	960	2960
Retirement Community - With Less Than 50 Pct. Of Beds Licensed As Intermediate Care Or Higher	974	2974
Reupholstering	327	2327
Ribbon Mfg., Textile Fabrics	132	2132
Riding Academy	801	2801
Rifle Mfg.	445	2445
Rigging - Non Ship	657	2657
Rigging, Ship	6872F	Not Applicable
Rigid/Set-Up Paper Box Mfg.	257	2257
Ringed Binder Mfg.	265	2265
Rivet Mfg.	459	2459
Road Construction - Paving Or Repaving	601	2601
Road Maintenance By Municipal Employees	980	2980
Robe And Dressing Gown Mfg.	161	2161
Rock Climbing Wall Facility - Indoor	968	2968
Rock Climbing Wall Facility - Outdoor	969	2969
Rock Excavation, Not Quarry	609	2609
Rock Wool Installation	647	2647
Rock Wool Mfg. - Including Spinning And Weaving	513	2513
Rolled Glass Mfg.	535	2535
Roller Bearing Mfg.	467	2467
Roller Derby Player, Coach, Manager Or Sports Official - Professional Or Semiprofessional	970	2970
Roller Mfg. - Covered Sleeves Only	163	2163
Rolling Mill - Ferrous Metals	406	2406
Rolling Mill, Sheet Metal - By Specialist Contractor	406	2406
Ronald McDonald House Operation	973	2973
Roofing - All Kinds	659	2659



Description	Direct Employment Class	Temporary Employment Class
Roofing Compound Mfg., No Refining	563	2563
Roofing Paper Or Roofing Felt Mfg.	255	2255
Room Divider Mfg.	311	2311
Rope Mfg. - Wire	457	2457
Rope Mfg., Including Fiber Preparation	132	2132
Rowing Club	969	2969
Rubber Band Mfg.	225	2225
Rubber Coating	227	2227
Rubber Garment Mfg., No Rubber Mill	161	2161
Rubber Products Mfg., N.O.C.	225	2225
Rubber Reclaiming	225	2225
Rubber Stamp Mfg.	281	2281
Rubber Stock Dealer, Used	862	2862
Rubber Tile Installation	670	2670
Rubber Tire Dealer, Retail	815	2815
Rubber Tire Mfg.	225	2225
Rubber Tire Retreading	225	2225
Rubberized Fabrics Mfg.	225	2225
Rubbish Or Garbage Removal	995	2995
Rug And Carpet Cleaning And Storage	141	2141
Rug Mfg.	132	2132
Rust Proofing (Hot Dipping) Of Metals	402	2402
Saddle Mfg.	205	2205
Saddle Soap Mfg.	571	2571
Sadiron Mfg.	445	2445
Safe Installation	675	2675
Safe Mfg.	461	2461
Safe Moving	657	2657
Safety Belt Mfg. - Automobile - No Hardware Mfg.	163	2163
Safety Grooving of Road Surfaces - By Contractor	601	2601
Sail Making	166	2166
Salad Dressing Mfg.	104	2104
Salad Preparation - Cole Slaw, Egg, Potato, Etc.	104	2104
Sales Stable	801	2801
Salesperson - Outside	951	2951
Salesperson, Trimming Windows	951	2951
Salt Mining - Underground	25	2025

Description	Direct Employment Class	Temporary Employment Class
Salt Refining	551	2551
Sand Lime Brick Mfg.	512	2512
Sand Mold Mfg. - By Independent Contractor	513	2513
Sandblasting The Outside Of Buildings - By Specialist Contractor	653	2653
Sandpaper Mfg.	255	2255
Sandstone Quarry	50	2050
Sandwich Or Other Food Preparation By Vending Machine Operators	897	2897
Sandwich Shop	897	2897
Sandwich Spread Mfg. - Salad Dressing Base	104	2104
Sandwich Steak Mfg.	119	2119
Sanitary Company (Septic Tank, Cesspool Or Chemical Portable Toilet Cleaning)	992	2992
Sanitary Napkin Mfg.	257	2257
Sash Mfg. - Wood	305	2305
Sash, Door Or Assembled Millwork Mfg.	305	2305
Sash, Door Or Finished Millwork Dealer	855	2855
Sauces Mfg.	104	2104
Sauerkraut Mfg.	113	2113
Sausage Casings Dealer- Natural- Including Cleaning	910	2910
Sausage Or Other Prepared Meat Products Mfg.	106	2106
Savings And Loan	988	2988
Saw Blade Mfg. - All Types	445	2445
Sawdust Dealer	855	2855
Sawmill	301	2301
Scaffold Sale, Rental Or Erection, By Specialist Contractor	675	2675
Scale Adjustment, Service Or Repair, Counter Type	952	2952
Scale And Balance Mfg.	445	2445
Scale Installation Or Adjustment, Coin-Operated Type, By Vending Machine Operator	933	2933
Scale Installation Or Adjustment, Platform Or Beam Type	675	2675
Scanning of Documents - By Specialist Contractor	932	2932
Scenery - Theatrical - Curtain And Drapery Mfg.	163	2163
Scheduled Lines Bus Operation	817	2817
School Bus Operation, By Contractor	804	2804
School Crossing Guard	980	2980
School District - Public, Private Or Parochial	965	2965
School, Aircraft, All Employees Except Flight Crew School, Trade Or Vocational	965	2965
School, Aircraft, Flight Employees	7424	Not Applicable
Scoreboard Mfg., Installation Or Repair - Electric	673	2673

Description	Direct Employment Class	Temporary Employment Class
Scouring Compound Mfg.	571	2571
Scouring Of Natural Or Synthetic Fibers	132	2132
Scout Camp	978	2978
Scrap Metal Dealer - Ferrous Metals	858	2858
Scrap Metal Dealer - Nonferrous Metals	859	2859
Scrap Mfg.	106	2106
Screen Mfg., Window - Wood	306	2306
Screen Printing (Including Finished Textile Articles) - By Specialist Contractor	281	2281
Screw Machine Products	445	2445
Screw Mfg.	445	2445
Seafood Market - Retail	915	2915
Sealing Wax Mfg.	571	2571
Seasoning - Prepared Sauces - Vegetable	104	2104
Secondary Smelting, Refining, And Alloying Of Nonferrous Metal And Alloys	402	2402
Secondhand Building Material Dealer	855	2855
Security Agency	954	2954
Seed Merchant	924	2924
Semiconductor Refining - Silicon Wafers	472	2472
Semiconductor Test Equipment Mfg.	488	2488
Semiprofessional Or Professional Athletic Team - Contact Sports	970	2970
Semiprofessional Or Professional Athletic Team - Noncontact Sports	991	2991
Senior Citizens Center	976	2976
Separating Of Natural Or Synthetic Fibers	132	2132
Septic Tank Cleaner	992	2992
Septic Tank Installation, By Specialist Contractor	609	2609
Septic Tank Mfg. - Concrete	511	2511
Serum Mfg.	555	2555
Service Connections, Electrical Contractor	661	2661
Setting Of Telephone Poles	656	2656
Set-up Paperboard Box Mfg.	257	2257
Sewage Disposal Plant, Municipal	980	2980
Sewage Disposal Plant, Private	753	2753
Sewer Cleaning - Interiors Of Sewer Or Water Mains By Hydraulic Method	995	2995
Sewer Cleaning, House Connections, Using Portable Equipment	663	2663
Sewer Construction, All Work To Completion Except Tunneling, See Class 615.	603	2603
Sewer Construction, Tunneling	615	2615
Sewing Contractor - Garment	161	2161

Description	Direct Employment Class	Temporary Employment Class
Sewing Machine - Service Or Repair	483	2483
Sewing Machine Attachment Mfg. (e.g., Hemmers, Binders)	441	2441
Sewing Machine Dealer - Wholesale	926	2926
Sewing Machine Mfg.	483	2483
Sewing Machine Store - Retail	925	2925
Sewing, Hand	161	2161
Shade Roller Mfg. - Wood	306	2306
Shaft Mfg. - All Types	461	2461
Shaft Sinking	615	2615
Shale Digging Or Excavation In Open Pits	55	2055
Shampoo Mfg.	571	2571
Sheep men	83	Not Applicable
Sheepskin Pickling	201	2201
Sheet Glass Mfg.	535	2535
Sheet Metal Aircraft Parts Mfg.	456	2456
Sheet Metal Products Fabrication, N.O.C., Shop Only	454	2454
Sheet Rock Installation - Within Buildings	645	2645
Sheet Rolling, Cold Rolling - By Specialist Contractor	406	2406
Sheet Stock Or Coil Stock Distributor	857	2857
Sheet Window Glass Mfg.	535	2535
Sheeting - Rubber Or Rubberized Fabric	225	2225
Shell Case Loading	4771	6771
Shellac Mfg.	563	2563
Shelter For The Homeless	986	2986
Shelter For Victims Of Domestic Abuse	986	2986
Sheltered Workshop	964	2964
Shelving And Store Fixture Installation	646	2646
Shelving Mfg. - Metal	456	2456
Sheriff And Sheriff's Deputies	985	Not Applicable
Shingle Mfg. - Wood, Including In Shop Staining	305	2305
Shingle Staining, In Shop, No Off-Premises Work	305	2305
Shingle Staining, On Structures, Including Shop Work	665	2665
Ship Building, Iron Or Steel Including Naval	6843F	Not Applicable
Ship Chandler	926	2926
Ship Cleaning	6872F	Not Applicable
Ship Repair	6872F	Not Applicable
Ship Scaling	6872F	Not Applicable

Description	Direct Employment Class	Temporary Employment Class
Shirt Making- Custom	916	2916
Shoddy Mfg.	130	2130
Shoe Findings Mfg.	204	2204
Shoe Form Mfg. - Wood	441	2441
Shoe Mfg.	204	2204
Shoe Ornament Mfg. - Fabric	163	2163
Shoe Polish Mfg.	563	2563
Shoe Repairing	204	2204
Shoe Shining Or Polishing Cloth Mfg.	163	2163
Shoe Stock Mfg., No Tanning Or Leather Dressing	204	2204
Shoe Store - Wholesale Or Retail	916	2916
Shook Mfg.	305	2305
Shooting Range - Private Or Public - Indoor	968	2968
Shooting Range - Private Or Public - Outdoor	969	2969
Shopping Cart Mfg.	457	2457
Shotcrete Installation (Guniting)	654	2654
Shotgun Mfg.	445	2445
Shoulder Pad Or Coat Front Mfg.	161	2161
Shoulder Strap For Lingerie Mfg. - Fabric	161	2161
Showcase Erection And Installation, No Mfg.	646	2646
Showcase Mfg. - Metal	456	2456
Showcase Mfg. - Wood	311	2311
Shower Cap Mfg. - Plastic	161	2161
Shower Curtain Mfg. - Cloth, Plastic, Vinyl	163	2163
Shredding Of Agricultural Products By Contractor	7	Not Applicable
Shuttle Mfg.	305	2305
Shuttle Service - By Specialist Contractor	817	2817
Siding Installation (Aluminum, Vinyl, Wood Or Cement Board) - Commercial Structures	651	2651
Siding Installation (Aluminum, Vinyl, Wood Or Cement Board) - Residential	652	2652
Sign Erection, Removal Or Repair, Not Outdoor Advertising Company	673	2673
Sign Mfg. - Metal, Shop Only - No Erection	454	2454
Sign Or Sign Letter Mfg. - Wood, Shop Only, No Erection	306	2306
Sign Painting Or Lettering In Or Upon Buildings Or Structures	679	2679
Silica Brick Mfg.	514	2514
Silica Gel Mfg.	551	2551
Silicon Chip Mfg.	472	2472
Silk Spinning And Weaving	132	2132

Description	Direct Employment Class	Temporary Employment Class
Silk Thread Or Yarn Mfg.	132	2132
Silk Throwing And Weaving	132	2132
Silo Building - Concrete, Shop Only	511	2511
Silo Building - Metal, Shop Only	454	2454
Silo Erection - Concrete	654	2654
Silo Erection - Masonry Or Tile	653	2653
Silo Erection - Wood	651	2651
Silo Mfg. - Fiberglass, Shop Only	227	2227
Silo Mfg. - Wood, Shop Only	305	2305
Silver Plating	449	2449
Silverware And Plated Ware Mfg.	458	2458
Sisal Garneting	130	2130
Skate Mfg.	445	2445
Skating Rink - Ice Or Roller - Indoor	968	2968
Skating Rink - Outdoor	969	2969
Skeet, Sporting Clays, Or Trapshooting Clubs Or Public Ranges	969	2969
Skelp Rolling	407	2407
Ski Mfg. - Metal	456	2456
Ski Mfg. - Wood	306	2306
Ski Tow Operation	969	2969
Ski-Lift Erection	655	2655
Slag Digging Or Excavation - Including Crushing	55	2055
Slate Processing - By Quarry Operator	51	2051
Slaughterhouse - Wholesale, Including Processing	111	2111
Sledgehammer Mfg.	433	2433
Sleeping Bag Mfg.	163	2163
Slipcover Installation	670	2670
Slipcover Mfg.	163	2163
Slipper Mfg.	204	2204
Slot Machine Mfg.	483	2483
Slurry Blasting Agents Mfg.	4777	6777
Small Arms Mfg.	445	2445
Small Game Dressing And Packing	865	2865
Smelting Of Nonferrous Metals, N.O.C.	402	2402
Smokeless Powder Mfg.	4771	6771
Smokestack Or Chimney Lining - Industrial	655	2655
Snack and/or Candy Trays - Sold On the Honor System	933	2933

Description	Direct Employment Class	Temporary Employment Class
Snack Food Dealer - Wholesale	924	2924
Snow Fence Mfg., Cutting Lath From Logs.	301	2301
Snow Fence Mfg., Wire Twisting	457	2457
Snuff Mfg.	115	2115
Soap Dispenser Installation and/or Servicing - Rest Rooms - By Specialist Contractor	952	2952
Soap Or Other Detergent Mfg.	571	2571
Soapstone Products Mfg.	855	2855
Soccer Player, Coach, Manager Or Sports Official - Professional Or Semiprofessional	991	2991
Social Caterer	898	2898
Society For Prevention Of Cruelty To Animals	959	2959
Sod Farm	6	Not Applicable
Soda Bicarbonate Mfg.	551	2551
Soda Dispensers - Installation And Repair	663	2663
Soda Fountain Mfg.	456	2456
Soda Fountain Or Counter Installation - Plumbing Or Electrical Wiring To Be Separately Rated	646	2646
Sodium Silicate Mfg.	535	2535
Soft Drink Distributing - Wholesale	821	2821
Soft Drinks (Carbonated) Mfg. - Bottled Or Canned	112	2112
Solar Control Film Installation In Window	667	2667
Solar Electric (Photovoltaic) System Installation	661	2661
Solar Water Heater Installation - Including Storage Tanks And Solar Panels	663	2663
Solvents Dealer	924	2924
Sonar Equipment Mfg.	485	2485
Sorority/Fraternity House	896	2896
Sound Insulation Installation	647	2647
Sound Recording Studio	936	2936
Sound System Installation	660	2660
Soup Kitchen	898	2898
Soup Mfg.	104	2104
Speaker Mfg.	485	2485
Speech Therapy - By Specialist Contractor	957	2957
Speedometer Mfg.	488	2488
Spice Dealer - Wholesale	911	2911
Spice Grinding	104	2104
Spice Store - Retail	917	2917
Spice, Cutlery Or Wine Racks Mfg. - Wood	306	2306
Spike Mfg.	445	2445

Description	Direct Employment Class	Temporary Employment Class
Spin Casting Foundry - Nonferrous Metals	447	2447
Spinning Of Fibers	132	2132
Spirituos (Distilled) Liquor Bottling By Distiller	113	2113
Sponge Rubber And Sponge Rubber Products Mfg.	225	2225
Spool Mfg. - Wood	306	2306
Sporting Goods - Knapsack Mfg.	166	2166
Sporting Goods Dealer - Wholesale	924	2924
Sporting Goods Store - Retail	928	2928
Sports (e.g., Basketball, Ice Hockey Or Boxing) Amateur Training Facility - Not Professional Or	968	2968
Sports/Energy Drinks Mfg. (Non-Carbonated)	104	2104
Spray Painting - In Shop Only	445	2445
Spring Mfg. - Hot Wound	435	2435
Spring Mfg., Cold Wound	457	2457
Spring Water Bottling and/or Distribution	924	2924
Sprinkler Installation	663	2663
Sprinkler Mfg., Automatic	445	2445
Stabilizer Mfg., Hydraulic For Trains	445	2445
Stadium Operation - Outdoor - By Contractor Or Owner	969	2969
Stage Scenery - Theatrical - Curtain And Drapery Mfg.	163	2163
Stained Glass Mfg.	535	2535
Stained Glass Products Including Window Mfg. - From Purchased Stained Glass	536	2536
Stainless Steel Mfg.	404	2404
Stains - Varnish, Oil And Wax, Mfg.	563	2563
Stair Building (Wooden) Erection	648	2648
Stair Railing Mfg. - Metal	413	2413
Staircase Or Stair Mfg. - Wood	305	2305
Stamp (Postage) and/or Coin Dealer - Retail Or Wholesale	920	2920
Starch Mfg. - By Wet Corn Milling	103	2103
Stationery Dealer - Wholesale	924	2924
Stationery Products Mfg.	265	2265
Stationery Store - Retail	928	2928
Statistical Report Printing By Publisher Or Contractor	282	2282
Stave Mfg. - Wood	305	2305
Steam Heating Company	753	2753
Steam Main Construction - All Work To Completion Except Tunneling	617	2617
Steam Pressure Gauge Mfg.	488	2488
Steamship Lines Port Employees	8726F	Not Applicable



Description	Direct Employment Class	Temporary Employment Class
Steel Alloy Castings Mfg.	421	2421
Steel And Steel Alloy Scrap Dealer (Including Stainless Steel)	858	2858
Steel Barrel Or Drum Mfg.	454	2454
Steel Curtain Wall Mfg.	413	2413
Steel Drum Or Barrel Dealer, Secondhand	454	2454
Steel Erection, N.O.C.	655	2655
Steel Fabrication	411	2411
Steel Fabrication, Bridge And Structural Shops	411	2411
Steel Foundry	421	2421
Steel Frame Structure Erection	655	2655
Steel Mfg.	404	2404
Steel Or Iron Merchant, New Materials Only	857	2857
Steel Pipe And Tube Mfg.	407	2407
Steel Rule Die Mfg.	441	2441
Steel Spring Mfg. - Except Wire (Cold Wound) Springs	435	2435
Steel Structures Painting	655	2655
Steel Tank Erector	655	2655
Steel Tower Erection For Cross-Country Electric Or Telephone Lines	655	2655
Steel Wire Drawing	406	2406
Steel Work In Connection With Boilers	677	2677
Steel Works, Structural	411	2411
Step Mfg. - Prefabricated Concrete	511	2511
Stereo Equipment Mfg.	485	2485
Stereophonic Or High Fidelity Equipment Dealer - Wholesale	926	2926
Stereophonic Or High Fidelity Equipment Store - Retail	925	2925
Stereotyping - By Specialist Contractor	281	2281
Stevedoring Containers	7327F	Not Applicable
Stevedoring Tallymen	8709F	Not Applicable
Stevedoring, By Hand Or Hand Truck Exclusively	7317F	Not Applicable
Stevedoring, N.O.C.	7309F	Not Applicable
Still Mfg. - Pressure Metal Plate	415	2415
Stimulation Of Oil Or Gas Wells - By Contractor	607	2607
Stockyard	801	2801
Stoker Installation Or Repair	663	2663
Stoker Mfg.	461	2461
Stone Crushing By Other Than Producer Or Road Contractor	59	2059
Stone Crushing By Producer	50	2050

Description	Direct Employment Class	Temporary Employment Class
Stone Cutting Or Polishing - Not By A Mine Or Quarry Operator	855	2855
Stone Setting - Non-Structural	668	2668
Stone Setting - Structural	653	2653
Stonework Erection By Contractor	653	2653
Stopper Mfg. - Rubber	225	2225
Storage - Cold Or General Merchandise	813	2813
Storage - Self-Service	971	2971
Storage Battery Mfg.	475	2475
Storage Warehouse, Public	813	2813
Store - Furniture - Wholesale	921	2921
Store Counter Mfg. - Wood	311	2311
Store, Florist - Fresh Cut Flowers - Retail Or Wholesale	919	2919
Store, Furniture - Retail	922	2922
Store, Retail, N.O.C.	928	2928
Store, Wholesale, N.O.C.	924	2924
Storm Drain Construction	603	2603
Storm Window Or Storm Door Installation - Wood Or Metal - Residential	652	2652
Storm Window Or Storm Door, Installation - Wood Or Metal - Commercial	651	2651
Stove Mfg. - Cast Iron	425	2425
Stove Mfg. - Sheet Metal, Commercial Or Household	456	2456
Stoves, Household Or Commercial, Electric Or Gas - Service Or Repair	662	2662
Strap Mfg. - From Leather, Simulated Leather Or Plastic	205	2205
Street Or Road Construction Or Maintenance - Scraping, Paving Or Repaving	601	2601
Street Or Road Landscape Planting And Maintenance - By Specialist Contractor	12	2012
Street Or Road Rock Excavation	609	2609
Street Sweeping - By Contractor	995	2995
Stringing Of Electric Or Telephone Lines	656	2656
Structural Clay Products Mfg., N.O.C., Non- Refractory	512	2512
Structural Glass Block Installation, Interior	653	2653
Structural Members, Laminated Wood - Arches, Trusses, Timbers	305	2305
Stucco Work, Building Interiors	669	2669
Stucco Work, Exterior Walls	653	2653
Stuffed Toy Mfg. - Cloth	163	2163
Stuffing Printed Circuit Boards, Adding Wiring And Chassis By Contractor Per Customer Design	471	2471
Stunt Flying	7424	Not Applicable
Sub-Surface Work - Road Or Street Construction	609	2609
Suede Clothing Mfg.	161	2161

Description	Direct Employment Class	Temporary Employment Class
Sugar Cane Milling	103	2103
Sugar Refining	103	2103
Sugar Repacking, Mixing, Blending Only	104	2104
Suit, Skirt, And Coat Mfg.	161	2161
Sulfate Mfg.	551	2551
Sulfonated Oil And Assistant Mfg.	581	2581
Sulfuric Acid Mfg.	551	2551
Sulky Mfg., Racing	413	2413
Sump Pump Installation	663	2663
Supercharger Mfg.	461	2461
Supermarket	917	2917
Surface Mine Reclamation - By Contractor - Grading, Recontouring	609	2609
Surface Mine Reclamation - By Contractor - Reseeding Or Planting By Separate Crew	12	2012
Surfacing Or Resurfacing Of Road Or Street	601	2601
Surgical Instrument Mfg.	487	2487
Surveying Equipment Mfg.	487	2487
Suspender Mfg. - No Buckles, Webbing Or Leather Parts Mfg.	161	2161
Sweeping Of Parking Lots - Shopping Areas And Similar Areas, By Specialty Contractor	971	2971
Swim Club - Indoor	968	2968
Swim Club - Outdoor	969	2969
Swimming Pool Cleaning Or Maintenance - By Specialty Contractor	971	2971
Swimming Pool Installation - All Types Except Iron Or Steel - All Work To Completion	674	2674
Swimming Pool Installation - Iron Or Steel	655	2655
Swimming Pool Liner Installation - Vinyl, By Swimming Pool Installation Contractor	674	2674
Swimming Pool Liner Installation - Vinyl, By Swimming Pool Maintenance Contractor	971	2971
Swimming Pool Plastering- By Specialist Contractor	653	2653
Swimming Pool Supply Store	925	2925
Swimming Pool Tile Installation - By Specialist Contractor	653	2653
Swimming Pool, Public Or Private - Outdoor	969	2969
Swiss Screw Machine Shop	459	2459
Switch Mfg. - Household	473	2473
Switchgear Or Switchboard Apparatus Mfg.	474	2474
Switching Locomotive And Parts Mfg.	416	2416
Synagogue	963	2963
Synthetic Log Mfg. (wax and sawdust combination)	571	2571
Synthetic Rubber Intermediates Mfg.	581	2581
Synthetic Rubber Mfg.	581	2581

Description	Direct Employment Class	Temporary Employment Class
Syrup Mfg., For Soda Fountains	113	2113
Syrup Or Molasses Refining	103	2103
Table Cloth Mfg.	163	2163
Table Pad Mfg. - From Cardboard And Fabric	163	2163
Tablet Computer Repair	952	2952
Tachometer Mfg.	488	2488
Tack Mfg.	459	2459
Tag Printing	281	2281
Tai Chi Instruction	884	2884
Tailor Shop - No Dry Cleaning	916	2916
Talc Mill	59	2059
Tallymen - State Coverage Only	709	2709
Tank Building - Wood, Shop Only	305	2305
Tank Cleaning - Permanently Sited - Including Bulk Storage Type By Contractor	995	2995
Tank Erection - Steel	655	2655
Tank Erection - Wooden	651	2651
Tank Freight Car Mfg.	416	2416
Tank Installation, Gas Stations	675	2675
Tank Mfg. - Pressurized Or Non-Pressurized, Including For Tank Trucks - From Metal Plate	415	2415
Tank Painting	655	2655
Tank, Seat Or Cabinet Mfg. - Toilet - Wood	323	2323
Tanning Extract Mfg.	551	2551
Tanning Salon	977	2977
Tanning, Leather	201	2201
Tape Mfg. - Asbestos	509	2509
Tape Mfg. - Mending - Fabric	163	2163
Tape Recorder Mfg.	485	2485
Taping And Seaming Of Wallboard	645	2645
Tar Refining	551	2551
Tattoo Parlor	977	2977
Tattooing, Livestock, By Contractor	959	2959
Tavern	899	2899
Tavern Supply Dealer (Other Than Beverages, Groceries Or Meat)	924	2924
Tax Preparation Service	962	2962
Taxicab Company	803	2803
Taxidermist	922	2922
Taximeter Installation Or Repair	815	2815

Description	Direct Employment Class	Temporary Employment Class
Taximeter Mfg.	488	2488
Tea - Blending And Mixing Including Packing Into Teabags	104	2104
Tea Dealer - No Blending Or Mixing - Wholesale	911	2911
Telecommunications Company	757	2757
Telecommuter	953	2953
Telemetering Equipment Mfg.	485	2485
Telephone - Coin-Operated - Installation, Service Or Repair By A Specialist Business Or Contractor	933	2933
Telephone (Including Cell or Mobile) Store - Retail	928	2928
Telephone (Private Branch Exchange) Apparatus Programming, Service Or Repair by Contractor	952	2952
Telephone Book Printing By Publisher Or Contractor	282	2282
Telephone Cable Laying With Automatic Equipment - Street to Building - By Specialist Contractor	660	2660
Telephone Company	757	2757
Telephone Dealer - Wholesale	924	2924
Telephone Equipment Or Apparatus Mfg.	485	2485
Telephone Line Construction By Contractor	656	2656
Telephone Operator	953	2953
Telephone Or Radio Installation - Automobile	966	2966
Telephone Service Or Repair By Specialist Crew Of A Contractor Or Other Than By Telecommunications Company	952	2952
Telephone Wiring Installation Within Buildings - By Specialist Contractor	660	2660
Telescope Mfg.	487	2487
Television Broadcasting Station	936	2936
Television Or Radio Advertisements - Filming Or Video Production Or Audio Recording	936	2936
Television Tube Mfg.	486	2486
Television, Cable - Installation Of New Systems, Except Towers	759	2759
Television, Radio, Stereophonic Or High Fidelity Equipment Dealer - Wholesale	926	2926
Television, Video and/or Audio Equipment Installation, Service Or Repair, Including Installation Of Antenna	966	2966
Television, Video and/or Audio Equipment Store - Retail	925	2925
Tender Mfg., Locomotive	416	2416
Tennis Club - Indoor	968	2968
Tennis Club - Outdoor	969	2969
Tennis Court, Public - Outdoor	969	2969
Tennis Racquet Mfg. - Metal	456	2456
Tent Installation	681	2681
Tent Mfg.	166	2166
Termite Control - By Contractor	971	2971
Terra-Cotta Mfg.	512	2512

Description	Direct Employment Class	Temporary Employment Class
Terrazzo Floor Laying	668	2668
Testing - Non-Destructive - All Kinds - By Specialist Contractor	955	2955
Textile Bag Mfg. - Canvas Or Burlap	166	2166
Textile Bleaching And Dyeing	139	2139
Textile Machinery Installation, Service Or Repair	675	2675
Textile Machinery Mfg.	461	2461
Textile Mending, Invisible Weaving Of Wearing Apparel	161	2161
Textile Mfg. - Asbestos	509	2509
Textile Piece Goods Dealer	916	2916
Textile Printing	139	2139
Textile Weaving	132	2132
Theater (Including Drive-In)	967	2967
Theatrical Productions	967	2967
Theatrical Scenery - Curtain And Drapery Mfg.	163	2163
Therapeutic Riding Center	801	2801
Thermocouple Mfg.	488	2488
Thermometer Mfg.	488	2488
Thermostat Mfg.	488	2488
Thread Mill	132	2132
Threshing By Contractor	7	Not Applicable
Thrift Store (Used Clothing, Furniture, Household Items) - Retail	928	2928
Tie Mfg. - Neckwear	161	2161
Tiffany Lamp Shade Mfg. - From Purchased Stained Glass	536	2536
Tile Dealer - Ceramic - Wholesale	926	2926
Tile Floor Laying - Ceramic Or Mosaic	668	2668
Tile Floor Laying, Not Ceramic Or Mosaic	670	2670
Tile Mfg., Decorative	513	2513
Tile Mfg., Roofing, Structural Or Terra-Cotta	512	2512
Tile Store - Ceramic - Retail	925	2925
Tile Wainscoting Installation	668	2668
Timber Cruiser (Exclusive Duties)	951	2951
Time Clocks, Recording Employee Time - Installation And Repair	952	2952
Tin Foil Mfg.	403	2403
Tin Plating	449	2449
Tin Smelting And Refining	402	2402
Tinsel Mfg.	257	2257
Tire And Inner Tube Mfg.	225	2225

Description	Direct Employment Class	Temporary Employment Class
Tire Cord And Fabric Mfg.	132	2132
Tire Dealer - Used - For Recycling (May Include Shredding)	862	2862
Tire Dealer - Wholesale	934	2934
Tire Dealer, Retail	815	2815
Tire Recapping Or Retreading	225	2225
Tissue Paper Products Mfg. - Facial Or Toilet	257	2257
Tobacco (Chewing And Smoking) And Snuff Mfg.	115	2115
Tobacco Auction Sales Warehouses	924	2924
Tobacco Farm	6	Not Applicable
Tobacco Product Dealer - Wholesale	924	2924
Tobacco Products Store - Retail	928	2928
Tobacco Rehandling	115	2115
Tobacco Stemming And Redrying	115	2115
Tomato Dealer (Fresh) - Wholesale	907	2907
Tomato Paste Mfg.	113	2113
Tomato Products Dealer - Wholesale	911	2911
Toner (Dry) Mfg.	563	2563
Tool Mfg. - Forged	433	2433
Tool Mfg., N.O.C.	441	2441
Tool Sharpening, Industrial Tools	441	2441
Toothpick Mfg.	306	2306
Topsoil Or Humus Dealer - No Excavation	855	2855
Torsion Bar Spring Mfg.	435	2435
Tour Guide	951	2951
Towel Mfg. - Paper Or Disposable	257	2257
Towel Mfg., Textile Fabrics (Except For Disposable Towel Mfg.)	163	2163
Towel Or Toilet Supply Dealer - Not Connected With Laundry	916	2916
Towel Supply Service Including Laundering	141	2141
Tower Bell Installation	657	2657
Tower, Transmission, Fabrication	411	2411
Towing Company	815	2815
Town Employees, N.O.C.	980	2980
Township Employees, N.O.C.	980	2980
Toy Mfg. - Rubber	225	2225
Toy Mfg. - Stuffed Animals Or Other Cloth Stuffed Toys	163	2163
Toy Mfg. - Wood	311	2311
Tractor Dealer, Including Servicing And Repair	814	2814

Description	Direct Employment Class	Temporary Employment Class
Tractor Mfg.	463	2463
Trade Journal Printing By Publisher Or Contractor	282	2282
Trade School	965	2965
Trade School Operated By A Labor Union	903	2903
Traffic Control Systems Assembly	476	2476
Traffic Light Installation - By Contractor	661	2661
Trailer (All Types) Sales, Rental Or Leasing	818	2818
Trailer Mfg.	451	2451
Training Film Production Company	936	2936
Trains, Electric - Toy Or Model Mfg.	473	2473
Transdermal Nitroglycerine Patch Mfg.	555	2555
Transducer Mfg.	472	2472
Transformer Mfg. - Less Than 1 H.P. Used In Electronic Devices	472	2472
Transformer Mfg. (1 H.P. Or More)	474	2474
Transistor Mfg.	472	2472
Transmitting, Industrial And Special Purpose Electron Tube Mfg.	486	2486
Transponder Mfg.	485	2485
Transportation Services for the Elderly	828	2828
Transportation Services for the Handicapped	828	2828
Trash Compactor Mfg.	456	2456
Trash Dumpster/Debris Box Rental/Service	995	2995
Trash Removal Including Containerized	995	2995
Trash Transfer Station - Non-Municipal	995	2995
Traveling Amusement Device Operator	939	2939
Traveling Carnival	939	2939
Traveling Circus	939	2939
Traveling Insurance Auditor - Independent Contractor	951	2951
Traveling Insurance Company Auditor	984	2984
Traveling Orchestra	967	2967
Tree Pruning, Spraying, Repairing, Trimming Or Fumigating	5	2005
Trellis Mfg. - Wood	305	2305
Trimmings Mfg., Fancy Trimmings Or Piping, Not Manufacturing Binding, Tape Or Ribbon	136	2136
Trolley Operation - Tracked Or Trackless	817	2817
Trophy Store (Including Assembly And Nameplate Inscribing)	928	2928
Truck Body Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis	451	2451
Truck Cab Mfg. - Including Attaching Manufactured Body To A Customer Supplied Or Purchased Chassis	451	2451
Truck Dealer - New and/or Used Trucks	818	2818



Description	Direct Employment Class	Temporary Employment Class
Truck Mfg.	463	2463
Truck Rental - Not a Hauling Contractor	818	2818
Truck Washing Service - Mobile	971	2971
Truck Washing Service - Permanently Sited	816	2816
Trucking, N.O.C.	811	2811
Trunk Mfg. - Wood	323	2323
Truss Mfg. - Wood	305	2305
Truss Plate Mfg. - Metal	415	2415
Tube Mfg. - Iron Or Steel	407	2407
Tube Mfg. - Metal, Collapsible	445	2445
Tube Mfg. - Nonferrous	403	2403
Tube Or Pipe Merchant, Including Cutting, New Materials Only - All Types And Sizes	885	2885
Tubes Or Cores Mfg. - Paper	257	2257
Tubing - Rubber	225	2225
Tuck Pointing	653	2653
Tunneling	617	2617
Turkeys - Slaughtering, Dressing And Packing For The Trade	865	2865
Tutoring Service (In Academic Subjects) By Independent Contractor	965	2965
TV Dinner Type Meals, Cooking, Packing And Freezing	104	2104
Twine Mfg., Including Fiber Preparation	132	2132
Type Foundry	447	2447
Typesetting Machinery Mfg.	461	2461
Typewriter Repair - Shop Or Field	952	2952
Typewriter Ribbon Mfg.	139	2139
Ultrasound Imager Mfg.	488	2488
Umbrella Handle Mfg. - Wood	306	2306
Umbrella Mfg.	163	2163
Underground Mining - Not Coal	25	2025
Underpads Mfg. - Bed - Disposable	257	2257
Undertaker	997	2997
Uniform Supply Service Including Laundering	141	2141
Uniform Mfg.	161	2161
Union Trade School	965	2965
Unit Owners Association (For a Planned Residential Community)	880	2880
University	965	2965
Upholstering - Away From Shop	670	2670
Upholstering Car Seats	327	2327

Description	Direct Employment Class	Temporary Employment Class
Upholstering Shop Only, No Furniture Assembling	327	2327
Upholstery Cleaning On Customers' Premises	141	2141
Upset Forging	431	2431
Used Clothing Dealer - Wholesale	924	2924
Used Clothing Store - Retail	928	2928
Used Motor Oil Collection - By Specialist Contractor	809	2809
Vacuum Cleaner - Service Or Repair	473	2473
Vacuum Cleaner Dealer - Wholesale	926	2926
Vacuum Cleaner Mfg.	473	2473
Vacuum Cleaner Store (Household) - Retail	925	2925
Vacuum Furnace, Kiln Or Drying Oven Mfg.	474	2474
Vacuum Tank Mfg. - Metal Plate	415	2415
Vacuum Tube Mfg.	486	2486
Valve Actuator Mfg.	488	2488
Valve And Pipe Fitting Mfg., Except Cast Plumbers' Brass Goods	445	2445
Valve Mfg.	445	2445
Valve Mfg. - Miniature	459	2459
Van Conversion Or Customizing	815	2815
Vanities Assembly - Marble	855	2855
Vanities Mfg. - Wood (Architectural or Bathroom)	311	2311
Vanity Mfg. - Resin Poured Or Cast Type/Artificial Marble Product	222	2222
Varnish Mfg.	563	2563
Vat Mfg. - Metal Plate	415	2415
Veal Calf Raising	34	Not Applicable
Veal Patty Mfg. - Plain Or Breaded	119	2119
Vegetable And Fruit Juice - Canned, Bottled Or Bulk	113	2113
Vegetable Canning	113	2113
Vegetable Dealer - Wholesale	907	2907
Vegetable Farm	6	Not Applicable
Vegetable Growing, Hot House	11	2011
Vegetable Oil Mfg. All Types	551	2551
Vegetable Packing - Not Cannery	907	2907
Vegetable Sauce Mfg.	104	2104
Vehicle Chassis or Frame Mfg.	451	2451
Velvet Mfg.	132	2132
Vending Machine Dealer - Wholesale	924	2924
Vending Machine Installation	933	2933

Description	Direct Employment Class	Temporary Employment Class
Vending Machine Mfg.	483	2483
Vending Or Coin-Operated Amusement Machine - Installation, Service Or Repair	933	2933
Veneer Container Mfg.	305	2305
Veneer Mfg.	305	2305
Veneer Products Mfg., N.O.C. - No Veneer Mfg.	306	2306
Venetian Blind Installation, No Mfg.	670	2670
Venetian Blind Mfg. - Aluminum	456	2456
Venetian Blind Mfg. - Wood	323	2323
Ventilating System Installation	664	2664
Ventilating Systems Repair Or Service - Cleaning, Oiling Or Adjusting	664	2664
Ventilation Equipment Mfg.	456	2456
Ventilator Mfg. - Sheet Metal	454	2454
Vermiculite Crushing And/Or Processing By Other Than Producer	59	2059
Vestment Mfg.	161	2161
Veterinarian	959	2959
Veterinary Hospital	959	2959
Video Cassette Recorder And Video Camera Repair	966	2966
Video Cassette Recorder Mfg.	485	2485
Video Game Arcade	968	2968
Video Game Arcade - Mobile	922	2922
Video Games - Service Or Repair By Vending Machine Operator	933	2933
Video Tape Or DVD Store - Rental Or Sale	928	2928
Video/Audio Equipment Dealer - Wholesale	926	2926
Video/Audio Equipment Repair	966	2966
Video/Audio Equipment Store - Retail	925	2925
Videographer	936	2936
Vinegar Mfg. - By Fermentation	113	2113
Vinegar Mfg. - From Purchased Concentrates Only	104	2104
Vineyard	16	Not Applicable
Vinyl Asbestos Floor Tile Mfg.	509	2509
Vinyl Fence Erection - Commercial or Residential	651	2651
Vinyl Sign Letters Mfg. - Electronically Scored - Shop Only	281	2281
Vinyl Tile Installation	670	2670
Visiting Nurse	942	Not Applicable
Vital Signs Monitoring Equipment Mfg.	488	2488
Vitamin Store - Retail	928	2928
Vitreous China Plumbing Fixture Mfg.	513	2513

Description	Direct Employment Class	Temporary Employment Class
Vitreous China Table And Kitchen Articles Mfg.	513	2513
Vitreous Tile Mfg.	513	2513
Vitriol Mfg.	551	2551
Vocational Educational Institution	965	2965
Volleyball Mfg.	205	2205
Volt Meter Mfg.	488	2488
Volunteer Ambulance Corps	993	Not Applicable
Volunteer Fire Company	994	Not Applicable
Volunteer Haz Mat (Hazardous Materials) Response Team	996	Not Applicable
Voting Machine - Service Or Repair	952	2952
Voting Machine Mfg.	483	2483
Vulcanized Rubber Products Mfg.	225	2225
Wafer (Semiconductor) Dicing Machine Mfg.	488	2488
Wafer Cleaning Equipment	488	2488
Wagon Body Mfg.	451	2451
Wagon Repairing	815	2815
Walk-In Refrigerator Mfg.	311	2311
Wall Or Panel Installation - Precast Concrete	654	2654
Wallboard Installation	645	2645
Wallet Mfg.	205	2205
Wallpaper Dealer - Wholesale	924	2924
Wallpaper Hanging	667	2667
Wallpaper Printing (Paper Mfg. To Be Separately Rated)	281	2281
Wallpaper Store - Retail	928	2928
Warehouse - Public, Furniture	806	2806
Warehouse - Storage - Self-Service	971	2971
Warehouse - Storage, Public	813	2813
Warehousing - Other Than Furniture Moving and/or Storage	813	2813
Warm Air Heating System Installation	664	2664
Warming Apron Paving, Airport	601	2601
Washing Compound Mfg.	571	2571
Washing Machine Mfg., Commercial Or Household	456	2456
Washing Machines, Household Or Commercial, Electrical Or Gas - Service Or Repair	662	2662
Waste Paper Dealer	862	2862
Waste Removal - Industrial and/or Domestic	995	2995
Waste Treatment Plant - Liquid	753	2753
Watch Mfg.	458	2458

Description	Direct Employment Class	Temporary Employment Class
Watch, Clock, And Parts Mfg.	458	2458
Water Bottling and/or Bottled Water Distribution - By A Dealer	924	2924
Water Cooler - Installation, Service Or Repair	662	2662
Water Hauling - For Oil Or Gas Well Drilling Or Fracing	811	2811
Water Hauling - Tank Truck - By Contractor	805	2805
Water Ice Mfg.	110	2110
Water Ice Store	928	2928
Water Main Cleaning (Interiors Of) By Hydraulic Method	995	2995
Water Main Construction, All Work To Completion Except Tunneling, See 615	617	2617
Water Meter Installation - By Contractor	663	2663
Water Meter Mfg.	488	2488
Water Meter Reader	951	2951
Water Paint Mfg.	563	2563
Water Softener Installation And Service, Domestic	663	2663
Water Supply System - Operated By A Municipality	980	2980
Water Supply System, Private	753	2753
Water Well Cleaning	663	2663
Water Well Drilling - By Contractor	607	2607
Waterproofing Of Buildings	653	2653
Waterworks	753	2753
Wax Or Wax Products Mfg.	571	2571
Wax Remover Mfg.	571	2571
Waxed Paper Mfg. - Coating Paper With Wax - No Paper Mfg.	263	2263
Waxing Of Cloth	227	2227
Weather Stripping Installation	647	2647
Weather Stripping Mfg. - Felt	130	2130
Weatherization Program	647	2647
Weaving Of Textile Fibers	132	2132
Webbing Mfg.	132	2132
Weed Or Brush Spraying - By Contractor - Except Aerial Spraying	12	2012
Weighers, Samplers Or Inspectors Of Merchandise On Vessels Or Docks	8709F	Not Applicable
Welding - Structural Steel	655	2655
Welding Equipment Or Supply Dealer	926	2926
Welding Or Cutting Torch Tip Mfg.	441	2441
Welding Rod Mfg.	457	2457
Welding Torch Mfg.	445	2445
Well (Oil Or Gas) Stimulation By Contractor	607	2607

Description	Direct Employment Class	Temporary Employment Class
Well Operation - Oil Or Gas	28	2028
Wet Corn Milling	103	2103
Wet Suit Mfg. - Rubber	225	2225
Wet Wafer Processing Equipment	488	2488
Wharf Building, Timber - State Coverage Only	611	2611
Wheel Mfg. - Cloth - Buffing And Polishing - No Metal Parts	163	2163
Wheelbarrow Mfg. - Metal	454	2454
Whiskey Mfg.	113	2113
White Lead Mfg.	402	2402
Whitewashing, By Contractor	665	2665
Whiting Mfg.	563	2563
Wholesale Store, N.O.C.	924	2924
Wig Mfg. - Synthetic Materials	163	2163
Willow Ware Mfg.	323	2323
Windmill Erection - Metal	655	2655
Window Caulking	653	2653
Window Caulking - As A Part Of A Weatherization Program	647	2647
Window Cleaning Contractor	971	2971
Window Glass Mfg.	535	2535
Window Or Door Distributor	855	2855
Window or Glass Tinting, Except For Auto Glass	667	2667
Window Or Window Sash Mfg. - Metal Or Vinyl	454	2454
Window Screen Or Screen Door Installation - Metal Or Wood - Commercial	651	2651
Window Screen Or Screen Door Installation - Metal Or Wood - Residential	652	2652
Window Shade Installation	670	2670
Window Shade Mfg. - No Roller Mfg.	163	2163
Window Shade Roller Mfg. - Wood	306	2306
Window Trimming, By Contractor	951	2951
Wine Store - Retail - Operated By A Winery	928	2928
Wine/Liquor Dealer	924	2924
Winery	113	2113
Wire bound Box And Crate Mfg.	305	2305
Wire Brush Mfg.	457	2457
Wire Cloth Weaving (Wire Drawing To Be Separately Rated By Code 406, Rolling Mill, N.O.C.)	132	2132
Wire Drawing - Ferrous	406	2406
Wire Drawing - Nonferrous Metals	403	2403
Wire Fence Mfg.	457	2457

Description	Direct Employment Class	Temporary Employment Class
Wire Glass Installation	666	2666
Wire Glass Mfg.	535	2535
Wire Goods Mfg.	457	2457
Wire Insulating - Includes Incidental Wire Stranding - Wire Drawing To Be Separately Rated	222	2222
Wire Insulating - Rubber	225	2225
Wire Mfg.	406	2406
Wire Mfg. - Nonferrous	403	2403
Wire Rope Or Cable Dealer, Including Splicing	857	2857
Wire Rope Or Cable Mfg.	457	2457
Women's Clothing & Accessories Store	916	2916
Women's Handbag Or Purse Mfg.	205	2205
Women's Handbag Store	928	2928
Women's, Misses', And Juniors' Outerwear Mfg., N.O.C.	161	2161
Women's, Misses', Children's, And Infants' Underwear And Nightwear Mfg.	161	2161
Wood Alcohol Mfg. - Natural	551	2551
Wood Carving - By Hand Or Machine	441	2441
Wood Chips Mfg.	301	2301
Wood Dealer, Kindling And Firewood	855	2855
Wood Distillation	551	2551
Wood Fence Erection - Commercial or Residential	651	2651
Wood Filler And Sealer Mfg.	563	2563
Wood Floor Mfg.	305	2305
Wood Flour Or Pellet Mfg.	101	2101
Wood Household Or Office Furniture Mfg.	323	2323
Wood Preserving	855	2855
Wood Stain Mfg.	563	2563
Wood Tack Strip Mfg.	306	2306
Wood Turned Products Mfg.	306	2306
Wooden Barrel Mfg.	305	2305
Wooden Box Mfg., Except Cigar Boxes	305	2305
Wooden Coffin Mfg.	323	2323
Wooden Frames Or Seats Mfg. - For Furniture	306	2306
Wooden Musical Instruments Mfg.	323	2323
Wooden Tobacco Pipe Mfg.	306	2306
Woodenware Mfg., N.O.C.	306	2306
Woodworking Machine Mfg.	461	2461
Wool Combing Or Scouring	132	2132

Description	Direct Employment Class	Temporary Employment Class
Wool Merchant	924	2924
Wool Pulling	201	2201
Wool Reworking	130	2130
Wool Spinning And Weaving	132	2132
Word Processor - Service Or Repair - Shop Or Field	952	2952
Work Center	964	2964
Work Clothing Mfg.	161	2161
Workfare Program Employees	982	Not Applicable
Worm Raising	959	2959
Woven Carpet And Rug Mfg. Yarn Mfg. - Wool	132	2132
Wreath Assembly - Artificial - Plastic And Fabrics	319	2319
Writing Tablet Mfg. (No Paper Mfg.)	265	2265
X-Ray Equipment Installation, Repair Or Service	952	2952
X-Ray Equipment Mfg.	473	2473
X-Ray Service - Non-Hospital	957	2957
X-Ray Tube Mfg.	486	2486
Yacht Basin - State Coverage Only	716	2716
Yacht Club	944	2944
Yarn Dyeing Or Finishing	139	2139
Yarn Mill, Wool, Including Carpet And Rug Yarn Silk	132	2132
Yarn Shop	916	2916
Yarn Throwing, Twisting, And Winding Mill, Cotton, Man-Made Fibers And Silk	132	2132
Yarn, Plastic Coated - Made From Purchased Yarn	227	2227
Yeast Mfg.	104	2104
Yoga Studio	884	2884
Yogurt Mfg.	109	2109
Youth Athletic League (Including Police Athletic League)	976	2976
Zinc Castings Mfg.	447	2447
Zinc Die Castings Mfg.	429	2429
Zinc Smelting And Refining, Primary	402	2402
Zinc, Recovery Of - By Chemical Means	551	2551
Zipper Mfg.	459	2459
Zoo	969	2969



**SECTION 3 - ENDORSEMENTS**

**General Information**

**(Regarding standard policy, information page and endorsements)**

**A. GENERAL ENDORSEMENT NOTES**

1. Insurance carriers may use their own attachment clause and method of execution on each endorsement. The execution clause of endorsements issued subsequent to the policy must include at a minimum the following information: policy number, endorsement, effective date, name of the insurer and insured, and premium (if applicable). Multi-company groups must show the name or the five digit National Council on Compensation Insurance, Inc. (NCCI) carrier code of the member of the group providing the insurance.
2. THE PAGES WHICH APPEAR HEREIN INCLUDE COPYRIGHTED MATERIAL FROM THE NATIONAL COUNCIL ON COMPENSATION INSURANCE USED WITH ITS PERMISSION. All rights reserved.

PENNSYLVANIA FORMS HAVE BEEN COPYRIGHTED BY THE PENNSYLVANIA COMPENSATION RATING BUREAU.

The license extended to the Pennsylvania Compensation Rating Bureau by the NCCI for use of its copyrighted forms permits this PCRB's members to use such forms provided the form carries the legend "Copyright National Council on Compensation Insurance, Inc." (with the year to be filed in in accordance with the appropriate year of copyright as found in the Forms Manual issued by the NCCI). Any of the forms included in this change may be ordered from the National Council on Compensation Insurance, Inc.

The policy and endorsements have been filed on behalf of the members of the PCRB and approved by the Insurance Commissioner. Accordingly, individual filings with the Insurance Department or the Industrial Accident Board are not required if a member carrier uses the standard forms filed by the PCRB. Any company which makes other than authorized changes in or additions to such approved PCRB forms must file the forms directly with the Insurance Department in accordance with Chapter 89b of the Pennsylvania Insurance Regulations, providing a copy of such filing to the PCRB. See Filing and Approval of Policy and Endorsements Procedure for specific instructions.

The information page and its notes were also filed and approved as a standard form. The specific form filed was the form copyrighted by the NCCI. It will be seen that some of the notes require modifications to this form for use in Pennsylvania, while other notes give the carrier many options as to items to be included. Use of an information page which includes the Pennsylvania requirements and the exercise of any of the other specified options will be considered an approved form, subject only to filing with the PCRB. Any omission(s) of required items from an information page will require filing of such information page with the Insurance Department, with a copy of such filing to be forwarded to the PCRB.

**B. FILING AND APPROVAL OF POLICY AND ENDORSEMENTS PROCEDURE**

No workers compensation or employers liability policy, information page, endorsement of related form may be used in Pennsylvania until it has been submitted to and approved by the Insurance Commissioner in accordance with Chapter 89b of the Pennsylvania Insurance Regulations. The policy form and the information page, together with the endorsements that appear in Section 3 of this Manual, have been filed by the PCRB and approved by the Insurance Commissioner on behalf of all PCRB members who have furnished the President of the PCRB with a Power of Attorney to so file on their behalf. The policy form and information page can be found in the NCCI Forms Manual identified as W C 00 00 00C and W C 00 00 01B, respectively. (Companies should contact the PCRB if they do not have access to the NCCI Forms Manual).

Individual filing with the Department will not be required by any member carrier with respect to the provisions of the standard workers compensation policy and endorsements which have been filed by the PCRB and approved by the Insurance Department. The standard policy form may not be changed except that (a) special provisions may be included applicable to the members of policyholders of a mutual or participating stock insurer or a reciprocal association (b) the manual provisions for short-rate cancellation may be included. Individual filing of an information page with the Department will not be required if a carrier's page includes the NCCI standard form items together with those items indicated as requirements for Pennsylvania in the information page notes. Inclusion of additional items in accordance with the options of the information page notes will not require an individual filing, but exclusion of any basic form items or Pennsylvania requirements will require filing of such information page directly with the Department, with a copy of such filing to be sent to the PCRB.

It is important to note that the NCCI has copyrighted the policy form, the information page and all of its standard endorsement forms. In addition, the PCRB has copyrighted the Pennsylvania endorsement forms. If any of these documents are used with no modification, they must contain the appropriate copyright legend. If modifications are made to the form and authorized by the appropriate authority, the form must contain the following statement (with the appropriate year of copyright filled in as found in the Forms Manual issued by NCCI): "Includes material of the (appropriate Bureau name) Copyright 20 used with its permission."

Following approval by the Department of the provisions of the forms filed by the PCRB, a circular letter will be issued by the PCRB notifying the members of such approval.

A new company, which is not yet a member of the PCRB, must submit its policy and information page forms directly to the Insurance Department when it applies for its license to write workers compensation insurance.

A carrier wishing to use any form that varies from the standard in any way other than that allowed in the second paragraph above must file such form directly with the Insurance Department, with a copy of the filing furnished to the PCRB.

**SECTION 3 - ENDORSEMENTS**

**TABLE OF CONTENTS**

The circumstances under which each endorsement must or may be used are described in the supplementary notes following each endorsement.

<a href="#"><u>90-Day Reporting Requirement - Notification Change of Ownership</u></a>	WC 00 04 14 A
<a href="#"><u>Alternate Employer Endorsement</u></a>	WC 00 03 01 A
<a href="#"><u>Audit Noncompliance Charge Endorsement</u></a>	WC 37 04 01
<a href="#"><u>Catastrophe (Other Than Certified Acts of Terrorism)</u></a>	WC 00 04 21 E
<a href="#"><u>Certified Safety Committee Endorsement</u></a>	WC 37 04 04 C
<a href="#"><u>Church Endorsement – Pennsylvania</u></a>	WC 37 03 01
<a href="#"><u>Contingent Experience Rating Modification Endorsement</u></a>	WC 00 04 12
<a href="#"><u>Deductible Endorsement</u></a>	WC 37 04 03
<a href="#"><u>Defense Base Act Coverage Endorsement</u></a>	WC 00 01 01 A
<a href="#"><u>Domestic and Agricultural Workers Exclusion Endorsement</u></a>	WC 00 03 15
<a href="#"><u>Employer Assessment Endorsement</u></a>	WC 37 06 04
<a href="#"><u>Employers Liability Coverage Endorsement</u></a>	WC 00 03 03C
<a href="#"><u>Exclusion of Employees Endorsement – Pennsylvania</u></a>	WC 37 03 03
<a href="#"><u>Exclusion of Executive Officers Application</u></a>	LIBC 509
<a href="#"><u>Exclusion of Executive Officers Endorsement</u></a>	WC 37 03 10 C
<a href="#"><u>Executive Officer's Declaration</u></a>	LIBC 513
<a href="#"><u>Experience Rating Modification Factor Endorsement</u></a>	WC 00 04 03
<a href="#"><u>Experience Rating Modification Factor Revision Endorsement</u></a>	WC 00 04 25
<a href="#"><u>Federal Mine Safety and Health Act Coverage Endorsement</u></a>	WC 00 01 02 B
<a href="#"><u>Federal Employers Liability Act Coverage Endorsement</u></a>	WC 00 01 04 A
<a href="#"><u>Insurance Company as Insured Endorsement</u></a>	WC 00 03 04
<a href="#"><u>Joint Venture as Insured Endorsement</u></a>	WC 00 03 05
<a href="#"><u>Longshore &amp; Harbor Workers' Compensation Act Coverage Endorsement</u></a>	WC 00 01 06 A
<a href="#"><u>Maritime Coverage Endorsement</u></a>	WC 00 02 01 B
<a href="#"><u>Migrant and Seasonal Agricultural Workers Protection Act Coverage Endorsement</u></a>	WC 00 01 11
<a href="#"><u>Nonappropriated Fund Instrumentalities Act Coverage Endorsement</u></a>	WC 00 01 08 A
<a href="#"><u>Outer Continental Shelf Lands Act Coverage Endorsement</u></a>	WC 00 01 09 C
<a href="#"><u>Pending Rate Change Endorsement</u></a>	WC 00 04 04
<a href="#"><u>Pennsylvania Act 86-1986 Endorsement</u></a>	WC 37 06 03 A
<a href="#"><u>Pennsylvania Construction Classifications Premium Adjustment Endorsement</u></a>	WC 37 04 02

<a href="#">Pennsylvania Merit Rating Plan Endorsement</a>	WC 37 04 05
<a href="#">Pennsylvania Multiple Coordinated Policy Endorsement</a>	WC 37 03 11
<a href="#">Pennsylvania Notice</a>	WC 37 06 02
<a href="#">Policemen/Firemen – Counties, Cities, Towns and Boroughs Endorsement-Pennsylvania</a>	WC 37 03 02
<a href="#">Policy Information Page Endorsement</a>	WC 89 06 00 A
<a href="#">Policy Period Endorsement</a>	WC 00 04 05
<a href="#">Premium Discount Endorsement</a>	WC 00 04 06
<a href="#">Premium Due Date Endorsement</a>	WC 00 04 19
<a href="#">Principal as Additional Insured – Pennsylvania</a>	WC 37 03 04
<a href="#">Professional Association Act Endorsement – Pennsylvania</a>	WC 37 03 05
<a href="#">Professional Employer Organization (PEO) Extension Endorsement</a>	WC 00 03 20 B
<a href="#">Professional Employer Organization (PEO) Exclusion Endorsement</a>	WC 00 03 21 A
<a href="#">Professional Employer Organization (PEO) Client Exclusion Endorsement</a>	WC 00 03 22 A
<a href="#">Rate Change Endorsement</a>	WC 00 04 07
<a href="#">Real Estate Management Endorsement – Pennsylvania</a>	WC 37 03 06
<a href="#">Religious Institution Endorsement – Pennsylvania</a>	WC 37 03 07
<a href="#">Rural Electrification Administration Endorsement</a>	WC 00 03 09
<a href="#">Sole Proprietors, Partners, Officers and Others Coverage Endorsement</a>	WC 00 03 10
<a href="#">Special Pennsylvania Endorsement – Inspections of Manual</a>	WC 37 06 01
<a href="#">Spouse of Insured Endorsement – Pennsylvania</a>	WC 37 03 08
<a href="#">Statutory Employer Endorsement – Pennsylvania</a>	WC 37 03 09 A
<a href="#">Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement</a>	WC 00 04 22 C
<a href="#">Voluntary Compensation and Employers Liability Coverage Endorsement</a>	WC 00 03 11 A
<a href="#">Voluntary Compensation Maritime Coverage Endorsement</a>	WC 00 02 03
<a href="#">Waiver of Our Right to Recover from Others Endorsement</a>	WC 00 03 13

**Workers Compensation and Employers Liability Policy Form**

**Policy Format**

The policy consists of a General Section and six Parts.

**Part One** is statutory workers compensation coverage.

**Part Two** is employer's liability coverage.

**Part Three** provides Other States insurance. This was previously provided by the Other States Endorsement.

**Part Four** shows the insured's duties in event of loss.

**Part Five** consists of all premium provisions, including premium calculation on cancellation.

**Part Six** shows the five Conditions of the policy. **Standard**

**Policy:** See NCCI Forms Manual **WC 00 00 00C Information**

**Page:** See NCCI Forms Manual **WC 00 00 01A Information Page**

**Notes:** See NCCI Forms Manual **WC 00 00 01C**

The information page notes found in the NCCI Forms Manual apply in **Pennsylvania**. Non-NCCI member can contact the PCRB for details.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 01 01A**

**DEFENSE BASE ACT COVERAGE ENDORSEMENT**

This endorsement applies only to the work described in the Schedule or described on the Information Page as subject to the Defense Base Act. The policy applies to that work as though the location included in the description of the work were a state named in item 3.A. of the Information Page.

General Section C. **Workers' Compensation Law** is replaced by the following:

**C. Workers' Compensation Law**

Workers' Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page and the Defense Base Act (42 USC Sections 1651-1654). It includes any amendments to those laws that are in effect during the policy period. It does not include any other federal workers or workmen's compensation law, other federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

Part Two (Employers Liability Insurance), C. Exclusions., exclusion 8, does not apply to work subject to the Defense Base Act.

Schedule

Description of Work:

- Note 1:** The Defense Base Act makes the Longshore and Harbor Workers' Compensation Act apply to contractors performing work at overseas military bases, whether in a territory or possession of the United States or in a foreign country, and to various public works contracts performed outside the continental United States.
- Note 2:** Use this endorsement to provide workers compensation insurance and employer's liability insurance for work subject to the Defense Base Act extension of the Longshore and Harbor Workers' Compensation Act.
- Note 3:** The description of the work includes the location where the work is to be performed.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 01 02B**

**FEDERAL MINE SAFETY AND HEALTH ACT COVERAGE ENDORSEMENT**

This endorsement applies only to work in a state shown in the Schedule and subject to the Federal Mine Safety and Health Act (30 U.S.C. Sections 801-944). Part One (Workers Compensation Insurance) applies to that work as though that state were shown in item 3.A. of the Information Page.

The definition of workers compensation law includes the Federal Coal Mine Safety and Health Act (30 U.S.C. Sections 801-944) and any amendment to that law that is in effect during the policy period.

Part One (Workers Compensation Insurance), section A.2., How This Insurance Applies, is replaced by the following:

Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period or, when the last exposure occurred prior to July 1, 1973, a claim based on that disease must be first filed against you during the policy period shown in item 2 of the Information Page.

Schedule

State

- Note 1:** Use this endorsement when the policy is to cover exposures subject to the Federal Mine Safety and Health Act.
- Note 2:** Federal Black Lung workers compensation insurance is provided in a state (including monopolistic state fund states) by naming the state in the Schedule.
- Note 3:** If this endorsement is used with a policy that does not provide any state workers insurance, the insurer may enter the words "no coverage", or "none", or the equivalent, in item 3.A. of the Information Page.

Workers Compensation and Employers Liability Insurance Policy

WC 00 01 04 A

FEDERAL EMPLOYERS' LIABILITY ACT COVERAGE ENDORSEMENT

This endorsement applies only to work subject to the Federal Employers' Liability Act (45 USC Sections 51-60) and any amendment to that Act that is in effect during the policy period.

G. Limits of Liability of Part Two (Employers Liability Insurance) is replaced by the following:

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in the Schedule. They apply as explained below:

- 1. Bodily Injury by Accident. The limit shown for "bodily injury by accident-each accident" is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly for bodily injury by accident.

- 2. Bodily injury by Disease. The limit shown for "bodily injury by disease-aggregate" is the most we will pay for all damages covered by this insurance because of bodily injury by disease to one or more employees. The limit applies separately to bodily injury by disease arising out of work in each state shown in Item 3.A. of the Information Page or in the Schedule.

Bodily injury by disease does not include disease that results directly from bodily injury by accident.

- 3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

If any state is named in Item 2 of the Schedule, Part Two (Employers Liability Insurance) applies in that state to work subject to the Federal Employers' Liability Act as though that state were listed in Item 3.A. of the Information Page. Part One (Workers Compensation Insurance) does not apply in a state shown in the Schedule. Part Two (Employers Liability Insurance), C. Exclusions. Exclusion 9, does not apply to work subject to the Federal Employer's Liability Act.

Schedule

1. Limits of liability

Bodily Injury by Accident \$ \_\_\_\_\_ each accident

Bodily Injury by Disease \$ \_\_\_\_\_ aggregate

2. State

Note 1: The federal Employers Liability Act makes an interstate railroad liable for bodily injuries sustained by an employee. That liability of the railroad is insured by Part Two (Employers Liability Insurance) unless specifically excluded by Federal Employers Liability Act Exclusion.

Note 2: Use this endorsement when providing Federal Employers Liability Act coverage under Program I or II of Rule XIII of the Basic Manual.

Note 3: Item 2 of the Schedule may be used to extend FELA coverage to a state not listed in item 3.A. of the Information Page.



**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 01 06A**

**LONGSHORE AND HARBOR WORKERS' COMPENSATION ACT  
COVERAGE ENDORSEMENT**

This endorsement applies only to work subject to the Longshore and Harbor Workers' Compensation Act in a state shown in the Schedule. The policy applies to that work as though that state were listed in item 3.A. of the Information Page.

General Section C. **Workers' Compensation Law** is replaced by the following:

**C. Workers' Compensation Law**

Workers' Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page and the Longshore and Harbor Workers' Compensation Act (33 USC Sections 901-950). It includes any amendments to those laws that are in effect during the policy period. It does not include any other federal workers or workmen's compensation law, other federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

Part Two (Employers Liability Insurance), C. Exclusions., exclusion 8, does not apply to work subject to the Longshore and Harbor Workers' Compensation Act.

This endorsement does not apply to work subject to the Defense Base Act, the Outer Continental Shelf Lands Act, or the Nonappropriated Fund Instrumentalities Act.

Schedule

State

Longshore and Harbor Workers'  
Compensation Act Coverage Percentage

The rates for classifications with code numbers not followed by the letter "F" are rates for work not ordinarily subject to the Longshore and Harbor Workers' Compensation Act. If this policy covers work under such classifications, and if the work is subject to the Longshore and Harbor Workers' Compensation Act, those non-F classification rates will be increased by the Longshore and Harbor Workers' Compensation Act Coverage Percentage shown in the Schedule.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 01 08A**

**NONAPPROPRIATED FUND INSTRUMENTALITIES ACT COVERAGE  
ENDORSEMENT**

This endorsement applies only to the work described in the Schedule or described on the Information Page as subject to the Non-appropriated Fund Instrumentalities Act. The policy applies to that work as though the location shown in the Schedule were a state named in item 3.A. of the Information Page.

General Section C. **Workers' Compensation Law** is replaced by the following:

**C. Workers' Compensation Law**

Workers' Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page and the Non-appropriated Fund Instrumentalities Act (5 USC Sections 8171-8173). It includes any amendments to those laws that are in effect during the policy period. It does not include any other federal workers or workmen's compensation law, other federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

Part Two (Employers Liability Insurance), C. Exclusions, exclusion 8, does not apply to work subject to the Nonappropriated Fund Instrumentalities Act.

Schedule

Description and Location of Work:

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 02 01B**

**MARITIME COVERAGE ENDORSEMENT**

This endorsement changes how insurance provided by Part Two (Employers Liability Insurance) applies to bodily injury to a master or member of the crew of any vessel.

A. **How This Insurance Applies** is replaced by the following:

A. **How This Insurance Applies**

This insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.
2. The employment must be necessary or incidental to work described in item 1 of the Schedule of the Maritime Coverage Endorsement.
3. The bodily injury must occur in the territorial limits of, or in the operation of a vessel sailing directly between the ports of the continental United States of America, Alaska, Hawaii or Canada.
4. Bodily injury by accident must occur during the policy period.
5. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.
6. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

C. **Exclusions** are changed by removing exclusion 10 and by adding exclusions 13 and 14.

This insurance does not cover:

13. Bodily injury covered by a Protection and Indemnity Policy or similar policy issued to you or for your benefit. This exclusion applies even if the other policy does not apply because of another insurance clause, deductible or limitation of liability clause, or any similar clause.
14. Your duty or obligation to provide transportation, wages, maintenance and cure. This exclusion does not apply if a premium entry is shown in item 2 of the Schedule, except that punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law are excluded even if a premium is paid for transportation, wages, maintenance, and cure coverage.

D. **We Will Defend** is changed by adding the following statement:

We will treat a suit or other action in rem against a vessel owned or chartered by you as a suit against you.

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in the Schedule. They apply as explained below.

- 1. Bodily Injury by Accident. The limit shown for "bodily injury by accident - each accident" is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly from bodily injury by accident.

- 2. Bodily Injury by Disease. The limit shown for "bodily injury by disease - aggregate" is the most we will pay for all damages covered by this insurance because of bodily injury by disease to one or more employees. The limit applies separately to bodily injury by disease arising out of work in each state shown in Item 3.A. of the Information Page. Bodily injury by disease will be deemed to occur in the state of the vessel's home port.

Bodily injury by disease does not include disease that results directly from a bodily injury by accident.

- 4. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

Schedule

- 1. Description of work:
- 2. Transportation, Wages, Maintenance and Cure Premium      \$

**Exclusion:** This insurance does not cover punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law even if a premium is paid for transportation, wages, maintenance, and cure coverage.

- 3. Limits of Liability
 

Bodily Injury by Accident	\$	each accident
Bodily Injury by Disease	\$ _____	aggregate

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 02 03**

**VOLUNTARY COMPENSATION MARITIME COVERAGE ENDORSEMENT**

This endorsement adds Voluntary Compensation Maritime Insurance to the policy.

**A. How This Insurance Applies**

This insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must be sustained by an employee who is a master or member of the crew of a vessel described in the Schedule.
2. The bodily injury must occur in employment that is necessary or incidental to work described in item 2 of the Schedule.
3. The bodily injury must occur in the territorial limits of, or in the operation of a vessel sailing directly between the ports of, the continental United States of America, Alaska, Hawaii or Canada.
4. Bodily injury by accident must occur during the policy period.
5. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employees' last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

**B We Will Pay**

We will pay an amount equal to the benefits that would be required of you if you and your employees described in the Schedule were subject to the workers compensation law shown in the Schedule. We will pay those amounts to the persons who would be entitled to them under that law.

**C. Exclusions**

This insurance does not cover:

1. any obligation imposed by a workers compensation or occupational disease law, or any similar law.
2. bodily injury intentionally caused or aggravated by you.

**D. Before We Pay**

Before we pay benefits to the persons entitled to them, they must:

1. Release you and us, in writing, of all responsibility for the injury or death.
2. Transfer to us their right to recover from others who may be responsible for the injury or death.
3. Cooperate with us and do everything necessary to enable us to enforce the right to recover from others.

If the persons entitled to the benefits of this insurance fail to do those things, our duty to pay ends at once. If they claim damages from you or from us for the injury or death, our duty to pay ends at once.

**E. Recovery From Others**

If we make a recovery from others, we will keep an amount equal to our expenses of recovery and the benefits we paid. We will pay the balance to the persons entitled to it. If the persons entitled to the benefits of this insurance make a recovery from others, they must reimburse us for the benefits we paid them.

1. Employees Workers Compensation Law  
Master and members of the crews of these vessels:
  
2. Description of Work:

**Note 1:** Use this endorsement to provide Voluntary Compensation Insurance under Program II of Manual Rule XIII for masters and members of the crews of vessels.

**Note 2:** This endorsement provides voluntary compensation to the employees described in the Schedule. Employees are described by naming or describing the vessel to which they are attached.

**Note 3:** When this endorsement is used, the Maritime Coverage Endorsement must also be attached to the policy.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 03 04**

**INSURANCE COMPANY AS INSURED ENDORSEMENT**

The policy does not cover your obligations as a workers compensation reinsurer or insurer of other employers.

**Note 1:** Use this endorsement if the insured is licensed to write workers compensation insurance or reinsurance.

**Workers Compensation and Employees Liability Policy**

**WC 00 03 09**

**RURAL ELECTRIFICATION ADMINISTRATION ENDORSEMENT**

1. We will submit our policy and endorsement forms to the Rural Electrification Agency prior to using them.
2. We will mail to the Rural Electrification Agency at least ten days advance notice of the termination of the policy.
3. If you are immune from tort liability, we will not use that immunity as a defense unless you so request us. You agree that waiving the defense of immunity will not make us liable for any payment in excess of the limits of liability stated in the policy.

**Note 1:** Use this endorsement if the insured is a rural electrification cooperative and this endorsement is required by the R.E.A.



**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**

**WC 00 03 10**

(ED.4-84)

**SOLE PROPRIETORS, PARTNERS, OFFICERS AND OTHERS COVERAGE ENDORSEMENT**

An election was made by or on behalf of each person described in the Schedule to be subject to the workers compensation law of the state named in the Schedule. The premium basis for the policy includes the remuneration of such persons.

<b>Persons</b>	Schedule	<b>State</b>
Sole Proprietor:		
Partners:		
Officers:		
Others:		

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective	Policy No.	Endorsement No.
Insured		Premium

Insurance Company

Countersigned by \_\_\_\_\_

**WC 00 03 10**

(Ed. 4-84)

© 1983 National Council on Compensation Insurance.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 03 11A**

**VOLUNTARY COMPENSATION AND EMPLOYERS LIABILITY  
COVERAGE ENDORSEMENT**

This endorsement adds Voluntary Compensation Insurance to the policy.

**A. How This Insurance Applies**

This insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must be sustained by an employee included in the group of employees described in the Schedule.
2. The bodily injury must arise out of and in the course of employment necessary or incidental to work in a state listed in the Schedule.
3. The bodily injury must occur in the United States of America, its territories or possessions or Canada, and may occur elsewhere if the employee is a United States or Canadian citizen temporarily away from those places.
4. Bodily injury by accident must occur during the policy period.
5. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

**B. We Will Pay**

We will pay an amount equal to the benefits that would be required of you if you and your employees described in the Schedule were subject to the workers compensation law shown in the Schedule. We will pay those amounts to the persons who would be entitled to them under the law.

**C. Exclusions**

This Insurance does not cover:

1. any obligation imposed by a workers compensation or occupational disease law, or any similar law.
2. bodily injury intentionally caused or aggravated by you.

**D. Before We Pay**

Before we pay benefits to the persons entitled to them, they must:

1. Release you and us, in writing, of all responsibility for the injury or death.
2. Transfer to us their right to recover from others who may be responsible for the injury or death.
3. Cooperate with us and do everything necessary to enable us to enforce the right to recover from others.

If the persons entitled to the benefits of this insurance fail to do those things, our duty to pay ends at once.

If they claim damages from you or from us for the injury or death, our duty to pay ends at once.

**WC 00 03 11A**

(Continued)

**E. Recovery From Others**

If we make a recovery from others, we will keep an amount equal to our expenses of recovery and the benefits we paid. We will pay the balance to the persons entitled to it. If the persons entitled to the benefits of this insurance make a recovery from others, they must reimburse us for the benefits we paid them.

**F. Employers Liability Insurance**

Part Two (Employers Liability Insurance) applies to bodily injury covered by this endorsement as though the State of employment shown in the Schedule were shown in item 3.A. of the Information Page.

Schedule

Employees

State of Employment

Designated Workers  
Compensation Law

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 03 13**

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

Schedule

**Note 1:** Use this endorsement to waive the company's right of subrogation against named third parties who may be responsible for an injury.

**Note 2:** The sentence in ( ) is optional with the company. It limits the endorsement to apply only to specific jobs of the insured, and only to the extent that the insured is required to obtain this waiver.

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY****WC 00 03 20 B**

(Ed. 1-06)

**PROFESSIONAL EMPLOYER ORGANIZATION (PEO) EXTENSION ENDORSEMENT**

This endorsement applies only with respect to bodily injury to your leased workers in the state named in Item 2 of the Schedule when provided by a PEO named in Item 1 of the Schedule. This endorsement does not apply with respect to bodily injury to workers provided to you on a temporary basis.

Certain words and phrases in this endorsement are defined as follows:

*Professional Employer Organization (PEO)* is an entity or group of entities who are or were formally related by common management or ownership that provides workers to its client(s) through a PEO arrangement for a fee, pursuant to an agreement, written or otherwise. Without limitation, a PEO may also be referred to as a labor contractor, employee leasing company, lessor, or other similarly administered arrangement.

*Client* is an entity that obtains all or part of its workforce for a fee, pursuant to an agreement, written or otherwise, from another entity through a professional employer organization (PEO) arrangement or that employs the services of an entity through a PEO arrangement. Without limitation, a client may also be referred to as a lessee.

*Temporary worker* is a worker who is furnished to an entity for a finite period of time, including but not limited to one or more of the following work situations:

- Replace an absent worker who will return, such as during an authorized leave of absence, vacation, jury duty, or illness
- Fill a short-term or temporary professional skill shortage
- Staff a seasonal workload
- Staff a special assignment or project where the worker will be terminated or assigned to another temporary project upon completion
- Satisfy the requirements of the employer's overall employment program, such as a probationary period before new workers are granted permanent employee status

Part One (Workers Compensation Insurance) and Part Two (Employers Liability Insurance) of your policy will apply as though the PEO is an insured. If an entry is shown in Item 3 of the Schedule, the insurance afforded by this endorsement applies only to work you perform under the contract or at the project named in the Schedule.

Under Part One we will reimburse the PEO named in the Schedule for the benefits required by the workers compensation law if we are not permitted to pay the benefits directly to the persons entitled to them.

The insurance afforded by this endorsement is not intended to satisfy the PEO's duty to secure its obligations under the workers compensation law. We will not file evidence of this insurance on behalf of the labor contractor PEO with any governmental or regulatory agency.

We will not ask any other insurer of the PEO to share with us a loss covered by this endorsement.

Premium will be charged for your leased workers while provided by the PEO. You must obtain from PEO and furnish to us a complete payroll record of your leased workers provided by the PEO to satisfy your obligations under Part Five (Premium), C.2. You are jointly liable with the PEO for the contributions, premiums, forfeits, or interest attributable to the wages of the workers leased to you by the PEO.

The policy may be cancelled according to its terms or for violation of rules applicable to PEO arrangements, provided that the PEO has been provided a reasonable opportunity to cure the violation. If the policy is cancelled, we will send notice of such cancellation to the PEO and provide you with a notice regarding the status of your coverage.

Part Four (Your Duties If Injury Occurs) applies to you and the PEO. The PEO will recognize our right to defend under Parts One and Two and our right to inspect under Part Six (Conditions).

**WC 00 03 20 B**

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**

(Ed. 1-06)

Schedule

- |  |                |
|--|----------------|
| <ol style="list-style-type: none"> <li>1. <b>PEO</b></li> <li>2. <b>State Where Work Performed</b></li> <li>3. <b>Contract or Project</b></li> </ol> | <b>Address</b> |
|--|----------------|

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective  
Insured

Policy No.

Endorsement No.  
Premium \$

Insurance Company

Countersigned by \_\_\_\_\_

**WC 00 03 20 B**

(Ed. 1-06)

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**

**WC 00 03 21 A**

(Ed. 1-06)

**PROFESSIONAL EMPLOYER ORGANIZATION (PEO) EXCLUSION ENDORSEMENT**

As used in this endorsement, a PEO arrangement is an arrangement under contract or agreement, written or otherwise, whereby one entity obtains or leases any or all of its workers from another entity for a fee or other compensation. The third party providing PEO services will be referred to as a "PEO." The entity receiving the services will be referred to as a "client."

This endorsement is used to exclude workers you lease to specified clients from your policy, which only covers your direct (non-leased) workers. Your policy, to which this endorsement is attached, does not provide coverage for workers you lease to any clients listed below or others added subsequent to policy issuance even if not endorsed on the policy. Any changes to such information must be reported to the carrier immediately.

Schedule

**Client**

**Address**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement	Effective Policy No.	Endorsement No.
Insured		Premium:

Insurance Company \_\_\_\_\_

Countersigned by \_\_\_\_\_

**WC 00 03 21 A**

(Ed. 1-06)

[ 2005 National Council on Compensation Insurance ]

**Workers Compensation And Employers Liability Insurance Policy**

**WC 00 03 22 A**

(Ed. 1-06)

**PROFESSIONAL EMPLOYER ORGANIZATION (PEO) CLIENT EXCLUSION ENDORSEMENT**

As used in this endorsement, a PEO arrangement is any arrangement under contract or agreement, written or otherwise, whereby one entity obtains or leases any or all of its workers from another entity for a fee or other compensation. The third party providing PEO services will be referred to as a "PEO." The entity receiving the services will be referred to as a "client."

This endorsement is used to exclude leased workers from your policy, which only covers your direct (non-leased) workers. Your policy, to which this endorsement is attached, does not provide coverage for workers you lease from any PEO(s) listed below or others added subsequent to policy issuance even if not endorsed on the policy. Any changes to such information must be reported to the carrier immediately.

Schedule

**PEO**

**Address**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement	Effective Policy No.	Endorsement No.
Insured		Premium:

Insurance Company

Countersigned by \_\_\_\_\_

**WC 00 03 22 A**

(Ed. 1-06)

[ 2005 National Council on Compensation Insurance ]



**Workers Compensation And Employers Liability Insurance Policy**

**WC 00 04 03**

**EXPERIENCE RATING MODIFICATION FACTOR ENDORSEMENT**

The premium for the policy will be adjusted by an experience rating modification factor. The factor was not available when the policy was issued. The factor, if any, shown on the Information Page is an estimate. We will issue an endorsement to show the proper factor, if different from the factor shown, when it is calculated.

**Note 1:** This endorsement may be used if the insured's experience rating modification factor is not available when the policy is issued.

**Note 2:** An appropriate typewritten entry may be made in the Information Page instead of using this endorsement.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 04 25**

**EXPERIENCE RATING MODIFICATION FACTOR REVISION ENDORSEMENT**

This endorsement is added to Part Five – Premium of the policy.

The premium for the policy will be adjusted by an experience rating modification factor. The factor shown on the Information Page may be revised and applied to the policy in accordance with our manuals and endorsements. We will issue an endorsement to show the revised factor, if different from the factor shown, when it is calculated.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 04 04**

**PENDING RATE CHANGE ENDORSEMENT**

A rate change filing is being considered by the proper regulatory authority. The filing may result in rates different from the rates shown on the policy. If it does, we will issue an endorsement to show the new rates and their effective date.

If only one state is shown in Item 3.A. of the Information Page, this endorsement applies to that state. If more than one state is shown there, this endorsement applies only in the state shown in the Schedule.

Schedule

State

**Note 1:** Use this endorsement if the rates shown in the policy may change because of a rate filing pending when the policy is issued.

**Note 2:** An appropriate typewritten entry may be made on the Information Page instead of using this endorsement.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 04 05**

**POLICY PERIOD ENDORSEMENT**

The policy period shown in item 2 of the Information Page consists of the consecutive periods shown in the Schedule. Our Manuals and all provisions of the policy apply separately to each period.

Schedule

From \_\_\_\_\_ to \_\_\_\_\_ 12:01 A.M.

From \_\_\_\_\_ to \_\_\_\_\_ 12:01 A.M.

From \_\_\_\_\_ to \_\_\_\_\_ 12:01 A.M.

**Note 1:** Use this endorsement if the policy period is longer than one year and sixteen days and does not consist of complete twelve month periods.

**Note 2:** Rule III-C of the Basic Manual requires this endorsement to show which period, the first or the last, is to be less than twelve months.

Workers Compensation and Employers Liability Insurance Policy

WC 00 04 06

PREMIUM DISCOUNT ENDORSEMENT

The premium for this policy and the policies, if any, listed in item 3 of the Schedule may be eligible for a discount. This endorsement shows your estimated discount in item 1 or 2 of the Schedule. The Final calculation of premium discount will be determined by our manuals and your premium basis as determined by audit. Premium subject to retrospective rating is not subject to premium discount.

Schedule

- |    |                     |  |                  |                   |         |
|----|---------------------|--|------------------|-------------------|---------|
| 1. | <b><u>State</u></b> | <b><u>Estimated Eligible Premium</u></b> |                  |                   |         |
|    |                     | First<br>\$5000                          | Next<br>\$95,000 | Next<br>\$400,000 | Balance |
2. Average percent discount: \_\_\_\_\_ %
  3. Other Policies:
  4. If there are no entries in items 1, 2 and 3 of the Schedule see the Premium Discount Endorsement attached to your policy number:

**Note 1:** Use this endorsement to show the application of Manual Rule VII, Premium Discount, or to identify the insured's policy which shows the application of the Discount Rule.

**Note 2:** Do not make entries in items 1, 2 or 3 if a policy number is to be shown in item 4.

**Note 3:** The company has the option of replacing item 1 with the appropriate Table in use by the company.

**Note 4:** Item 2 may be used if all eligible premiums are developed in one or more states using the same discount.

**Note 5:** Item 3 is available to list all policies that are combined under the Discount Rule.

**Note 6:** Use item 4 if premium discount is shown on another policy issued to the insured.

Workers Compensation and Employers Liability Insurance Policy

WC 00 04 07

Rate Change Endorsement

Rate changes that apply to the policy have been approved by the proper regulatory authority. The changes are shown in the Schedule.

Schedule

State	Date of Change	State Coverage % of Change	Longshore and Harbor Workers Act Coverage %
-------	----------------	----------------------------	---

**Note 1:** Use this endorsement to show a change in rates for state coverage.

**Note 2:** Use the first and second columns to show the state and effective date of the change.

**Note 3:** Use the third column if the change is a flat percentage applicable to all classifications.

**Note 4:** Use the fourth Column to show the new percentage, if any, applicable to non-F classifications for work subject to the Longshore and Harbor Workers Compensation Act.

**Note 5:** The company may show a fifth column (Classification Code Number and Rate) in order to show the change on a Schedule of Rate basis.

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**

**WC 00 04 14 A**

---

**90-DAY REPORTING REQUIREMENT – NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT**

You must report any change in ownership to us in writing within 90 days of the date of the change. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity, and other changes provided for in the applicable experience rating plan. Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes.

Failure to report any change in ownership, regardless of whether the change is reported within 90 days of such change, may result in revision of the experience rating modification factor used to determine your premium.

This reporting requirement applies regardless of whether an experience rating modification is currently applicable to this policy.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 03 05**

**JOINT VENTURE AS INSURED ENDORSEMENT**

If the employer named in Item 1 of the Information Page is a joint venture, and if you are one of its members, you are insured, but only in your capacity as an employer of the joint venture's employees.

**Note 1:** Use this endorsement to insure the members of a joint venture named in Item 1 of the Information Page.



**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 01**

**CHURCH ENDORSEMENT - PENNSYLVANIA**

This endorsement limits your policy's coverage. Your policy will not provide workers compensation coverage for any of your employees who are also employed by any other mission, church or parish if you are also insured under a separate policy affording coverage to these employees.

**Note 1:** To be attached to a standard provisions policy affording coverage to a mission, church or parish which has employees who are solely employed by such mission, church or parish and who has in addition one or more employees who are jointly employed by the insured and any other mission, church or parish; provided this endorsement shall be attached to such policy only if such insured has Pennsylvania Workers Compensation and Occupational Disease Act coverage under a separate policy with respect to such jointly employed employees.

**Note 2:** The company may use its own attachment clause and method of execution.

**Workers' Compensation and Employers Liability Insurance Policy**

**WC 00 04 12**

**CONTINGENT EXPERIENCE RATING MODIFICATION ENDORSEMENT**

The premium for this policy will be adjusted by an experience rating modification factor. The factor shown in the schedule is the Contingent Experience Rating Modification factor based on the appropriate experience data available and replaces any prior experience modification factor. We will issue an endorsement to show a revised factor if appropriate additional experience data becomes available. The contingent factor will apply unless a revised factor is subsequently issued.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

Endorsement Effective  
Insured

Policy No.

Endorsement No.  
Premium

Insurance Company

Countersigned by \_\_\_\_\_

**WC 00 04 12**  
(Ed. 1-90)

**© 1990 National Council on Compensation Insurance**

**Workers' Compensation and Employers Liability Insurance Policy**

**WC 37 06 01**

**SPECIAL PENNSYLVANIA ENDORSEMENT – INSPECTION OF MANUALS**

The manuals of rules, rating plans, and classifications are approved pursuant to the provisions of Section 654 of the Insurance Company Law of May 17, 1921, P.L. 682, as amended and the Pennsylvania Workers' Compensation Act of June 2, 1915, P.L. 736, as amended, and are on file with the Insurance Commissioner of the Commonwealth of Pennsylvania.

**Note 1:** Use this endorsement to put the insured on notice as to place that manual rules are available for inspection. In addition, use of this endorsement makes such manual rules binding upon the insured.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 02**

**POLICEMEN/FIREMEN – COUNTIES, CITIES, TOWNS AND**

**BOROUGHES ENDORSEMENT – PENNSYLVANIA**

Act 193 P.L. 477 as amended provides the payment of full wages and medical attention for policemen and firemen injured in the performance of their duty. This endorsement to your policy limits our liability to the payment of Pennsylvania Workers Compensation Act benefits only (two thirds of total wages subject to a minimum or maximum and full medical attention).

**Note 1:** To be attached to a standard provisions policy when coverage is afforded to a political subdivision of the Commonwealth of Pennsylvania.

**Note 2:** The company may use its own attachment clause and method of execution.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 03**

**EXCLUSION OF EMPLOYEES ENDORSEMENT  
PENNSYLVANIA**

This endorsement excludes workers compensation coverage for your employees engaged in specific operations described in this endorsement when your employees are covered by the Statutory Employer's policy. The Statutory Employer named below must notify you (and us) that he has in accordance with the provisions of Section 302(a) and (b) of Article III of the Pennsylvania workers' Compensation Act and of the Pennsylvania Occupational Disease Act assumed the positions of statutory employer with respect to your employees engaged in the operations listed below and agree to continue this position for the entire policy period.

Statutory Employer:

Description of Operations:

**Note 1:** To be attached to a standard provisions policy when the coverage is afforded under the Pennsylvania Workers' Compensation or Occupational Disease Act to a subcontractor when the principal contractor as statutory employer is covering work performed in Pennsylvania by employees of the insured.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 04**

**PRINCIPAL AS ADDITIONAL INSURED – PENNSYLVANIA**

We agree, in consideration of premium computed in accordance with terms of the policy on the whole payroll of your employees who are or may be admitted to premises owned or controlled by "Principal" pursuant to a certain contract for (name of project/construction of building), we will provide Pennsylvania Workers' Compensation Act and Pennsylvania Occupational Disease Act coverage whether claims are brought against you or against the "Principal".

Principal:

Operations:

**Note 1:** To be attached to a standard provisions policy to afford coverage to the insured's principal under the Pennsylvania Workers' Compensation or Occupational Disease Act on account of injuries to the insured's employees.

**Note 2:** The company may use its own attachment clause and method of execution.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 05**

**PROFESSIONAL ASSOCIATION ACT ENDORSEMENT  
PENNSYLVANIA**

The policy does not cover the Associates as employees of a Partnership, Joint Venture, or Professional Association as organized under Act No. 416 approved August 7, 1961.

A partner, member or associate is not and can never be an employee within the meaning of the Pennsylvania Workers' Compensation and Occupational Disease Acts.

**Note 1:** To be attached to a standard provisions policy affording coverages under the Pennsylvania Workers' Compensation or Occupational Disease Act to a Professional Association organized under Act No. 416, approved August 7, 1961.

**Note 2:** The company may use its own attachment clause and method of execution.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 06**

**REAL ESTATE MANAGEMENT ENDORSEMENT  
PENNSYLVANIA**

Your managing agent named below may, under and pursuant to its agency contract, hire employees on your behalf to perform building operations and/or maintenance work at the described premises.

By agreement between you, your management agent, their carrier, (if not Self-Insured), and us, these are your employees and not the managing agent's responsibility for Workers Compensation. These employees shall be carried on your payroll records or reported by you for federal income taxes and all payroll (remuneration) must be reported to us for premium determination.

Managing Agent:

Described Premises:

**Note 1:** To be attached to a standard provisions policy issued to a building owner, when such owner has entered into a contract with a managing agent for the operation and maintenance of the premises described in the endorsement, and when such contract provides that employees engaged in said operation and maintenance may be and are hired by the managing agent on behalf of the insured, with the employees being carrier on the insured's payroll.

**Note 2:** The company may use its own attachment clause and method of execution.



**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 07**

**RELIGIOUS INSTITUTION ENDORSEMENT  
PENNSYLVANIA**

It is agreed that:

1. (Your policy's coverage is extended to include any persons employed by you in domestic service. We shall use all of their remuneration in determining the additional premium charge, subject to a minimum payroll of \$1,000 annually for each worker.)
2. (Your policy unless specifically so provided does not extend coverage to any member of any religious order who has taken the vow of poverty. No charge will be made for these members.)

**Note 1:** To be attached to a standard provisions policy affording coverage under the Pennsylvania Workers' Compensation or Occupational Disease Act to a religious institution which has domestics in its employ or has members who have taken the vow of poverty.

**Note 2:** This paragraph may be omitted if the insured institution has no domestics in its employ. In such event paragraph 2 becomes paragraph 1.

**Note 3:** This paragraph may be omitted if the insured has no members who have taken the vow of poverty or wishes to provide compensation benefits for such members.

**Note 4:** The company may use its own attachment clause and method of execution.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 08**

**SPOUSE OF INSURED ENDORSEMENT  
PENNSYLVANIA**

With respect to injury, including death resulting therefrom, sustained by a person engaged in domestic service or agriculture it is agreed that the word "insured" wherever it appears in the policy, except in condition D, shall include the spouse of the insured named in Item 1 of the Information Page.

**Note 1:** To be attached to a standard provisions policy issued to an individual, to include the spouse of the insured as an additional insured in accordance with the various manual rules relating to private residences, estates and farms.

**Note 2:** Insert appropriate reference to special condition, if any, for mutuals, reciprocals and stock companies.

**Note 3:** The company may use its own attachment clause and method of execution.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 09A**

**STATUTORY EMPLOYER ENDORSEMENT  
PENNSYLVANIA**

This endorsement extends your workers' compensation coverage to all of your subcontractors at a specific operation (listed below), when you, (in accordance with the provisions of Section 302(a) and (b) of Article III of the Pennsylvania Workers' Compensation Act and of the Pennsylvania Occupational Disease Act), assume the position of Statutory Employer. Listed below are all subcontractors participating in the operations. We shall include for premium determination all remuneration of employees of the listed subcontractors earned for work done at the specific site.

- Note 1:** To be attached to a standard provisions policy when coverage is afforded under the Pennsylvania Workers' Compensation or Occupational Disease Act to an insured contractor who has assumed the position of statutory employer with respect to employees of named subcontractors.
- Note 2:** Creates a "Wrap Up" situation for all subcontractors at a specific operation. Each subcontractor must have their own Workers' Compensation policy if he has employees and that policy must be endorsed with a hold harmless agreement and the Exclusion of Employee endorsement.
- Note 3:** The company may use its own attachment clause and method of execution.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 03 11**

**PENNSYLVANIA MULTIPLE COORDINATED POLICY ENDORSEMENT**

The policy to which this endorsement is attached provides coverage for the workers leased from the professional employer organization (PEO) to the Client listed below on a multiple coordinated policy basis. The policy does not provide coverage for any Direct Hire Employees of the Client or Covered Employees obtained by the Client from another PEO.

Schedule

- 1. Client**
- 2. Address**

Ed. 0113

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 06 02**

**PENNSYLVANIA NOTICE**

An Insurance Company, its agents, employees, or service contractors acting on its behalf, may provide services to reduce the likelihood of injury, death or loss. These services may include any of the following or related services incident to the application for, issuance, renewal or continuation of, a policy of insurance:

1. surveys;
2. consolation or advice; or
3. Inspections.

The "Insurance Consultation Services Exemption Act" of Pennsylvania provides that the Insurance Company, its agents, employees or service contractors acting on its behalf, is not liable for damages from injury, death or loss occurring as a result of any act or omission by any person in the furnishing of or the failure to furnish these services.

The Act does not apply:

1. if the injury, death or loss occurred during the actual performance of the services and was caused by the negligence of the Insurance Company, its agents, employees or service contractors;
2. to consultation services required to be performed under a written service contract not related to a policy of insurance; or
3. if any acts or omissions of the insurance company, its agents, employees or service contractors are judicially determined to constitute a crime, actual malice, or gross negligence.

**Note 1:** To be attached to all standard provisions policies. Attach Pennsylvania Notice to all renewal policies including renewal certificates insuring risks located in Pennsylvania to notify insureds of the provisions of the Pennsylvania Insurance Consultation Services Exemption Act.

**Note 2:** Carriers must attach Pennsylvania Notice to all policies or forfeit the exemptions provided by the Pennsylvania Insurance Consultation Services Exemption Act.

**Note 3:** The company may use its own attachment clause and method of execution.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 89 06 00A**

**POLICY INFORMATION PAGE ENDORSEMENT**

The following item(s)

- |   |   |
|---|---|
| <input type="checkbox"/> Insured's Name (WC 89 06 01)                 | <input type="checkbox"/> Item 3.A. States (WC 89 06 11)                       |
| <input type="checkbox"/> Policy Number (WC 89 06 02)                  | <input type="checkbox"/> Item 3.B. Limits (WC 89 06 12)                       |
| <input type="checkbox"/> Effective Date (WC 89 06 03)                 | <input type="checkbox"/> Item 3.C. States (WC 89 06 13)                       |
| <input type="checkbox"/> Expiration Date (WC 89 06 04)                | <input type="checkbox"/> Item 3. D. Endorsement Numbers (WC 89 06 14)         |
| <input type="checkbox"/> Insured's Mailing Address (WC 89 06 05)      | <input type="checkbox"/> Item 4.* Class, Rate, Other (WC 89 04 15)            |
| <input type="checkbox"/> Experience Modification (WC 89 04 06)        | <input type="checkbox"/> Interim Adjustment of Premium (WC 89 04 16)          |
| <input type="checkbox"/> Producer's Name (WC 89 06 07)                | <input type="checkbox"/> Carrier Servicing Office (WC 89 06 17)               |
| <input type="checkbox"/> Change in Workplace of Insured (WC 89 06 08) | <input type="checkbox"/> Interstate/Intrastate Risk I.D. Number (WC 89 06 18) |
| <input type="checkbox"/> Insured's Legal Status (WC 89 06 10)         | <input type="checkbox"/> Carrier Number (WC 89 06 19)                         |

Is changed to read:

\* Item 4. Change To:

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
Total Estimated Annual Premium \$				
Minimum Premium \$		Deposit Premium \$		

All other terms and conditions of this policy remain unchanged.

**Notes:**

1. This endorsement may be used in its present form by placing an X in the applicable block(s), or only the one or more applicable items may be shown.
2. If this endorsement is used as a company endorsement, the company form number should be used in place of WC 89 06 00 A endorsement number.
3. The PCRB copy must show the exact title and "WC 89 – –" number for each applicable transaction, e.g., Insured's Name WC 89 06 01.
4. Modification factor changes (WC 89 04 06) or rate changes (WC 89 04 15) do not require premium entries in the Item 4. change section.
5. Make appropriate entries to reflect applicable changes in item 4.
6. This endorsement must not be used for item 4. Changes where standard endorsements are available to accomplish the intended purpose, e.g., WC 00 04 07.
7. This endorsement must contain an attachment clause which identifies the company, insured, policy number and effective date of the endorsement.
8. Any premium item changes not specifically identified in the endorsement, e.g., premium for increased limits – Item 3.B., should be inserted and identified in the item 4. section.

Workers Compensation and Employers Liability Insurance Policy

WC 00 03 01A

ALTERNATE EMPLOYER ENDORSEMENT

This endorsement applies only with respect to bodily injury to your employees while in the course of special or temporary employment by the alternate employer in the state named in Item 2 of the Schedule. Part One (Workers Compensation Insurance) and Part Two (Employers Liability Insurance) will apply as though the alternate employer is insured. If an entry is shown in Item 3 of the Schedule the insurance afforded by this endorsement applies only to work you perform under the contract or at the project named in the Schedule.

Under Part One (Workers Compensation Insurance) we will reimburse the alternate employer for the benefits required by the workers compensation law if we are not permitted to pay the benefits directly to the persons entitled to them.

The insurance afforded by this endorsement is not intended to satisfy the alternate employer's duty to secure its obligations under the workers compensation law. We will not file evidence of this insurance on behalf of the alternate employer with any government agency.

We will not ask any other insurer of the alternate employer to share with us a loss covered by this endorsement.

Premium will be charged for your employees while in the course of special or temporary employment by the alternate employer.

The policy may be canceled according to its terms without sending notice to the alternate employer.

Part Four (Your Duties If Injury Occurs) applies to you and the alternate employer. The alternate employer will recognize our right to defend under Parts One and Two and our right to inspect under Part Six.

Schedule

- 1. Alternate Employer Address
- 2. State of Special or Temporary Employment
- 3. Contract or Project

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequently to preparation of the policy.)**

Endorsement Effective Insured

Policy No.

Endorsement No. Premium \$

Insurance Company

Countersigned By \_\_\_\_\_

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 03 15**

**DOMESTIC AND AGRICULTURAL WORKERS EXCLUSION ENDORSEMENT**

The policy does not cover bodily injury to any person described in the Schedule.

The premium basis for the policy does not include the remuneration of such persons.

You will reimburse us for any payment we are required to make because of bodily injury to such persons.

Schedule

Farm or Agricultural Workers:

Domestic or Household Workers:

**Notes:**

1. Use this endorsement in a state where the insured has elected pursuant to the workers compensation law not to be responsible for providing benefits for farm or agricultural workers and employees and to exclude employer's liability coverage where the insured is statutorily exempt from workers compensation coverage.
2. Use this endorsement in a state where the insured has elected pursuant to the workers compensation law not to be responsible for providing benefits for domestic or household workers and to exclude employer's liability coverage where the insured is statutorily exempt from workers compensation coverage.
3. Use this endorsement in Connecticut only when the insured is not responsible for providing benefits for domestic or household workers and does not elect pursuant to the workers compensation law to provide such benefits. (Sections 31-275(5) (D), (6) (A) of the Connecticut Workers Compensation Law.)
4. Individuals may be designated by naming them or by describing them, for example:
  - a) all farm or agricultural workers.
  - b) all domestic or household workers.



**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 03 03C**

**EMPLOYERS LIABILITY COVERAGE ENDORSEMENT**

This endorsement applies only to work in the states shown in the Schedule.

- A. Part One (Workers Compensation Insurance) does not apply to work in the state shown in the Schedule.
- B. Part Two (Employers Liability Insurance) applies to work in states shown in the Schedule as though they were shown in Item 3.A. of the Information Page.
- C. Part Two (Employers Liability Insurance), C. Exclusions is changed by adding these exclusions.

This insurance does not cover:

13. bodily injury to an employee when you are deprived of common law defenses or are subject to penalty because of your failure to secure your obligations under the workers compensation law of any state shown in the Schedule or otherwise fail to comply with that law.

Schedule

States

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequently to preparation of the policy.)**

Endorsement Effective  
Insured

Policy No.

Endorsement No.  
Premium \$

Insurance Company

Countersigned By \_\_\_\_\_

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 06 03A**

**PENNSYLVANIA ACT 86-1986 ENDORSEMENT**

**NONRENEWAL, NOTICE OF INCREASE OF PREMIUM, AND RETURN OF UNEARNED PREMIUM**

This endorsement applies only to the insurance provided by the policy because Pennsylvania is shown in Item 3.A. of the Information Page.

The policy conditions are amended by adding the following regarding nonrenewal, notice of increase in premium, and return of unearned premium.

**Nonrenewal**

1. We may elect not to renew the policy. We will mail to each named insured, by first class mail, not less than 60 days advance notice stating when the nonrenewal will take effect. Mailing that notice to you at your mailing address last known to us will be sufficient to prove notice.
2. Our notice of nonrenewal will state our specific reasons for not renewing.
3. If we have indicated our willingness to renew, we will not send you a notice of nonrenewal. However, the policy will still terminate on its expiration date if:
  - a. you notify us or the agent or broker who procured this policy that you do not want the policy renewed; or
  - b. you fail to pay all premiums when due; or
  - c. you obtain other insurance as a replacement of the policy.

**Notice of Increase in Premium**

1. We will provide you with not less than 30 days advance notice of an increase in renewal premium of this policy, if it is our intent to offer such renewal.
2. The above notification requirement will be satisfied if we have issued a renewal policy more than 30 days prior to its effective date.
3. If a policy has been written or is to be written on a retrospective rating plan basis, the notice of increase in premium provision of this endorsement does not apply.

**Return of Unearned Premium**

1. If this policy is cancelled and there is unearned premium due you:
  - a. If the Company cancels, the unearned premium will be returned to you within 10 business days after the effective date of cancellation.
  - b. If you cancel, the unearned premium will be returned within 30 days after the effective date of cancellation.
2. Because this policy was written on the basis of an estimated premium and is subject to a premium audit, the unearned premium specified in 1a. and 1b. above, if any, shall be returned on an estimated basis. Upon our completion of computation of the exact premium, an additional return premium or charge will be made to you within 15 days of the final computation.
3. These returns of unearned premium provisions shall not apply if this policy is written on a retrospective rating plan basis.

**NOTES**

1. Nonrenewal of, notice of increase in premium for, and return of unearned premium for workers' compensation and employers' liability insurance policy is governed by Act 86-1986.
2. This endorsement must be attached to a policy showing Pennsylvania in Item 3.A. of the Information Page.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 04 02**

**PENNSYLVANIA CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT ENDORSEMENT**

The premium for the policy may be adjusted by a Pennsylvania Construction Classification Premium Adjustment Factor. The factor was not available when the policy was issued. If you qualify, we will issue an endorsement to show the Premium Adjustment Factor after it is calculated.

**Notes:**

1. This endorsement may be used when an insured's Premium Adjustment Factor is not available when the policy is issued.
2. An appropriate typewritten entry may be made on the policy instead of using this endorsement.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 01 11**

**MIGRANT AND SEASONAL AGRICULTURAL WORKER PROTECTION ACT COVERAGE ENDORSEMENT**

Part Two (Employers Liability Insurance), C. Exclusions., exclusion 12, does not apply to work subject to the Migrant and Seasonal Agricultural Worker Protection Act.

This endorsement applies only to the work described in Item 4 of the Information Page or in the Schedule as subject to the Migrant and Seasonal Agricultural Worker Protection Act (29 USC Sections 1801–1872). The policy applies to that work as though that work were in a state listed in Item 3.A. of the Information Page.

This policy will cover damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 USC Sections 1801–1872) or any amendment to that law in effect during the policy period.

**SCHEDULE**

**Description and Location of Work**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement	Effective Policy No.	Endorsement No.
Insured		Premium
Insurance Company	Countersigned By	_____

**WC 00 01 11**  
(Ed. 7-92)

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 01 09C**

**OUTER CONTINENTAL SHELF LANDS ACT COVERAGE ENDORSEMENT**

This endorsement applies only to the work described in Item 4 of the Information Page or in the Schedule as subject to the Outer Continental Shelf Lands Act. The policy will apply to that work as though the location shown in the Schedule were a state named in Item 3.A. of the Information Page.

General Section C. **Workers' Compensation Law** is replaced by the following:

**C. Workers' Compensation Law**

Workers' Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page and the Outer Continental Shelf Lands Act (43 U.S.C. Sections 1331 et seq.). It includes any amendments to those laws that are in effect during the policy period. It does not include any other federal workers or workmen's compensation law, other federal occupational disease law or the provisions of any law that provide non-occupational disability benefits.

Part Two (Employers Liability Insurance), C. Exclusions., exclusion 8, does not apply to work subject to the Outer Continental Shelf Lands Act.

Schedule

Description and Location of Work

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 04 04 C**

**CERTIFIED SAFETY COMMITTEE ENDORSEMENT – PENNSYLVANIA**

The employer has received a certificate from the Pennsylvania Department of Labor and Industry specifying that the employer has established a safety committee in conformance with the Department's criteria.

This policy is subject to a 5% rate credit to recognize the certification of the safety committee. An employer must submit certification renewal affidavits annually to the Department of Labor and Industry in order to qualify for continuation of the 5% annual premium credit.

Note: This credit shall not apply to the policy period in effect when the certification is issued. The credit must be applied to the next policy in effect following certification.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 04 03**

**DEDUCTIBLE ENDORSEMENT — PENNSYLVANIA**

In consideration of the reduced premium charged for this policy, the insurance afforded by the policy for workers compensation benefits under Pennsylvania Workers' Compensation Law is provided subject to the deductible amount shown below. The deductible shall apply separately to each compensable claim.

The company shall pay the deductible amount to the persons entitled thereto. Upon notice of payments by the company, the insured will promptly reimburse the company for any amounts so paid. Failure of the insured to reimburse the deductible amount with 30 days of statement mailing date on each compensable claim shall be treated as non-payment of premium under the terms of the contract.

The deductible amount is \$ \_\_\_\_\_ for each compensable claim.

The premium is reduced \_\_\_\_\_ % in consideration of this deductible.

Workers Compensation and Employers Liability Insurance Policy

WC 37 03 10 C

EXCLUSION OF EXECUTIVE OFFICERS ENDORSEMENT – PENNSYLVANIA

The executive officers named in the schedule have exercised their right to waive workers compensation and employers liability benefits payable under this policy. The premium basis for this policy does not include the remuneration of such persons. The insurance carrier is entitled to reimbursement from the employer for any benefits paid under this policy for any of the persons listed in the schedule.

Only officers with an ownership interest in a Subchapter S corporation or officers individually having at least a 5 percent ownership interest in a Subchapter C corporation or serve voluntarily and without remuneration in a non-profit corporation are eligible.

Schedule

<u>Name of Officer</u>	--	<u>Office Held</u>	<u>Signature Optional</u>	<u>*Type of Corporation ("S" or "C") or Interest</u>	<u>% Ownership Interest</u>
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____
_____		_____	_____	_____	_____

Policy Number \_\_\_\_\_

Policy Effective Date \_\_\_\_\_

Carrier \_\_\_\_\_

Insured's Name \_\_\_\_\_



**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 04 05**

**PENNSYLVANIA MERIT RATING PLAN ENDORSEMENT**

This endorsement applies to the insurance provided by this policy because Pennsylvania is shown in Item 3.A of the Information page.

The premium for this insurance may be subject to merit rating plan adjustment because your premium may be less than the amount necessary to be eligible for the Uniform Experience Rating Plan.

The following premium discount or surcharge will be applied to your manual premium based on your claims during the most recent three year period for which statistics are available.

1. A 5% credit (discount) will be applied if you had no compensable employee lost-time injuries - **Statistical Code 9885.**
2. No credit or debit will be applied if you had one (1) compensable employee lost-time injury - **Statistical Code 9884.**
3. A 5% debit (surcharge) will be applied if you had two (2) or more compensable employee lost-time injuries - **Statistical Code 9886.**

**Notes:**

1. This endorsement should be attached to a policy showing Pennsylvania in Item 3.A of the Information Page.
1. Show any merit rating discount or surcharges in Item 4 of the Information Page.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 06 04**

**PENNSYLVANIA EMPLOYER ASSESMENT ENDORSEMENT**

Act 57 of 1997 requires that "... the assessments for the maintenance of the Subsequent Injury Fund, the Workmen's Compensation Supersedeas Fund and the Workmen's Compensation Administration Fund under sections 306.2, 443 and 446 of the act of June 2, 1915 (P.L. 736, No. 338), known as the "Workers' Compensation Act, shall be imposed, collected and remitted through insurers in accordance with regulations promulgated by the Department of Labor and Industry."

**EMPLOYER ASSESMENT FORMULA:**

$$\begin{array}{rcl}
 \text{Employer} & = & \text{Act 57 of 1997 Employer} \times \text{Employer Assessment} \\
 & & \text{Assessment} \qquad \qquad \text{Assessment Factor} \qquad \qquad \text{Premium Base}
 \end{array}$$

**Act 57 of 1997 Employer Assessment Factor**

A factor expressed to four decimal places proposed by the Pennsylvania Compensation Rating Bureau and approved by the Pennsylvania Insurance Commissioner.

**Employer Assessment Premium Base**

Calculation of Employer Assessment Premium Base proceeds by adding back to the total policy premium the amount of any Small Deductible Premium Credit or Large Deductible Premium Credit.

**Code 0938**

**EMPLOYER ASSESMENT FACTOR \_\_\_\_\_ EMPLOYER ASSESMENT \$ \_\_\_\_\_**

Workers Compensation and Employers Liability Insurance Policy

WC 00 04 19

PREMIUM DUE DATE ENDORSEMENT

Section D of Part Five of the policy is replaced by this provision:

PART FIVE

PREMIUM

- D. **Premium** is amended to read:  
You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. **The due date for audit and retrospective premiums is the date of the billing.**

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 04 21 E**

**CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) PREMIUM ENDORSEMENT**

This endorsement is notification that your insurance carrier is charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement (WC 00 04 22 C), attached to this policy.

For purposes of this endorsement, the following definitions apply:

- Catastrophe (Other Than Certified Acts of Terrorism): Any single event, resulting from an Earthquake, Noncertified Act of Terrorism, or Catastrophic Industrial Accident, which results in aggregate workers compensation losses in excess of \$50 million.
- Earthquake: The shaking and vibration at the surface of the earth resulting from underground movement along a fault plane or from volcanic activity.
- Noncertified Act of Terrorism: An event that is not certified as an Act of Terrorism by the Secretary of the Treasury pursuant to the Terrorism Risk Insurance Act of 2002 (as amended) but that meets all of the following criteria:
  - a. It is an act that is violent or dangerous to human life, property, or infrastructure;
  - b. The act results in damage within the United States, or outside of the United States in the case of the premises of United States missions or air carriers or vessels as those terms are defined in the Terrorism Risk Insurance Act of 2002 (as amended); and
  - c. It is an act that has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.
- Catastrophic Industrial Accident: A chemical release, large explosion, or small blast that is localized in nature and affects workers in a small perimeter the size of a building.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below:

<b>Schedule</b>		
<b>State</b>	<b>Rate</b>	<b>Premium</b>

**Workers Compensation and Employers Liability Insurance Policy**

**WC 00 04 22 C**

**TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT**

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

**Definitions**

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

“Act” means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

“Act of Terrorism” means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

“Insured Loss” means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

“Insurer Deductible” means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums, during the calendar year immediately preceding calendar year.

**Limitation of Liability**

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

**Policyholder Disclosure Notice**

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000 the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

<b>State</b>	<b>Schedule Rate</b>	<b>Premium</b>
--------------	--------------------------	----------------

© Copyright 2020 National Council on Compensation Insurance, Inc., All Rights Reserved.

**Workers Compensation and Employers Liability Insurance Policy**

**WC 37 04 01**

**PENNSYLVANIA AUDIT NONCOMPLIANCE CHARGE ENDORSEMENT**

Part Five – Premium, Section G. (Audit) of the Workers Compensation and Employers Liability Insurance Policy is revised by adding the following:

If you do not allow us to examine and audit all of your records that relate to this policy, and/or do not provide audit information as requested, we may apply an Audit Noncompliance Charge (ANC).

The charge is determined by applying the ANC Multiplier to the ANC Basis shown in the table below:

<b>ANC Basis</b>	<b>ANC Multiplier</b>
Estimated Annual Premium	Two times

If you allow us to examine and audit all of your records after we have applied an ANC, we will remove the ANC and revise your premium in accordance with our manuals and Part 5 – Premium, E. (Final Premium) of this policy.

The application of the ANC is subject to the following conditions:

- a) Carriers must comply with all applicable state laws and/or regulations related to audits of workers compensation insurance policies.
- b) The Audit Noncompliance Charge Endorsement is optional. When used, the Audit Noncompliance Charge Endorsement and/or applicable state-specific endorsement must be attached to the policy at inception of the policy term being audited.
- c) The carrier must make two attempts to obtain the audit information and/or complete the audit. At each attempt, the carrier must notify the employer regarding the specific required records and the amount of the ANC to be applied if the employer continues to refuse to comply with the audit.
- d) The carrier must adequately document the audit file regarding the above attempts to obtain the required audit information.

This ANC rule applies to mail/email, telephone, computer (remote access), and physical audits, unless otherwise provided by state law.

The scenarios listed below may occur and are treated as follows:

If an ANC is applied and the employer...	Then the carrier...
Pays the ANC and later allows the audit	<ul style="list-style-type: none"> <li>• Performs the final audit and determines the final policy premium based on the results of the audit; and</li> <li>• Refunds the ANC to the employer, or applies the ANC amount to any outstanding balance on the policy</li> </ul> <p>Submits a unit statistical correction report to remove the ANC charge from the previously reported Unit Statistical data.</p>
Does <b>not</b> pay the ANC but later allows the audit	Performs the final audit and determines the final policy premium based on the results of the audit
<p>Pays the ANC but does <b>not</b> later allow the audit</p> <p>Does not pay the ANC and does <b>not</b> later allow the audit.</p>	<p>Does not change the previously reported:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unit Statistical data</li> <li><input type="checkbox"/> Noncompliance transactions</li> </ul>

**Note:** The Audit Noncompliance Charge Endorsement must be attached to the policy at inception of the policy term being audited.





APPLICATION FOR EXECUTIVE OFFICER EXCEPTION

INSTRUCTIONS: If not filing electronically, submit one original application for the corporation along with an Executive Officer's Declaration for every officer having an ownership interest. The total ownership interest of all declarations combined must equal 100 percent. If the corporation has workers' compensation insurance, all forms must be submitted directly to the insurance carrier. If not, submit all original forms to: Bureau of Workers' Compensation, Compliance Section, 1171 South Cameron Street, Harrisburg, PA 17104-2501

CORPORATION INFORMATION

Federal employer identification number

Form for Federal employer identification number

Telephone

Form for Telephone number

Corporation's full legal name

Form for Corporation's full legal name

Corporation address

Form for Corporation address

Corporation address

Form for Corporation address

City/Town

Form for City/Town

State

Form for State

ZIP

Form for ZIP code

Does the corporation have Pennsylvania employees other than those listed on the attached declarations(s)? Yes No

If yes, employer's current workers' compensation coverage:

Insurance company name

Form for Insurance company name

Policy number

Form for Policy number

Policy effective start date

Form for Policy effective start date (MM-DD-YYYY)

Policy effective end date

Form for Policy effective end date (MM-DD-YYYY)

Corporation type: (check only one box)

Form for Corporation type: Subchapter S, Subchapter C, Nonprofit

I, the undersigned, verify that I am signing in my capacity as an Executive Officer for the above named corporation and that I am authorized to do so. I further verify that the facts set forth in this Executive Officer's Exception Application are true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature of Executive Officer

Form for Signature of Executive Officer

Date

Form for Date (MM-DD-YYYY)

First name

Form for First name

Last name

Form for Last name

Title

Form for Title

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

Employer Information Services 717.772.3702

Claims Information Services toll-free inside PA: 800.482.2383 local & outside PA: 717.772.4447

Hearing Impaired PA Relay 7-1-1

Email ra-li-bwc-helpline@pa.gov



Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program



EXECUTIVE OFFICER'S DECLARATION

INSTRUCTIONS: Each executive officer having an ownership interest in a corporation seeking exemption must complete an original declaration for submission with the Corporation's Application for Executive Officer Exception. The total ownership interest of all declarations combined must equal 100 percent.

I, the below named Executive Officer, do hereby knowingly and voluntarily elect not to be an employee of the below named corporation for purposes of the Pennsylvania Workers' Compensation Act, and waive any and all benefits and rights which I might be entitled under the Pennsylvania Workers' Compensation Act (77 P.S. §1, et seq.).

I do hereby state and affirm that I am an executive officer who: (check only one box)

- Has an ownership interest in a Subchapter S corporation as defined by the Federal Tax Reform Code of 1971.
Has at least 5 percent ownership interest in a Subchapter C corporation as defined by the Federal Tax Reform Code of 1971.
Serves voluntarily and without remuneration in a nonprofit corporation.

I, the undersigned, verify that the facts set forth in this Executive Officer's Declaration are true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Executive Officer's signature \_\_\_\_\_ Date MM - DD - YYYY

Corporation's full legal name \_\_\_\_\_

Title of executive officer \_\_\_\_\_

First name \_\_\_\_\_ Date of birth MM - DD - YYYY

Middle name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Last name \_\_\_\_\_

Suffix (ex: Jr.) Percentage of ownership Telephone

ADDRESS (Business or residence address acceptable) \_\_\_\_\_

City State ZIP

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

Employer Information Services 717.772.3702

Claims Information Services toll-free inside PA: 800.482.2383 local & outside PA: 717.772.4447

Hearing Impaired PA Relay 7-1-1

Email ra-li-bwc-helpline@pa.gov



Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

**SECTION 4**

**RETROSPECTIVE RATING PLANS – PENNSYLVANIA**

Retrospective rating is an insurance pricing system which adjusts the premium for the insurance to which it applies on the basis of losses incurred during the period covered by that insurance. In Pennsylvania a carrier must file with the Pennsylvania Insurance Department such plan rules and rating values as necessary to implement retrospective rating plans for use in writing workers compensation insurance.

The Pennsylvania Workers' Compensation Act of June 2, 1915, as amended, requires PCRB filings other than United States Longshore and Harbor Workers' Compensation Act (LHW CA) filings to exclude all expense and profit considerations as well as loss adjustment expenses. Beginning effective December 1, 1993, the PCRB has filed and this Manual includes only selected rating values which are exclusive of expense and profit considerations for coverages other than LHW CA and which are inclusive of such provisions for LHW CA coverage.

For sake of consistency with standard language in retrospective rating plans in use in other jurisdictions selected Pennsylvania retrospective rating plan rating values are identified using terminology common to such other retrospective rating plans. The use of such terminology in this section of the Manual does not change the meaning of words or terms used elsewhere in the Manual nor are differences in precise wording used to describe specific items indicative of any substantive difference between sections. For example, the term "pure premium" used in this section and the term "loss cost" used elsewhere in this Manual are synonymous.

A carrier may file retrospective rating plans which use different and/or additional rating values from those shown in this Manual. In such cases the individual carrier values supersede application of the PCRB values. Information regarding such individual carrier retrospective rating plans must be obtained from those carriers or their authorized representatives.

**IMPORTANT NOTES**

**Selected Retrospective Rating Plan Rating Values**

**See Section 2 – Rating Values and Classifications of this Manual for values**

**SECTION 5 – EXPERIENCE RATING PLAN**

**TABLE OF CONTENTS**

**I. INSTRUCTIONS**

**II. DEFINITIONS**

1. Risk
2. Legal Entity
3. Affiliate
4. Experience
5. Appeals
6. Rating Effective Date (RED)

**III. GENERAL PROVISIONS**

1. Eligibility Requirements
2. Experience Period
3. Experience Period Extension
4. Multiple Policy Period
5. Experience to be Used
6. Self-Insurer's Data
7. Administration of Property (Fiduciary and Non-Fiduciary)
8. Combinations of Entities
9. Change of Ownership
10. Joint Ventures

**IV. APPLICATION OF EXPERIENCE MODIFICATION**

1. Experience Modification
2. Period and Operations Affected
3. Single Policy Risk
4. Multiple Policy Risk

**V. TABULATION OF EXPERIENCE**

1. Experience used for Rating
2. Rating Forms
3. Payrolls
4. Losses
5. Limitation on Total Losses Employed in a Rating
6. Moral Responsibility
7. Revision of Losses
8. Third Party Cases

**VI. RATING PROCEDURE**

1. Actual Losses
2. Expected Losses
3. Credibility
4. Maximum Value Charge
5. Experience Modification

**VII. SCHEDULE RATING PLAN**

**TABLE B – Credibility Table**

**GENERAL RULES**

**SECTION I - INSTRUCTIONS**

1. The Experience Rating Plan is intended to determine whether a specific risk presents a hazard for future insurance which is better or worse than the hazard of the average risk in the classification to which the risk has been assigned.
2. The rules of this Plan shall govern the experience rating procedure to be followed in connection with workers compensation and employers' liability Insurance.

These rules have been prepared as applicable to policies written or issued for a period not in excess of one year. When, however, policies are written for periods of more than one year, such policies shall be considered as consisting of consecutive units of twelve months, or if the period of coverage is not a multiple of twelve months, the first or last unit shall be considered as though it were a short term policy. If, however, coverage is written for a period that is more than one year but not more than one year and sixteen days, such entire period shall be considered as a unit of coverage. Each unit as defined above shall be subject separately to all of the rules and procedures specified in the Plan to the same degree as if it actually constituted a separate policy.

In the event the policy period for a long term policy is more than one year and sixteen days, and is not made up of complete twelve-month periods, an endorsement shall be attached to the policy specifying whether the first or last unit shall be considered as though it were a short term policy.

3. This Plan and all amendments thereto, unless otherwise specifically provided, shall be applied as of the first rating effective date of the risk, as established by the PCRB, which is on or after the effective date of any change in the rules or rating values of this Plan, but shall not otherwise be available to outstanding ratings.
4. A Policy cannot be cancelled, rewritten or extended for purposes of enabling a risk to qualify for, or avoid application of this Plan.

**SECTION II – DEFINITIONS**

1. **Risk.** The term "risk" as used in this Plan shall mean
  - (a) A single legal entity.
  - (b) Two or more affiliates which qualify for combination under the rules of Section III of this Plan.
2. **Legal Entity.** The term "legal entity" or "entity" shall mean an individual, partnership, corporation, unincorporated association or fiduciary (e.g., trustee, receiver, executor or administrator). Divisions or similar units of a legal entity do not qualify as separate entities.
3. **Affiliate.** The term "affiliate" shall mean entities in each of which the same entity or group of entities own a majority interest.
4. **Experience.** For the purpose of this Plan, experience shall mean the record established by a risk under workers compensation and employers' liability Insurance, as disclosed by the losses incurred by the insurance carrier or carriers and the payrolls or other exposures segregated according to classification of operations.

If the classification assigned to a risk is revised or modified, for the purpose of this Plan the PCRB shall similarly reassign the classification of the experience period except that, if the revision is due to a change in operations, no part of the experience period prior to such operations change shall be affected.

**Note:** For special provisions applicable to self-insurers' data see Rule 6 of Section III.

5. **Appeals.** Any determination or decision of the PCRB for an individual risk under the Pennsylvania Experience Rating Plan may be appealed pursuant to RULE XVI, APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE, Section 1 of this Manual.
6. **Rating Effective Date (RED)** is the earliest date that a specific experience modification is applied to a policy.

**SECTION III – GENERAL PROVISIONS**

1. **Eligibility Requirements.** A risk shall qualify for rating under this Plan if the premium developed by the audited payrolls or other exposures of the experience period, extended at current PCRB Loss Costs, is **\$10,000** or more.
  - (a) Eligibility requirements will be determined without consideration of Maritime Liability, Liability under the Federal Employers' Liability Act, Excess Limits and Additional Medical Coverage, the nonrateable element for Explosives Manufacturing, and Atomic Energy Projects.
  - (b) Risks shall be disqualified by a lapse of insurance of two years or more until they again qualify for experience rating following the lapse.
  - (c) The RED may differ from a risk's policy effective date for reasons including, but not limited to:
    - Short-term policies
    - Cancellations
    - Gaps in Coverage
    - Changes in ownership or combinability status
    - Multiple policy effective dates
    - A policy that is longer than one year and 16 days
    - Late receipt of current policy information by the PCRB

To determine a risk's RED, the PCRB will review the most recent full-term policies and unit statistical data. For purposes of this rule, a full-term policy is written for 12 months and is not cancelled prior to its expiration date.

The application of Rules 2 and 3 of this section is subject to the provisions of Section V "Tabulation of Experience" of this Plan.

2. **Experience Period.** The experience period, except as otherwise provided in Rules 3 and 4 of this Section, shall be not more than three (3) years, commencing four (4) years prior and terminating one (1) year prior to the date for which an experience modification is to be established, but in no event shall be less than the one policy year (twelve months) commencing two (2) years prior and terminating one (1) year prior to the date for which an experience modification is to be established. Completed policy periods only shall be used and all such periods wholly within the experience period shall be used.
3. **Experience Period Extension.**

If for any reason a part of the earliest policy period falls outside of the normal three (3) year maximum period, such earliest policy period shall be retained in full provided the entire experience period does not then exceed three and three-quarters (3¾) years and shall be rejected in full if its retention serves to increase the experience period beyond three and three-quarters (3¾) years.
4. **Multiple Policy Experience.** If the experience used in rating a risk involves two or more policies varying in expiration date, the experience period shall be determined for each entity separately in accordance with the foregoing rules, except that the experience for each non-controlling entity shall close with the completed policy period beginning more than one year and terminating not less than six months prior to the date for which an experience modification is to be established.
5. **Experience to be Used.** The experience of the risk (except as otherwise provided in Rule 5 of section of IV

and Rule 1 of Section V of this Plan) incurred within the experience period on all its operations, whether such operations are normal to the business or otherwise, shall be reported and used in determining the experience modification. The PCRB will verify any or all the data from which the experience modification is to be determined.

- 6 Self-Insurers' Data.** The experience of self-insurers may be accepted by the PCRB provided the experience on self-insured operations is submitted on the approved form, giving the required information with respect to payrolls and losses. Such statement shall be secured, verified and submitted by an interested carrier.

Self-insured experience shall not be used in rating a risk unless the operations that produced such experience are to be insured under a Standard Workers Compensation and Employers' Liability Policy.

- 7. Administration of Property (Fiduciary and Non-Fiduciary).** Ownership interest shall be deemed to be vested in a fiduciary when a fiduciary is involved. However, "Fiduciary" shall not include a debtor in possession or a trustee under a revocable trust or a franchisor. Ownership interest held by an entity in a fiduciary capacity and ownership interest held by the same entity in a non-fiduciary capacity shall be deemed to be ownership by the same entity.

### **COMBINATIONS OR CHANGED OF STATUS**

**8. Combination of Entities.**

- (a) Affiliates shall be combined for rating purposes if:
- (i) The affiliates involved constitute the component parts of an enterprise performing a continuous and/or integrated process or operation, or
  - (ii) There is interchange of employment (other than office and salesmen) between two or more of the affiliates involved in the combination.

Separate policies may not be issued to affiliates, which are required to be combined under this rule.

- (b) Affiliates which are not required to be combined under Rule 8(a) may be combined upon the mutual agreement of the risk and the carrier(s) involved. If such combination is agreed to, insurance may be provided either by a single policy insuring all affiliates, or by separate policies for each affiliate issued by one or more insurance carriers. In the latter case, the experience modification established for the entire risk shall apply on each policy to each affiliate. If all affiliates are not combined, then each affiliate not otherwise subject to Rule 8(a) shall be insured under a separate policy and rated on its own experience, providing it meets the qualifications for experience rating as specified in Rule 1 of this Section.
- (c) When one or more mandatory combinations of affiliates under Rule 8(a) exist, insurance for each such combination may be provided by a single policy. Each mandatory combination and any other affiliates which are not required to be a part of any mandatory combination pursuant to Rule 8(a) may be separately rated and separately insured. Exception: If any one or more affiliates not required to be combined under Rule 8(a) or mandatory combinations voluntarily choose to be insured under a single policy, then all affiliates shall be insured under a single policy and the experience modification established for the entire risk shall apply to each affiliate.

**Example:**

Five legal entities are commonly owned. Company A and Company B have an interchange of employees. Company C and Company D have a continuity of operations. Company E is unrelated except through ownership.

By Rule 8(a), Company A and Company B must be combined for rating and must be covered by a single policy.



Similarly, by Rule 8(a), Company C and Company D must be combined for rating and must be covered by a single policy. Company E may be separately rated and covered by a separate policy.

<u>Company</u>	<u>Rating</u>	<u>Policy</u>
Company A	Combined	Combined
Company B	A & B	Policy 1
Company C	Combined	Combined
Company D	C & D	Policy 2
Company E	Separate	Policy 3

If any combination of these separate policy coverages is elected, then all commonly owned entities must be combined for rating and must be covered by a single policy. Thus, if Companies A and B desire to be combined with Company E, they must also combine with Companies C and D, and all must be covered by a single policy.

- (d) If an entity owns a majority interest in another entity which, in turn, owns the majority interest in another entity, all entities so related shall be considered as being under the same ownership for the purposes of this rule, regardless of the number of entities in succession.
- (e) Separate legal entities organized for religious purposes within the same religious denomination shall not be combined for rating purposes; provided, however, that combination may be made as respects all such entities in each of which the same central authority appoints or controls the appointment of the board of trustees or similar body and exercises direct, complete and active control over the finances, properties, operations and activities.

In the term "majority interest," as used in this rule, "majority" shall mean more than 50%.

If an entity other than a partnership

- i. has issued voting stock, majority interest shall mean a majority of the issued voting stock;
- ii. has not issued voting stock, majority interest shall mean a majority of the members;
- iii. has not issued voting stock and has no members, majority interest shall mean a majority of the board of directors or comparable governing body.

If an entity is a partnership, majority interest shall be determined in accordance with the participation of each general partner in the profits of the partnership.

**Note:** If a combination of entities is required or has been elected, and if two or more different combinations are possible in accordance with the provisions of this rule, the combination involving the greatest number of entities shall be made. The experience of any entity used in such a combination shall not otherwise be used in combination with any other entity.

The experience to be used in a rating combination shall be subject to the provisions of the rule "Change of Ownership" of this Section.

- (f) Affiliates combined for rating voluntarily (i.e., not a mandatory combination), which wish to change their rating option and have each affiliate separately rated based on its individual experience, may petition the PCRB to do so. Upon PCRB approval, separate policies must be issued for each affiliate. Unless the PCRB is provided with the segregated experience needed to produce separate ratings for each affiliate in an acceptable format, each affiliate will continue to be rated using combined experience for any policy period(s) for which segregated experience is not available and its own separately reported experience for policy period(s) subsequent to the separation.

**9. Ownership Changes.**

- (a) For purposes of this Plan, a change in ownership includes any of the following:
- (i) sale, transfer or conveyance of all or a portion of an entity's ownership interest
  - (ii) sale, transfer or conveyance of an entity's physical assets to a purchasing entity which takes over the operation of the selling entity and wherein the selling entity
    - (a) becomes entirely inactive with no employees or
    - (b) retains a few employees for the purpose of closing out its affairs prior to dissolution as a legal entity or
    - (c) retains a few clerical employees for the purpose of carrying on operations in connection with investment of its financial assets
  - (iii) merger or consolidation of two or more entities
  - (iv) formation of a new entity subsequent to the dissolution or non-operative capacity of an entity
  - (v) voluntary or court mandated establishment of a trustee or receiver, excluding a debtor in possession, a trustee under a revocable trust or franchisor

- (b) **Reporting Requirement.** When an ownership change occurs, the 90 Day Reporting Requirement - Notification of Change in Ownership Endorsement (W C 00 04 14 A) requires any change in ownership and/or combinability status be reported in writing by the employer to its carrier within ninety (90) days of the date of the change. This can be accomplished by submitting a completed Confidential Request for Information Form (ERM-14 form) or by providing the information in narrative form on the letterhead of the insured, signed by an officer of the entity.

Failure to report changed in ownership in line with Endorsement WC 00 04 14 A may be considered modification evasion. See Section 111, 9-h.

- (c) **Continuation of Experience.** Unless excluded under paragraph (d), the experience for any entity undergoing a change in ownership shall be transferred to the experience of the acquiring, surviving or new entity. The date of revision will be the later of the following two dates: 1) the effective date of the policy in effect at the time the PCRB receives a completed ERM-14 form outlining the ownership change or 2) the date on which the change in ownership occurred.
- (i) **Partial Sale:** If an entity disposes of a part of its assets or operations but otherwise continues to operate its business, all experience incurred prior to the sale shall be used in future ratings of the entity.

**NOTE:** Future experience ratings of a risk shall retain all experience for any part of its operations which may have been discontinued or self-insured.

- (d) **Exclusion of Experience.** The experience of any entity undergoing a change in ownership shall be retained and used in future experience ratings unless one or both of the following requirements (i) and (ii) are met at the same time of the ownership change:
- (i) A change in majority interest occurs and the change in majority interest is accompanied by a complete change in operation and function sufficient to result in a change of governing classification and the change in majority interest is accompanied by a change in the process and hazard of the operation

- (ii) A change in majority interest occurs and the change in majority interest is accompanied by a change in employees such that all or a substantial portion of the employees of the new ownership are not retained from the prior ownership.
  
- (e) If the experience of an entity undergoing a change in ownership is to be excluded from future experience ratings for the entity, the experience modification no longer applies as of the date of the ownership change unless the entity is acquired by another entity which has an existing experience modification. In that case, the modification of the acquiring entity shall apply.
  
- (f) *Multiple Entities.* When two entities under substantially the same ownership have been insured under a single policy, and the ownership of one or both of them is changed so that there is no longer any connection between them, the procedure shall be as follows:
  - (i) If the experience of the entities has been combined for rating purposes during the entire experience period, the experience incurred prior to the change shall not be used for future ratings, unless
    - (a) the insurance carrier or carriers request that new modifications be established, and
    - (b) the PCRB is furnished with the experience required for the calculation of such modifications submitted in an acceptable format.
  - (ii) If the experience of the entities has been combined for less than two years at the time of the change, so that the experience for each entity is available during the period they were separately insured, the experience for each entity shall be used for the purpose of calculating new experience modifications.

When three or more entities under substantially the same ownership have been insured under a single policy, and the ownership of one of the entities has been changed so that there is no longer any connection between it and the remaining entities, the existing experience modification shall continue to apply to the entities whose ownership has not changed. The entity whose ownership has changed shall not be subject to experience modification unless it has been purchased by an entity which has an applicable experience modification.

When three or more entities under substantially the same ownership have been insured under a single policy and the ownership of two or more of the entities has been changed so that common ownership no longer is present, the experience incurred prior to the date of the change shall not be used for future ratings, unless

- (i) the insurance carrier or carriers request that new modifications be established, and
  - (ii) the PCRB is furnished with the experience required for the calculation of such modifications submitted in an acceptable format.
- 
- (g) *Employee Leasing.* If (1) an entity terminates its employment relationship with all, or substantially all, its employees, (2) all or substantially all such employees are thereafter employed by another entity which leases such employees to the original employer, and (3) workers compensation insurance for the leased employees is provided under a Master Policy issued to the second entity, the experience incurred prior to the termination of the original employment relationship shall be used in future ratings of the second entity. See Section 1, Rule XVII – Professional Employer Organizations, Professional Employer Agreements and Professional Employer Services for additional information.

(h) **Evasion Of Experience Rating Modification.**

(i) **Actions.** Employers, or their representatives, at times take actions for the purpose of avoiding an experience rating modification. They may also take actions for otherwise legitimate business reasons that nonetheless result in the improper application of an experience rating modification. Regardless of intent, any action resulting in the miscalculation, misapplication or omission of an experience rating modification determined in accordance with this Plan is prohibited. These actions can include, but are not limited to:

- (a) Failure to report changes in accordance with Endorsement WC 00 04 14
- (b) A change in ownership
- (c) change in combinability status
- (d) Creation of a new entity
- (e) Misrepresentation on audits or failure to cooperate with an audit

(ii) **PCRB Response.** In such circumstances the PCRB may obtain information that indicates evasion or improper calculation, application or omission of experience rating modifications due to actions included, but not limited to, those listed above. The PCRB will act to ensure the proper calculation and application of experience rating modifications impacted by these actions. This may include, but is not limited to the:

- (a) Combination of experience that would otherwise not be combinable
- (b) Separation of experience that would otherwise be combinable
- (c) Exclusion of experience that would otherwise be included
- (d) Continuation of experience that would otherwise be withdrawn
- (e) Issuance of experience rating modifications that were not originally issued
- (f) Revision and/or retraction of experience rating modifications

**10. Joint Ventures.** When two or more risks associate for the purpose of undertaking one or more projects as a joint venture, the premium for the operation involved shall not be subject to experience modification until such time as the joint venture qualifies for experience rating in accordance with the provisions of Rule 1 of this Section, subject, however, to the following conditions:

- (1) The contracts shall be awarded in the name of the associated risks as a joint venture.
- (2) The joint ventures shall share responsibility for, and participate in the control, direction and supervision of all work undertaken.
- (3) The joint ventures shall maintain a common bank account, payroll and business records.
- (4) When the joint venture becomes subject to experience rating, all applicable experience modifications shall be based exclusively on the experience of the joint venture. The experience developed under a joint venture shall be excluded from the future rating of the individual ventures.

**SECTION IV  
APPLICATION OF EXPERIENCE MODIFICATION**

1. **Experience Modification.** An experience modification for a qualified risk shall be determined annually (except as provided in Rules 3 and 4 of this Section) and shall be effective as of the RED of the risk. No more than one experience modification shall apply to a risk at the same time. Subject to the exceptions noted below, the experience modification shall be applied to the premium developed by the use of carrier rates in force on the effective date of the policy.

EXCEPTIONS:

Premiums Not Subject to Experience Rating:

The following are not subject to experience rating:

- i. Expense Constants.
- ii. The policy minimum premium.
- iii. Premium under the National Defense Projects Rating Plan.
- iv. Premium under Rule 1 of the Atomic Energy Procedure.
- v. The surcharge premium under Rule 2 of the Atomic Energy Procedure.
- vi. Premium developed under Code 9740 – Terrorism
- vii. Premium developed under Code 9741 – Catastrophe (other than Certified Acts of Terrorism)
- viii. Premium developed under Code 1212 – Payments to Paid Furloughed Employees Due to Covid-19

2. **Period and Operations Affected.** The experience modification shall be effective for a period of twelve months (except as provided in Rules 3 and 4 of this Section) and shall apply to all the operations of the risk, regardless of whether the current or any new operations are assigned to the same classifications as were used in establishing such modification.

3. **Single Policy Risk.** If a risk is covered by a single policy, the following procedure shall apply:

- (a) The experience modification effective as of the RED shall apply for the full term of the policy which becomes effective on such date and also for the full term of any policy which becomes effective within three months after such date.
- (b) If a policy is written for a period of one year, but is extended for a period of not more than 16 days, the experience modification in effect as of the original termination date shall remain in effect until the termination date of the extended policy. The experience modification which would have become effective as of the RED shall apply for a period of one year from the effective date of the new policy.
- (c) If a policy becomes effective on a date more than three months after the RED:
  - i. the outstanding experience modification shall apply to the new policy for the period corresponding to the unexpired term of the rating.
  - ii. a new experience modification then shall apply for the unexpired term of the outstanding policy.
  - iii. thereafter, a new modification shall apply annually as of a new RED. The new RED shall be the date twelve months after the effective date of the new policy.

4. **Multiple Policy Risk.** If a risk is covered by several policies (as provided in Rule 8 of Section III of this Plan) which differ as to inception dates, the following procedure shall apply:

A single experience modification shall be computed to be effective for a period of twelve months beginning on the RED to be established by the PCRB. The PCRB may, however, authorize the application of an existing experience modification for a period not to exceed fifteen months or a new experience modification for a period greater than three months and less than twelve months for the purpose of establishing a new RED. Any policy effective prior to the new RED established by the PCRB shall be cancelled as of such date and rewritten for a period of twelve months. Any policy effective subsequent to the new RED established by the PCRB shall be written to expire concurrently with the next ensuing RED or shall be cancelled as of that date.

Any policies subject to this rule which are extended beyond the new period of twelve months shall be subject to the provisions of Rules 3(b) and 3(c) of this Section.

**5. Contingent Experience Modifications**

- (a) A contingent experience modification is one that is missing some data but still meets the minimum data requirement displayed in the Minimum Data Requirements Table.
- (b) Contingent experience modifications are subject to the premium eligibility requirements and must attain the minimum data requirements displayed in the Minimum Data Requirements Table.
- (c) Minimum Data Requirements:  
The following table provides the possible minimum data requirements for all experience periods under the PCRB Experience Rating Plan. Refer to Rule 3, Section III of this Plan for additional information regarding the experience period.

**Minimum Data Requirements Table**

<b>Months of Data included in calculation</b>	<b>Minimum Number of Months of 1st Report Unit Statistical Data Required</b>	<b>Months of Data included in calculation</b>	<b>Minimum Number of Months of 1st Report Unit Statistical Data Required</b>
<u>Less than 12</u>	<u>All Data</u>	<u>35</u>	<u>23</u>
<u>12-24</u>	<u>12</u>	<u>36</u>	<u>24</u>
<u>25</u>	<u>13</u>	<u>37</u>	<u>25</u>
<u>26</u>	<u>14</u>	<u>38</u>	<u>26</u>
<u>27</u>	<u>15</u>	<u>39</u>	<u>27</u>
<u>28</u>	<u>16</u>	<u>40</u>	<u>28</u>
<u>29</u>	<u>17</u>	<u>41</u>	<u>29</u>
<u>30</u>	<u>18</u>	<u>42</u>	<u>30</u>
<u>31</u>	<u>19</u>	<u>43</u>	<u>31</u>
<u>32</u>	<u>20</u>	<u>44</u>	<u>32</u>
<u>33</u>	<u>21</u>	<u>45</u>	<u>33</u>
<u>34</u>	<u>22</u>		

**SECTION V  
TABULATION OF EXPERIENCE**

1. **Experience Used for Rating.** The experience used for rating purposes shall be the individual risk experience valued at least three months prior to the rating date and reported in accordance with the provisions of the Pennsylvania Workers' Compensation Statistical Plan. It shall include Voluntary Compensation insurance, but shall exclude Maritime Employments and Employments under the Federal Employers' Liability Act.
2. **Rating Forms.** To determine the experience modification, the prescribed experience shall be tabulated by the PCRB on an approved rating form.
3. **Payrolls.** The audited payrolls or other exposures for each classification for the experience period shall be tabulated by policy years.

4. **Losses.** Incurred losses shall be tabulated by policy years in the manner indicated below.

- (a) Losses as reported (indemnity, medical and total) shall be shown for each policy year. Losses incurred shall be on a gross basis before the application of the deductible, when such coverage is provided.
- (b) Losses which are subject to average or limiting values, as provided in Rule 5 of this Section, shall be listed individually, showing the total cost of each case as reported and as used for rating purposes. Multiple injury accidents shall be identified in the appropriate column of the rating form.

**Exception:** All claims reported with Catastrophe Code No. 48 shall be excluded from experience rating calculations. Refer to Pennsylvania Workers Compensation Statistical Plan Manual, Section 2, C. 11. for definition of losses included under Catastrophe Code No. 48.

**Exception:** All claims reported with Catastrophe Code No. 12 shall be excluded from experience rating calculations. Refer to Pennsylvania Workers Compensation Statistical Plan Manual, Section 2, C. 11 for the definition of losses included under Catastrophe Code No. 12.

5. **Limitation on Total Losses Employed in a Rating.** To prevent unreasonable increases in rate for accidents whose occurrence or severity is a matter of chance, a scale of values has been determined and is to be used in place of the actual cost of such accidents when the actual cost exceeds the limiting value. No single accident, whether to one or more persons, shall be used for rating purposes at a value greater than that shown in Table B, column (3).

**Exceptions:** Multiple injury accidents in the Explosives and Ammunitions Mfg. Classifications (Exception: Code 4777, Explosives Distribution), shall be used for rating purposes at not more than twice the value of Table B, column (3) if two persons are injured, at not more than three times if three persons are injured and at not more than four times if four or more persons are injured.

6. **Moral Responsibility.** No loss shall be excluded from the experience of a risk on the ground that the employer was not morally responsible for the accident that caused such loss.
7. **Revision of Losses.** It shall not be permissible to revise values because of department or judicial decision or because of developments in the nature of injury between two valuation dates except in cases:
  - (a) **Revision of Losses.** It shall not be permissible to revise values because of department or judicial decision or because of developments in the nature of injury between two valuation dates except in cases:

- (b) where a claim is declared non-compensable (see note below), or
- (c) where the claimant or carrier has recovered in an action against a third party, or
- (d) where a claim should have been reported with Catastrophe Code No. 48, or
- (e) where a claim or a portion of a claim is ruled or officially declared fraudulent, or
- (f) where a claim should have been reported with Catastrophe Code No. 12.

In the above circumstances, revised statistical report(s) are required to be submitted in accordance with the approved Statistical Plan. When a change to a claim value due to the above circumstances is known to the insurer with certainty within 48 months of the expiration of an experience rating which included loss values for that claim, such revised statistical report(s) shall be used to adjust that experience rating. Such adjustments to experience ratings shall be made regardless of when the correction report(s) reflecting the cited event(s) is/are submitted to or received by the PCRB.

**Note:** For purposes of this rule, the term "non-compensable" refers to:

- i. an official ruling specifically holding that a claimant is not entitled to benefits under the provisions of the Pennsylvania Workers Compensation or Occupational Disease Act.
- ii. a case where no claim was filed during the period of limitation provided by the Pennsylvania Workers Compensation or Occupational Disease Act for the filing of such claim and the carrier therefore closes the case.
- iii. a case where the carrier contends, prior to the valuation date, that a claimant is not entitled to benefits under the Pennsylvania Workers' Compensation or Occupational Disease Act and the claim is officially closed because of the claimant's failure to prosecute his claim.

**8. Third Party Cases.**

- (a) Pending Cases. When a negligence claim or suit has been instituted by a claimant against a third party, the procedure shall be as follows:

If the claim or suit against the third party has not been settled or finally adjudicated, the incurred loss shall be included in the rating, since failure to recover against a third party is no bar to compensation and the insurance carrier may eventually be obliged to indemnify the claimant in whole or in part for the loss sustained.

- (b) Settled Cases. In cases where the carrier has received reimbursement under subrogation rights, or where the injured employee or his dependents have recovered from a third party, only the net losses shall be used in the rating and will not exceed the maximum accident limitation values in Table B, column (3).



**SECTION VI  
RATING PROCEDURE**

1. **Actual Losses.** Actual Losses (A), as tabulated in accordance with the provisions of Rules 4 and 5 of Section V, shall be used in the rating.
2. **Expected Losses.** Expected Losses (E) shall be determined from the application of the appropriate Expected Loss Factor, shown in Table A, to the payrolls or other exposures for each classification for the experience period.
3. **Credibility.** The Credibility (C) of the experience of the risk shall correspond to Expected Losses (E), as shown in Table B.
4. **Maximum Value Charge.** A limitation charge (L) reflecting the loss dollars eliminated by the Maximum Value placed on One Accident, shall be included in calculating the modification. The Charge times Credibility, or L x C, shall be determined by entering Table B at the level of Expected Losses for the experience period.
5. **Experience Modification.** The Experience Modification (M) shall be determined from the formula:

$$\frac{AC + ELC + E(1.000 - C)}{E} = \text{Indicated Modification, Final Modification Capped to } \pm 25\% \text{ of Prior Modification, except that where the indicated Modification is less than unity (1.000) and the Capped Modification is greater than unity (1.000), then the Final Modification shall be set equal to unity (1.000)}$$

The experience modification shall be rounded to three decimal places

**SECTION VII  
SCHEDULE RATING PLAN**

1. The loss and/or expense components or an insured risk's premium may, at the option of the underwriting carrier, be adjusted in accordance with provisions of this plan to reflect defined characteristics of the risk which, in the sole judgment of the underwriting carrier, are not adequately reflected in prior experience of the insured risk.
2. At the option of the underwriting carrier, this plan may be applied to any risk regardless of premium size.
3. All statistical reporting requirements of the Pennsylvania Compensation Rating Bureau and the Pennsylvania Insurance Department, including provisions of the Pennsylvania Statistical Plan Manual, Annual Calls for Financial Data Experience and Pennsylvania Special Schedule W, are applicable to business written in accordance with this plan and must be complied with by carriers using this plan.
4. Schedule rating credits or debits must be applied as a percentage factor to premium computed after experience modification (if the insured is eligible for experience rating) and before carrier premium discounts and expense constants if applicable.
5. Schedule rating adjustments for any given risk shall be based on information contained in the carrier's files and records when the credit or debit is determined, and such supporting information must be retained in the carrier's files and records for such risk throughout the period of time in which the policy is subject to audit under provisions of the policy.
6. Acceptance of a policy by an insured shall constitute agreement with the amount of schedule rating credit or debit, if applicable, or with the absence of any such credit or debit, if not applicable. Upon request of the insured, a carrier shall make available documentation supporting the derivation of any proposed schedule rating credit or debit.
7. Upon request of the Pennsylvania Insurance Department or the Pennsylvania Compensation Rating Bureau, a carrier shall make available documentation supporting the derivation of a credit or debit for any specified risk or risks.
8. No schedule rating credit or debit may be effective prior to the underwriting insurer's receipt of information for a risk supporting the schedule rating credit or debit in question. No schedule rating credit or debit may be changed mid-term without the mutual agreement of the insured risk and the underwriting carrier.
9. The following risk characteristics are eligible under this plan for assignment of credits or debits subject to the maximum ranges set forth below:

Risk Characteristic	Allowable Range of Credits or Debits
Features of Workplace Maintenance or Operation	-10% to +10%
Risk Elements Not Addressed in Classification Plan	-10% to +10%
Availability of Medical Facilities in or Near Workplace	-5% to +5%
Safety Equipment/Devices Present in/Missing From Workplace	-5% to +5%
Extraordinary Safety Programs Applicable to Workplace	-5% to +5%

Qualifications of Employees	-10% to +10%
Accommodations/Cooperation with Carrier by Management	-5% to +5%
Considerations Related to Policy Expenses	-5% to +5%
Other Risk Characteristics Not Addressed Above (Specify)	-10% to +10%

10. The maximum schedule rating credit permissible for any risk under this plan is –25 percent. The maximum schedule rating debit permissible for any risk under this plan is +25%.

Approved Effective: April 1, 2021

**Table B**

**PENNSYLVANIA EXPERIENCE RATING PLAN**

Expected Losses (1)	Credibility "C" (2)	Maximum Value of one Accident (3)	Weighted Maximum Value Charge "L" * "C" (4)	
-	10,706	0.283	42,500	0.145
10,707	11,784	0.287	42,500	0.147
11,785	12,909	0.291	42,500	0.149
12,910	14,085	0.295	42,500	0.151
14,086	15,318	0.299	42,500	0.153
15,319	16,612	0.303	42,500	0.155
16,613	17,971	0.307	42,500	0.157
17,972	19,399	0.311	42,500	0.159
19,400	20,901	0.315	42,500	0.161
20,902	22,481	0.319	42,500	0.163
22,482	24,144	0.324	42,500	0.166
24,145	25,894	0.332	42,500	0.170
25,895	27,737	0.340	42,500	0.174
27,738	29,678	0.348	42,500	0.178
29,679	31,723	0.356	42,500	0.182
31,724	33,877	0.364	42,500	0.186
33,878	36,147	0.372	42,500	0.190
36,148	38,539	0.380	42,500	0.195

Expected Losses		Credibility "C"	Maximum Value of one Accident	Weighted Maximum Value Charge "L" * "C"
(1)	(2)	(3)	(4)	
38,540	41,061	0.388	42,500	0.199
41,062	43,719	0.395	42,500	0.202
43,720	46,522	0.403	42,500	0.206
46,523	49,479	0.411	42,500	0.210
49,480	52,598	0.418	42,500	0.214
52,599	55,889	0.426	42,500	0.218
55,890	59,363	0.433	42,500	0.222
59,364	63,030	0.441	42,500	0.226
63,031	66,902	0.448	42,500	0.229
66,903	70,993	0.455	42,500	0.233
70,994	75,315	0.463	42,500	0.237
75,316	79,884	0.479	42,500	0.245
79,885	84,715	0.495	42,500	0.253
84,716	89,825	0.511	42,500	0.262
89,826	95,232	0.527	42,500	0.270
95,233	100,956	0.543	42,500	0.278
100,957	107,018	0.559	42,500	0.286
107,019	113,442	0.575	42,500	0.294
113,443	120,250	0.591	42,500	0.303
120,251	127,472	0.607	42,500	0.311
127,473	135,135	0.623	42,500	0.319
135,136	143,271	0.640	42,500	0.328

Expected Losses		Credibility "C"	Maximum Value of one Accident	Weighted Maximum Value Charge "L" * "C"
(1)	(2)	(3)	(4)	
143,272	151,914	0.647	42,500	0.331
151,915	161,102	0.654	42,500	0.335
161,103	170,875	0.661	42,500	0.338
170,876	181,277	0.668	42,500	0.342
181,278	192,356	0.674	42,500	0.345
192,357	204,166	0.681	42,500	0.349
204,167	216,764	0.688	42,500	0.352
216,765	230,212	0.694	42,500	0.355
230,213	244,582	0.701	42,500	0.359
244,583	259,948	0.708	42,500	0.362
259,949	276,396	0.714	42,500	0.365
276,397	294,018	0.721	42,500	0.369
294,019	312,918	0.727	42,500	0.372
312,919	333,209	0.734	42,500	0.376
333,210	355,017	0.740	42,500	0.379
355,018	378,484	0.747	42,500	0.382
378,485	403,765	0.753	42,500	0.385
403,766	431,037	0.759	42,500	0.389
431,038	460,495	0.766	42,500	0.392
460,496	492,358	0.772	42,500	0.395
492,359	526,876	0.779	42,500	0.399
526,877	564,716	0.785	42,500	0.402

Expected Losses		Credibility "C"	Maximum Value of one Accident	Weighted Maximum Value Charge "L" * "C"
(1)	(2)	(3)	(4)	
564,717	605,023	0.791	42,500	0.405
605,024	649,328	0.797	42,500	0.408
649,329	697,647	0.804	42,500	0.412
697,648	750,444	0.810	42,500	0.415
750,445	808,254	0.816	42,500	0.418
808,255	871,689	0.822	42,500	0.421
871,690	941,454	0.828	42,500	0.424
941,455	1,018,369	0.834	42,500	0.427
1,018,370	1,103,385	0.840	42,500	0.430
1,103,386	1,197,614	0.846	42,500	0.433
1,197,615	1,302,362	0.853	42,500	0.437
1,302,363	1,419,169	0.859	42,500	0.440
1,419,170	1,549,860	0.865	42,500	0.443
1,549,861	1,696,617	0.871	42,500	0.446
1,696,618	1,862,053	0.877	42,500	0.449
1,862,054	2,049,330	0.882	42,500	0.451
2,049,331	2,262,294	0.888	42,500	0.455
2,262,295	2,505,662	0.894	42,500	0.458
2,505,663	2,785,266	0.900	42,500	0.461
2,785,267	3,108,385	0.906	42,500	0.464
3,108,386	3,484,193	0.912	42,500	0.467
3,484,194	3,924,302	0.918	42,500	0.470

Expected Losses		Credibility "C"	Maximum Value of one Accident	Weighted Maximum Value Charge "L" * "C"
(1)		(2)	(3)	(4)
3,924,303	4,444,019	0.923	42,500	0.472
4,444,020	5,062,803	0.929	42,500	0.476
5,062,804	5,806,851	0.935	42,500	0.479
5,806,852	and over	0.938	42,500	0.480



GENERAL RULES

SECTION I – INSTRUCTIONS

1. The Merit Rating Plan is intended to grant premium discounts or assess premium surcharges to employers which do not qualify under the uniform Experience Rating Plan. Premium discounts or surcharges under this Plan shall be based on the number of compensable employee lost-time injuries incurred by each risk during the most recent two year period for which statistics are available. Claims to be counted under this Plan are defined in Section V - Tabulation of Experience.
2. The rules of this Plan shall govern the merit rating procedure to be followed in connection with workers compensation and employers' liability insurance. These rules have been prepared as applicable to policies written or issued for a period not in excess of one year. When, however, policies are written for periods of more than one year, such policies shall be considered as consisting of consecutive units of twelve months, or, if the period of coverage is not a multiple of twelve months, the first or last unit shall be considered as though it were a short term policy. If, however, coverage is written for a period that is more than one year but not more than one year and sixteen days, such entire period shall be considered as a unit of coverage. Each unit as defined above shall be subject separately to all of the rules and procedures specified in the Plan to the same degree as if it actually constituted a separate policy.

In the event the policy period for a long-term policy is more than one year and sixteen days and is not made up of complete 12-month periods, an endorsement shall be attached to the policy specifying whether the first or last unit shall be considered as though it were a short term policy.

3. This Plan and all amendments thereto, unless otherwise specifically provided, shall be applied as of the first RED of the risk, as established by the PCRB, which is on or after the effective date of any change in the rules or rating values of this Plan but shall not otherwise be available to outstanding ratings.
4. It shall not be permissible by cancellation or rewriting or by the extension of the policy term to alter an existing policy for the purpose of enabling the risk to qualify for or avoid application of this Plan.
5. **Appeals.** Any determination or decision of the PCRB for an individual risk under the Pennsylvania Merit Rating Plan may be appealed pursuant to Rule XVI, APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE, Section 1 of this Manual.

**SECTION II – DEFINITIONS**

1. **Risk.** The term “risk” as used in this Plan shall mean
  - a) A single legal entity.
  - b) Two or more affiliates which qualify for combination under the rules of Section III of this Plan.
2. **Legal Entity.** The term “legal entity” or “entity” shall mean an individual, partnership, corporation, unincorporated association or fiduciary (e.g., trustee, receiver, executor or administrator). Divisions or similar units of a legal entity do not qualify as separate entities.
3. **Affiliate.** The term “affiliate” shall mean entities in each of which the same entity or group of entities owns a majority interest.
4. **Experience.** For the purpose of this Plan experience shall mean the record established by a risk under Workers Compensation and Employers' Liability Insurance, as disclosed by the losses incurred by the insurance carrier or carriers and the payrolls or other exposures segregated according to classification of operations. If the classification assigned to a risk is revised or modified, for the purpose of this Plan the PCRB shall similarly reassign the classification of the experience period except that, if the revision is due to a change in operations, no part of the experience period prior to such operations change shall be affected.
5. **Compensable Employee Lost-Time Injury.** The term “compensable employee lost-time injury” for purposes of this Plan shall mean any claim having either an indemnity benefit payment or a case reserve for future indemnity benefit payments.

All claims reported with Catastrophe Code No. 48 shall be excluded from merit rating calculations.

All claims reported with Catastrophe Code No.12 shall be excluded from merit rating calculations.
6. **Rating Effective Date (RED)** is the earliest date that a specific merit rating adjustment is applied.
7. **Merit Rating Plan Discount.** The term “Merit Rating Plan discount” for purposes of this Plan shall mean a reduction in the subject premium developed by the use of the carrier rates in force on the RED applicable to the policy to which the Merit Rating Plan is applied.
8. **Merit Rating Plan Surcharge.** The term “Merit Rating Plan surcharge” for purposes of this Plan shall mean an increase in the subject premium developed by the use of the carrier rates in force on the RED applicable to the policy to which the Merit Rating Plan is applied.
9. **Merit Rating Plan Adjustment.** The term “Merit Rating Plan adjustment” for purposes of this Plan shall mean either a Merit Rating Plan discount or a Merit Rating Plan surcharge.
10. **Subject Premium.** The term “subject premium” for purposes of this Plan shall mean the premium developed by the use of carrier rates in force on the RED of the policy to which the Merit Rating Plan is applied, exclusive of exceptions listed in Section IV, Paragraph 1.

Note: For special provisions applicable to self-insurers' data see Rule 5 of Section III.

## SECTION III – GENERAL PROVISIONS

1. **Eligibility Requirements.** A risk shall qualify for application of the Merit Rating Plan if BOTH of the following conditions are met:
  - a) The risk does not qualify for experience rating, and
  - b) The risk has exposure greater than zero during each year of the Merit Rating Plan experience period as defined herein.
    - i) Eligibility requirements will be determined without consideration of maritime liability, liability under the Federal Employers' Liability Act, excess limits and additional medical coverage, the nonrateable element for explosives manufacturing, and atomic energy projects.
    - ii) Risks shall be disqualified by a lapse of insurance of two years or more until they again qualify for merit rating following the lapse.

The application of Rule 2 of this section is subject to the provisions of Section V "Tabulation of Experience" of this Plan.

2. **Merit Rating Plan Experience Period.** The experience period for purposes of the Merit Rating Plan shall be not more than two (2) years, commencing three (3) years prior and terminating one (1) year prior to the date for which a Merit Rating Plan adjustment is to be established but in no event shall be less than one policy year (12 months) commencing two (2) years prior and terminating one (1) year prior to the date for which merit rating is to be established. Completed policy periods only shall be used, and all such periods wholly within the experience period shall be used.
3. **Multiple Policy Experience.** If the experience used in rating a risk involves two or more policies varying in expiration date, the experience period shall be determined for each entity separately in accordance with the foregoing rules, except that the experience for each non-controlling entity shall close with the completed policy period beginning more than one year and terminating not less than six months prior to the date for which a Merit Rating Plan adjustment is to be established.
4. **Experience to be Used.** The entire experience of the risk (except as otherwise provided in Rule I of Section V of this Plan) incurred within the experience period on all its operations, whether such operations are normal to the business or otherwise, shall be reported and used in determining the Merit Rating Plan adjustment. The PCRB may, at its discretion, verify any or all the data from which the Merit Rating Plan adjustment is to be determined.

Experience developed on work let to and performed by an uninsured contractor shall be considered as the experience of the primary contractor or principal whose insurance carrier is liable for the payment of compensation under any provision of the Pennsylvania Workers Compensation and Occupational Disease Acts, as respects such work.

5. **Self-Insurers' Data.** The experience of self-insurers may be accepted by the PCRB provided the experience on self-insured operations is submitted on the approved form, giving the required information with respect to payrolls and losses. Such statement shall be secured, verified and submitted by an interested carrier.

Self-insured experience shall not be used in applying the Merit Rating Plan to a risk unless the operations that produced such experience are to be insured under a Standard Workers Compensation and Employers' Liability Policy.

- 6. **Administration of Property (Fiduciary and Non-Fiduciary).** Ownership interest shall be deemed to be vested in a fiduciary when a fiduciary is involved. However, "Fiduciary" shall not include a debtor in possession or a trustee under a revocable trust or a franchisor. Ownership interest held by an entity in a fiduciary capacity and ownership interest held by the same entity in a non-fiduciary capacity shall be deemed to be ownership by the same entity.

**COMBINATIONS OR CHANGES OF STATUS**

**7. Combination of Entities**

- a) Affiliates shall be combined for merit rating purposes if:
  - i) The affiliates involved constitute the component parts of an enterprise performing a continuous and/or integrated process or operation, or
  - ii) There is interchange of employment (other than office and salesmen) between two or more of the affiliates.

Separate policies may not be issued to affiliates which are required to be combined under this rule.

- b) Affiliates which are not required to be combined under Rule 7 (a) may be combined upon the mutual agreement of the risk and the carrier(s) involved. If such combination is agreed to, insurance may be provided either by a single policy insuring all affiliates or by separate policies for each affiliate issued by one or more insurance carriers. In the latter case the Merit Rating Plan adjustment established for the entire risk shall apply on each policy to each affiliate. If all affiliates are not combined, then each affiliate not otherwise subject to Rule 7 (a) shall be insured under a separate policy and merit-rated based on its own experience, providing it meets the qualification for merit rating as specified in Rule 1 of this section.
- c) When one or more mandatory combinations of affiliates under Rule 7. (a) exist, insurance for each such combination may be provided by a single policy. Each mandatory combination and any other affiliates which are not required to be a part of any mandatory combination pursuant to Rule 7. (a) may be separately merit-rated and separately insured. Exception: If any one or more affiliates not required to be combined under Rule 7. (a) or mandatory combinations voluntarily choose to be insured under a single policy, then all affiliates shall be insured under a single policy and the Merit Rating Plan adjustment established for the entire risk shall apply to each affiliate.

**Example**

Five legal entities are commonly owned. Company A and Company B have an interchange of employees. Company C and Company D have a continuity of operations. Company E is unrelated except through ownership.

By Rule 7. (a) Company A and Company B must be combined for merit rating and must be covered by a single policy. Similarly, by Rule 7. (a) Company C and Company D must be combined for merit rating and must be covered by a single policy. Company E may be separately merit-rated and covered by a separate policy.

<u>Company</u>	<u>Merit Rating</u>	<u>Policy</u>
Company A	Combined	Combined
Company B	A & B	Policy 1
Company C	Combined	Combined
Company D	C & D	Policy 2
Company E	Separate	Policy 3

If any combination of these separate policy coverages is elected, then all commonly-owned entities must be combined for merit rating and must be covered by a single policy. Thus, if Companies A and B desire to be combined with Company E, they must also combine with Companies C and D, and all must be covered by a single policy.

- d) If an entity owns a majority interest in another entity which, in turn, owns the majority interest in another entity, all entities so related shall be considered as being under the same ownership for the purposes of this rule, regardless of the number of entities in succession.
- e) Separate legal entities organized for religious purposes within the same religious denomination shall not be combined for merit rating purposes, provided, however, that combination may be made as respects all such entities in each of which the same central authority appoints or controls the appointment of the board of trustees or similar body and exercises direct, complete and active control over the finances, properties, operations and activities.

In the term "majority interest," as used in this rule, "majority" shall mean more than 50 percent.

If an entity other than a partnership

- i) has issued voting stock, majority interest shall mean a majority of the issued voting stock.
- ii) has not issued voting stock, majority interest shall mean a majority of the members.
- iii) has not issued voting stock and has no members, majority interest shall mean a majority of the board of directors or comparable governing body.

If an entity is a partnership, majority interest shall be determined in accordance with the participation of each general partner in the profits of the partnership.

**Note:** If a combination of entities is required or has been elected and if two or more different combinations are possible in accordance with the provisions of this rule, the combination involving the greatest number of entities shall be made. The experience of any entity used in such a combination shall not be used in combination with any other entity. The experience to be used in any combination for purposes of the Merit Rating Plan shall be subject to the provisions of the Rule 8, "Ownership Changes," of this section.

- d) If an entity owns a majority interest in another entity which, in turn, owns the majority interest in another entity, all entities so related shall be considered as being under the same ownership for the purposes of this rule, regardless of the number of entities in succession.

#### 8. Ownership Changes.

- a) For purposes of this Plan a change in ownership includes any of the following:
  - i) sale, transfer or conveyance of all or a portion of an entity's ownership interest.
  - ii) sale, transfer or conveyance of an entity's physical assets to a purchasing entity which takes over the operation of the selling entity and wherein the selling entity
    - a) becomes entirely inactive with no employees or
    - b) retains a few employees for the purpose of closing out its affairs prior to dissolution as a legal entity or
    - c) retains a few clerical employees for the purpose of carrying on operations in connection with investment of its financial assets.

- iii) merger or consolidation of two or more entities.
  - iv) formation of a new entity subsequent to the dissolution or non-operative capacity of an entity
  - v) voluntary or court-mandated establishment of a trustee or receiver, excluding a debtor in possession, a trustee under a revocable trust or franchiser.
- b) *Continuation of Experience.* Unless excluded under paragraph (c), the experience for any entity undergoing a change in ownership shall be transferred to the experience of the acquiring, surviving or new entity. The date of revision will be the later of the following two dates: 1) the effective date of the policy in effect at the time the PCRБ receives a completed ERM-14 form outlining the ownership change or 2) the date on which the change in ownership occurred.
- i) *Partial Sale.* If an entity disposes of a part of its assets or operations but otherwise continues to operate its business, all experience incurred prior to the sale shall be used in future Merit Rating Plan adjustments of the entity.
- Note:** Future Merit Rating Plan adjustments of a risk shall retain all experience for any part of its operations which may have been discontinued or self-insured.
- c) *Exclusion of Experience.* The experience of any entity undergoing a change in ownership shall be retained and used in future Merit Rating Plan adjustments unless one or both of the following requirements (i) and (ii) are met at the same time of the ownership change.
- i) A change in majority interest occurs, and the change in majority interest is accompanied by a complete change in operation and function sufficient to result in a change of governing classification, and the change in majority interest is accompanied by a change in the process and hazard of the operation.
  - ii) A change in majority interest occurs, and the change in majority interest is accompanied by a change in employees such that all or a substantial portion of the employees of the new ownership are not retained from the prior ownership.
- d) If the experience of an entity undergoing a change in ownership is to be excluded from future Merit Rating Plan adjustments for the entity, the Merit Rating Plan adjustment no longer applies as of the date of the ownership change unless the entity is acquired by another entity which has an existing Merit Rating Plan adjustment. In that case the Merit Rating Plan adjustments of the acquiring entity shall apply.
- e) *Multiple Entities.* When two entities under substantially the same ownership have been insured under a single policy and the ownership of one or both of them is changed so that there is no longer any connection between them, the merit rating procedure shall be as follows:
- i) If the experience of the entities has been combined for merit rating purposes during the entire experience period, the experience incurred prior to the change shall not be used for future merit rating plan adjustment, unless
    - a) the insurance carrier or carriers request that a new Merit Rating Plan adjustment be established, and
    - b) the PCRБ is furnished with the experience required for the calculation of a Merit Rating Plan adjustment submitted in an acceptance format.
  - ii) If the experience of the entities has been combined for less than two years at the time of the change, so that the experience for each entity is available during the period they were separately insured, the experience for each entity shall be used for the purpose of calculating a new Merit Rating Plan adjustment.

When three or more entities under substantially the same ownership have been insured under a single policy and the ownership of one of the entities has been changed so that there is no longer any connection between it and the remaining entities, the existing Merit Rating Plan adjustment shall continue to apply to the entities whose ownership has not changed. The entity whose ownership has changed shall not be subject to merit rating unless it has been purchased by an entity which has an applicable Merit Rating plan adjustment.

When three or more entries under substantially the same ownership have been insured under a single policy and the ownership of two or more of the entities has been changed so that common ownership is no longer present, the experience incurred prior to the date of the change shall not be used for future Merit Rating Plan adjustments, unless

- a) the insurance carrier or carriers request that a new Merit Rating Plan adjustment be established, and
  - b) the PCRB is furnished with the experience required for the calculation of a Merit Rating Plan adjustment submitted in an acceptable format.
- f) *Employee Leasing*. If (1) an entity terminates its employment relationship with all, or substantially all, its employees, and (2) all substantially all of such employees are thereafter employed by another entity which leases such employees to the original employer, the experience incurred prior to the termination of the original employment relationship shall be used in future merit rating plan adjustments of the second entity.
9. **Joint Ventures**. When two or more risks associate for the purpose of undertaking one or more projects as a joint venture, the premium for the operation involved shall not be subject to merit rating until such time as the joint venture qualifies in accordance with the provisions of Rule 1 of this section, subject, however, to the following conditions:
- a) The contracts shall be awarded in the name of the associated risks as a joint venture.
  - b) The joint ventures shall share responsibility for and participate in the control, direction and supervision of all work undertaken.
  - c) The joint ventures shall maintain a common bank account, payroll and business records.
  - d) When the joint venture becomes subject to merit rating, all applicable Merit Rating Plan adjustments shall be based exclusively on the experience of the joint venture. The experience developed under a joint venture shall be excluded from the future Merit Rating Plan adjustments of the individual ventures.

## SECTION IV

## APPLICATION OF MERIT RATING PLAN ADJUSTMENT

1. **Merit Rating Plan Adjustment.** A Merit Rating Plan adjustment for a qualified risk shall be determined annually (except as provided in Rules 3 and 4 of this section) and shall be effective as of the RED of the risk. No more than one Merit Rating Plan adjustment shall apply to a risk at the same time. Subject to the exceptions noted below, the Merit Rating Plan adjustment shall be applied to the premium developed by the use of carrier rates in force on the effective date of the policy.

**EXCEPTIONS:**

- a) Premiums Not Subject to the Merit Rating Plan:

The following are not subject to the Merit Rating Plan:

- i) Expense constants
- ii) The policy minimum premium
- iii) Premium under the National Defense Projects Rating Plan
- iv) Premium under Rule 1 of the Atomic Energy Procedure
- v) The surcharge premium under Rule 2 of the Atomic Energy Procedure
- vi) Premium developed under Code 9740 – Terrorism
- vii) Premium developed under Code 9741 - Catastrophe (other than Certified Acts of Terrorism)

2. **Period and Operations Affected.** The Merit Rating Plan adjustment shall be effective for a period of 12 months (except as provided in Rules 3 and 4 of this section) and shall apply to all the operations of the risk, regardless of whether the current or any new operations are assigned to the same classifications as were used in establishing the Merit Rating Plan adjustment.
3. **Single Policy Risk.** If a risk is covered by a single policy, the following procedure shall apply:
  - a) The Merit Rating Plan adjustment effective as of the RED shall apply for the full term of the policy which becomes effective on such date and also for the full term of any policy which becomes effective within three months after such date.
  - b) If a policy is written for a period of one year but is extended for a period of not more than 16 days, the carrier rates and Merit Rating Plan adjustment in effect as of the original termination date shall remain in effect until the termination date of the extended policy. The carrier rates and Merit Rating Plan adjustment which would have become effective as of the RED shall apply for a period of one year from the effective date of the renewal policy.
  - c) If a policy becomes effective on a date more than three months after the RED,
    - i) the outstanding Merit Rating Plan adjustment shall apply to the new policy for the period corresponding to the unexpired term of the rating.
    - ii) a new Merit Rating Plan adjustment then shall apply for the unexpired term of the outstanding policy.



- iii) thereafter, a new Merit Rating Plan adjustment shall apply annually as of a new RED. The new RED shall be the date 12 months after the effective date of the new policy

- 4. **Multiple Policy Risk.** If a risk is covered by several policies (as provided in Rule 8. of Section III of this Plan) which differ as to inception dates, the following procedure shall apply:

A single Merit Rating Plan adjustment shall be computed to be effective for a period of twelve months beginning on the RED to be established by the PCRB. The PCRB may, however, authorize the application of an existing Merit Rating Plan adjustment for a period not to exceed fifteen months or a new Merit Rating Plan adjustment for a period greater than three months and less than twelve months for the purpose of establishing a RED. Any policy effective prior to the new RED established by the PCRB shall be canceled as of such date and rewritten for a period of twelve months. Any policy effective subsequent to the new RED established by the PCRB shall be written to expire concurrently with the next ensuing RED or shall be canceled as of that date. Any policies subject to this rule which are extended beyond the new period of twelve months shall be subject to the provisions of Rules 3(b) and 3(c) of this section.

SECTION V

TABULATION OF EXPERIENCE

1. **Experience Used for the Merit Rating Plan.** The experience used for purposes of the Merit Rating Plan shall be the individual risk experience valued at least three months prior to the RED and reported in accordance with the provisions of the Pennsylvania Workers' Compensation Statistical Plan. It shall include voluntary compensation insurance but shall exclude maritime employments and employments under the Federal Employees' Liability Act.
2. **Merit Rating Plan Forms.** To determine the Merit Rating Plan adjustment the prescribed experience shall be tabulated by the PCRB on approved Merit Rating Plan forms.
3. **Payrolls.** The audited payrolls or other exposures for each classification for the experience period shall be tabulated by policy years.
4. **Losses.** Incurred losses or claims reported for all policy periods considered in qualifying a risk for the Merit Rating Plan shall be tabulated in the following manner:
  - a) Claims having no indemnity benefit payment or case reserve for indemnity benefit payment shall be excluded from the experience tabulation for purposes of the Merit Rating Plan. Losses as reported (indemnity, medical and total) shall be shown for each policy year. Losses incurred shall be on a gross basis, before the application of the deductible when such coverage is provided.
  - b) All claims not excluded from the experience tabulation for purposes of the Merit Rating Plan by virtue of sections (a) above shall be listed in the experience tabulation with the following information:
    - Policy number
    - Policy effective date
    - Claim number or number of claims
    - Indemnity loss amount
    - Date of loss

All claims reported with Catastrophe Code No. 48 shall be excluded from merit rating calculations.

All claims reported with Catastrophe Code No. 12 shall be excluded from merit rating calculations.

5. **Moral Responsibility.** No loss shall be excluded from the experience of a risk on the ground that the employer was not morally responsible for the accident that caused such loss.
6. **Revision of Losses.** It shall not be permissible to revise values because of department or judicial decision or because of developments in the nature of injury between two valuation dates. Provided, however, that
  - a) in cases where loss values are included or excluded through mistake other than error of judgment
  - b) where a claim is declared non-compensable (see note below)
  - c) where the claimant or carrier has recovered in an action against a third party
  - d) where a claim should have been reported with Catastrophe Code No. 48, or

- e) where a claim or a portion of a claim is ruled or officially declared fraudulent, or
- f) where a claim should have been reported with Catastrophe Code No. 12.

In the above circumstances, revised statistical report(s) are required to be submitted in accordance with the approved Statistical Plan. When a change to a claim value due to the above circumstances is known to the insurer with certainty within 48 months of the expiration of a Merit Rating Plan adjustment which included loss values for that claim, such revised statistical report(s) shall be used to adjust that merit rating. Such adjustments to merit ratings shall be made regardless of when the correction report(s) reflecting the cited event(s) is/are submitted to or received by the PCRB.

**Note:** For purposes of this rule, the term "non-compensable" refers to:

- i) an official ruling specifically holding that a claim is not entitled to benefits under the provisions of the Pennsylvania Workers Compensation or Occupational Disease Act.
- ii) a case where no claim was filed during the period of limitation provided by the Pennsylvania Workers Compensation or Occupational Disease Act for the filing of such claim and the carrier therefore closes the case.
- iii) a case where the carrier contends prior to the evaluation date that a claimant is not entitled to benefits under the Pennsylvania Workers Compensation or Occupational Disease Act and the claim is officially closed because of the claimant's failure to prosecute his claim.

**SECTION VI**

**MERIT RATING PLAN PROCEDURE**

1. **Merit Rating Plan Adjustments.** For each risk qualified under Section III of the Merit Rating Plan claims listed in the experience tabulation under Section V, Paragraph 4 of the Merit Rating Plan shall be counted. Merit Rating Plan adjustments shall apply based on the following criteria:
  - a) No compensable employee lost-time injuries - 5 percent (5.0%) discount.
  - b) One (1) compensable employee lost-time injury - No discount or surcharge.
  - c) Two (2) or more compensable employee lost-time injuries - 5 percent (5.0%) surcharge. The PCRB will determine the appropriate Merit Rating Plan adjustment factors and notify the carrier.

The PCRB's electronic Manual highlights all changes from previous language. For changes previously announced by PCRB Circular, highlighted language in the electronic Manual provides a link(s) to the pertinent PCRB Circular announcement(s). No circular announcement accompanied the change linked to this message.



## Pennsylvania Compensation Rating Bureau

30 South 17th Street • Suite 1500  
Philadelphia, PA 19103-4007  
(215)568-2371 • FAX (215)564-4328 • [www.pcrb.com](http://www.pcrb.com)

May 28, 2021

### **PCRB CIRCULAR NO. 1764**

To All Members of the PCRB:

RE: **PENNSYLVANIA CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM**  
**BASIC MANUAL REVISIONS - SECTION 1 RULE IX H.**  
**APPROVAL OF PCRB FILING NO. 324**  
**EFFECTIVE OCTOBER 1, 2021**

The Insurance Commissioner has approved Pennsylvania Basic Manual revisions to Section 1, Rule IX, H. Pennsylvania Construction Classification Premium Adjustment Program (PCCPAP). These revisions are **effective 12:01 a.m., October 1, 2021** with respect to new and renewal business only.

A copy of the complete PCCPAP credit table effective for policy effective dates on or after October 1, 2021 is shown below.

Questions about PCCPAP should be directed to the Rating Rules & Policy Reporting Department at Extension 4445.

The Basic Manual will be updated on our website ([www.pcrb.com](http://www.pcrb.com)) at a later date.

The PCRB will continue to advise qualifying employers and their insurers of record of PCCPAP credits using normal procedures.

Questions regarding the approved October 1, 2021 PCCPAP Filing may be directed to Brent Otto, Vice President of Actuarial Services and Chief Actuary, at [botto@pcrb.com](mailto:botto@pcrb.com), or Ken Creighton, Director of Actuarial Services, at [kcreighton@pcrb.com](mailto:kcreighton@pcrb.com).

William V. Taylor  
President

dn

***Remember to visit our web site at [www.pcrb.com](http://www.pcrb.com) for more information about this and other topics.***

# PENNSYLVANIA WORKERS COMPENSATION MANUAL

*Proposed Effective October 1, 2021*

## A. EXECUTIVE OFFICERS

### 1. Definition

Items **A. through G.** – remain unchanged

## H. PENNSYLVANIA CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM

- The Pennsylvania Construction Classification Premium Adjustment Program (PCCPAP) provides for a premium credit for up to one year for a policy which contains one or more construction classifications.

For policies subject both to a Pennsylvania Construction Classification Premium Adjustment Program credit and any retrospective rating plan the PCCPAP credit shall be applied in determining standard premium. Such adjusted standard premium shall then be used wherever standard premium would otherwise apply in determining retrospective rating plan values and amounts for the retrospective rating plan applicable to the same risk if no PCCPAP credit were applicable. PCCPAP credits shall not be applied to final retrospective premium either in lieu of or in addition to the above prescribed procedure.

The basis for determining the credit is the total payroll (including overtime premium pay) and hours worked for each construction classification as reported to taxing authorities. The applicable report periods vary according to the policy effective date of each policy, as set forth below:

<b>Policy Effective Dates</b>	<b>Reporting Period for Qualifying Wages</b>
<b>October 1, 2021 and later</b>	<b>Third calendar quarter of 2020</b>

If the insured did not engage in operations for the complete quarter, then the last complete quarter prior to policy year inception shall be used or, if there was no complete quarter of operations prior to the policy inception, then the first complete quarter after policy inception shall be used. A credit may be determined for each construction classification by dividing the total payroll, including overtime premium pay, by the number of hours worked to arrive at the average hourly wage for the classification. In the absence of specific records for salaried employees, it will be assumed each such individual worked forty (40) hours per week. The credit for average hourly wage is listed below:

### Policy Effective Dates – October 1, 2021 and later

<b>Average Hourly Wage</b>	<b>Credit From Standard Premium</b>	<b>Average Hourly Wage</b>	<b>Credit From Standard Premium</b>
33.69 or less	None	41.85	18%
33.70	5%	42.60	19%
34.25	6%	43.35	20%
34.80	7%	44.15	21%
35.35	8%	44.95	22%
35.95	9%	45.80	23%
36.55	10%	46.65	24%
37.15	11%	47.55	25%
37.80	12%	48.45	26%
38.45	13%	49.35	27%

**PENNSYLVANIA WORKERS COMPENSATION MANUAL**

*Proposed Effective October 1, 2021*

39.10	39.74	14%	50.30	51.24	28%
39.75	40.44	15%	51.25	52.24	29%
40.45	41.14	16%	<b>52.25</b>	and over	30%
41.15	41.84	17%			