



Pennsylvania Compensation Rating Bureau

United Plaza Building • Suite 1500
30 South 17th Street • Philadelphia, PA 19103-4007
(215)568-2371 • FAX (215)564-4328 • www.pcrb.com

September 19, 2008

BUREAU CIRCULAR NO. 1553

To All Members of the Bureau:

Re: **MANUAL REVISIONS TO SECTIONS 1 AND 2 - BUREAU FILING No. 232**
APPROVED EFFECTIVE DECEMBER 1, 2008

1) **Merger of “Interim” Classes**

- **Code 287, Publisher – Performs Product Distribution, into Code 924, Wholesale Store, N. O. C.**
- **Codes 442, Hand Tool Mfg. – Non-Forged, and 443, Saw Blade Mfg., into Code 445, Hardware Mfg., N. O. C.**

2) **Housekeeping Revisions – Sections 1 and 2**

The Bureau has filed and the Insurance Commissioner has approved Manual revisions to Sections 1 and 2 pertaining to changes in classification procedure in Pennsylvania. These revisions become **effective as of 12:01 a.m., December 1, 2008** with respect to new and renewal business only.

The revisions, as referenced above, are discussed below.

1) **Merger of “Interim Classes”**

- **Code 287, Publisher – Performs Product Distribution, into Code 924, Wholesale Store, N. O. C.**
- **Codes 442, Hand Tool Mfg. – Non-Forged, and 443, Saw Blade Mfg., into Code 445, Hardware Mfg., N. O. C.**

The Bureau occasionally recommends the creation of “interim” classifications when a class study’s rigorous statistical analysis has resulted in significant statistical differences between the employer group(s) in question and the balance of the classification under review or when reclassifying the employer group(s) into an analogous classification(s) would exceed the maximum permissible rating value decrease or increase. The Bureau then continues to monitor such interim classification(s) so that, at such time that the statistical test results and/or rating value differences change in a manner supporting the intended classification consolidation, the Bureau can recommend that action.

Based on review of the above referenced interim classes, the Bureau is now merging Code 287 into Code 924 because those classes' rating values are identical and Codes 442 and 443 are being merged into Code 445 because those rating values are also identical. :

Manual revisions are shown below with new wording underlined and deleted wording bracketed.

SECTION 2

CLASSIFICATIONS

CHANGES

441 TOOL Mfg., N.O.C.

Applies to a business.....; by hand or machine.

OPERATIONS NOT INCLUDED:

1. through 4. remain unchanged.

- 5. Products made by [casting or] molding plastic shall be assigned to the appropriate plastic molding classification.
- 6. Metal stamping..... Manual.
- 7. Assign Code 445 to [T]the manufacture of non-forged and non-powered hand tools, such as screwdrivers, pliers, hammers or chisels, and/or non-forged bench tools [shall be assigned to Code 442].
- 8. Assign Code 445 to [S]saw blade (all types) or industrial knife manufacture [shall be assigned to Code 443].
- 9. Precision Machined Parts Mfg. - N.O.C. shall be defined as machining parts where the plans or specifications require more than 50 percent of the employer's machining operations will be held to a final tolerance of plus/minus .001 inches or closer (e.g., plus/minus .0005 inches) and where more than 50 percent of the machine parts made by the employer are not assigned to any other manufacturing classification. Businesses so principally engaged shall be assigned to Code 446.

10. through 13. remain unchanged.

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.

[When foundry is operated, the supplemental loading will apply to the foundry portion of the payroll.]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 rat[e]ing value is to

CHANGES (continued)

apply to such foundry payroll, but note that [this]the foundry payroll is also to be included in Code 445 payroll at the carrier rat[e]ing 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.

[Also includes secondary machining of hardware castings by the foundry employer. There is no payroll division with Code 461.]

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

From 443 to 445:

File, Tool (Non-Forged) Mfg.
Industrial Knife Mfg. – All Types
Saw Blade Mfg – All Types

From 442 to 445:

Hand Tool Mfg – Non-Forged (Excluding Axes, Agricultural Tools, Sledgehammers Or Wheelbarrows)

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.

CHANGES (continued)

UNDERWRITING GUIDE

From 287 to 924:

Publisher – Outsources Printing, Perform Product Distribution

DELETIONS

[287 PUBLISHER – Printing Outsourced, Performs PRODUCT DISTRIBUTION

Applicable to businesses..... Rule IV, Paragraph C. 3. a. 2.]

[442 HAND TOOL MFG – NON-FORGED

Applies to a business..... powered hand tools.]

[443 SAW BLADE OR INDUSTRIAL KNIFE MFG.

Applies to a business..... grind the knife's edge.]

The following is a table of the approved loss costs, expected loss factors and hazard group assignments for the three classes being deleted and the two classes being retained.

CODE	LOSS COST	EXPERIENCE RATING PLAN			HAZARD GROUP
		Expected Loss Factors Table			
		A-1	A-2	A-3	
[287	\$4.01	\$1.99	\$2.56	\$2.94	II]
[442	2.80	1.39	1.79	2.05	II]
[443	2.80	1.39	1.79	2.05	II]
445	2.80	1.39	1.79	2.05	II
924	4.01	1.97	2.57	2.89	II

2) Housekeeping Revisions – Sections 1 and 2

In an effort to continue to make the Manual clearer and less ambiguous by clarifying classification procedures, updating class language to bring it into alignment with other Manual provisions or recognizing technological or industrial change, the following changes are approved:

Revisions to Classification Procedure

- Listing for Code 921, Furniture Store – Wholesale, in the Employer Contractor Cross Reference Chart is revised from Code 929, Temporary Mercantile Operations Staff, to Code 871, Temporary Furniture Store – Wholesale Staff.

Section 1

- Addition of cashiers and counterpersons to the listing of “General Inclusions” to reinforce the intended classification assignment for such workers as being to their employer’s applicable business classification.
- Amend Rule V- Basis of Premium to show that any adjustments to an employee’s wage made at policy audit to bring the employee up to minimum wage is to be based upon the Federal minimum wage.
- Clarify Rule XIV – Agricultural, Domestic Workers – Residences regarding who may be the employer of a domestic worker.

Section 2

- Clarify the Code 818, Automobile Dealer, class description by deleting selected passages that have proven to be subject to frequent misinterpretation to facilitate administration of the classification plan until the Bureau is ready to propose a more encompassing resolution of the classification applicable to automobile dealership personnel.
- Revise 18 Section 2 class descriptions and three “General Auditing and Classification Information Index” entries to clarify a classification’s scope or bring the entry into closer alignment with a proposed Section 1 revision. .
- Add, revise or delete Underwriting Guide entries by placing classification practices already being used into the Manual, to clarify classifications’ scopes and/or delete entries no longer needed or that have been found to be readily misinterpreted.
- Addition of a new, separate interim classification, Code 871, Employment Contractor – Temporary Furniture Store – Wholesale Staff.

Manual revisions are shown below with new wording underlined and deleted wording bracketed.

SECTION 1

UNDERWRITING RULES

CHANGE

RULE IV - CLASSIFICATIONS

B. CLASSIFICATIONS

3 General Inclusions

a. Some operations..... inclusions and are:

(1) though (16) remain unchanged

(17) Counter personnel

(18) Cashiers

RULE V – BASIS OF PREMIUM

B. REMUNERATION – PAYROLL

2. Inclusions

Remuneration includes:

- a. through n. remain unchanged.
- o. Adjustments necessary to bring employees to federal minimum wage as reported by the United States Department of Labor shall be included;
- p. through t. remain unchanged.

RULE XIV – DOMESTIC WORKERS – RESIDENCES

C. Name of Insured

[One or more]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 [such]a given residence.

SECTION 2

ADDITIONS

871 Employment Contractor – TEMPORARY FURNITURE STORE – WHOLESALE Staff

Applicable only to temporary staff provided to customers whose business classification is Code 921.

Please see the Employment Contractor – Temporary Staffing entry in the General Auditing & Classification Information section for further information on classifying temporary staff.

The following is a table of the approved loss costs, expected loss factors and hazard group assignment:

CODE	LOSS COST	EXPERIENCE RATING PLAN			HAZARD GROUP
		Expected Loss Factors Table			
		A-1	A-2	A-3	
871	6.49	3.20	4.16	4.69	II

ADDITIONS (continued)

UNDERWRITING GUIDE

To 459:

Implant Mfg. – Medical (e.g., hips, knees)

Medical Implant Mfg. (e.g., hips, knees)

To 513:

Sand Mold Mfg. – By Independent Contractor

To 601:

Milling Of A Road's Surface – By An Independent Contractor Or The Paving Contractor

To 660:

Battery Back-Up Power Systems – Service Or Repair By Specialist Contractor

Telephone Cable Laying With Automatic Equipment (Ditchwitch) – Street to Building –
By Specialist Contractor

To 813:

Portable On Demand Storage – Rental – Delivery To And Pick Up From Customer Locations

To 815:

Quick Oil Change And Lubrication Garage

To 855:

Aggregates Dealer

To 871:

Furniture Store Wholesale – Temporary Staff

Temporary Staff – Furniture store Wholesale

Wholesale Furniture Store – Temporary Staff

To 884:

Fitness Instructor – By Independent Contractor

To 925:

Tile Store – Ceramic – Retail

To 926:

Tile Dealer – Ceramic – Wholesale

To 969:

Stadium Operation – Outdoor - By Contractor Or Owner

To 971:

Arena Operation – Indoor – By Contractor Or Owner

To 973:

Religious Retreats

CHANGES

028 OIL OR GAS PRODUCTION, Operation of Wells – including gasoline mfg. from casing-head gas.

As provided for in this Manual separately [classify]rate: geophysical exploration, site preparation, erecting or dismantling of derricks, drilling, redrilling or deepening, installation or recovery of casing, well shooting, cementing, tank building or tapping operations.

CHANGES (continued)

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 [such businesses] they handle any livestock. The businesses will receive meat from unrelated concerns in boxed form[. Meat may also be received]and/or in carcass or partial carcass form. Processed shall mean that definite changes result in the meat product due to the application of [either] chemicals and/or heat (the use of smoke and/or cooking) to the meat materials. [A business whose production procedures do not include one or both of the above cited means will not be assigned to this class.] Typical products of such businesses include but are not necessarily limited to: sausage, frankfurters, ready-to-eat luncheon meats, hams [and]or bacon.

OPERATIONS ALSO INCLUDED:

[Code 106 also includes payroll developed by e]Employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the business[es]' products to customers.

OPERATIONS NOT INCLUDED:

1. Assign Code 111 to a processed meat products manufacturing business[es] 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[es] slaughtering animals and who [may] makes fresh meat cuts and/or processed meat products [that are] 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.

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 [and] 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 [perhaps] also sell some portion of the meat production as fresh meat cuts (e.g.,

CHANGES (continued)

steaks, roasts). [Such employer may further process the resulting animal by-products from the killing operations which is not subject to separate classification. The by-products processing may include but is not necessarily limited to cooking of fat into tallow or lard and washing, scraping and salting of hides.]

OPERATIONS ALSO INCLUDED:

1. [Code 111 also includes payroll developed by e]Employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the business[es]' 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

Change to 257:

Towel Mfg. – Paper Or Disposable

446 PRECISION MACHINED PARTS MFG., N.O.C.

Applies to a business principally engaged in Precision Machined Parts Mfg., N.O.C. Such term will be defined as applying to a machining business where the plans or specifications require more than 50 percent of all machining operations performed by the employer will be held to a final tolerance of plus/minus .001 inches or closer (e.g., plus/minus .0005 inches) and where more than 50 percent of the machined parts made by the employer are not assigned to any other manufacturing classification.

A business principally business' overall machining.

OPERATIONS NOT INCLUDED:

1. The machining of parts for unrelated businesses or the employer's proprietary product(s) where more than 50 percent of the employer's machining operations are held to a final tolerance cruder than plus/minus .001 inches (e.g., plus/minus .003 inches, .005 inches, .010 inches), and where more than 50 percent of the parts machined by the employer are not assigned to any other manufacturing classification, shall be assigned to Code 461.
2. An employer principally engaged in..... plans or specifications.

483 OFFICE MACHINE MFG. [- Installation or repair conducted by a separate crew to be separately classified by Code 952.]

OPERATIONS NOT INCLUDED:

1. Assign Code 952 to a separate crew performing service and repair at customer locations.

607 DRILLING N.O.C. – [b]By Contractor[s]

CHANGES (continued)

UNDERWRITING GUIDE

Drilling, N.O.C., By Contractor
Elevator Shaft Drilling – By Contractor
Logging Of Oil and/Or Gas Wells – By Contractor
Oil Well Casing Installation – By Contractor
Oil Well Cleaning – By Contractor
Oil Well Shooting – By Contractor
Water Well Drilling – By Contractor

608 FLAT CEMENT WORK

Applicable to a specialist..... by a specialist contractor

OPERATIONS NOT INCLUDED:

1. and 2. remain unchanged.
3. [--]Assign Code 609 to excavation performed by means of mechanical equipment. See Code 609[, Excavation,] 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. through 8. remain unchanged.
9. Assign Code 855 to a separately -staffed and permanently-located ready mix concrete or asphalt plant.

UNDERWRITING GUIDE

Change to 652:

Modular Home [Erection,] Setup, Warranty Service, Remodeling or Repair

654 CONCRETE CONSTRUCTION

[Payroll to include persons making, setting up, taking down or operating forms, scaffolds, false work and concrete mixing or distributing apparatus.]

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.

CHANGES (continued)

- 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 small (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

Change to 661:

Electric Cable Laying With Automatic Equipment (Ditchwitch) – Street To Building –
By Specialist Contractor

757 TELECOMMUNICATIONS COMPANY – including installation, maintenance, repair, and operation of telephone lines and systems, remote transmission sites and central office equipment.

Applicable to FCC..... on a fee basis.

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.

815 AUTOMOBILE SERVICE CENTER or Garage – including counter personnel and estimators.

Tire recapping or..... automotive repair services.

[As a general rule, c]Counter personnel for auto repair facilities wait on customers, prepare job cost or sales estimates, write up orders and collect payments for services rendered or merchandise purchased. As described, counter duties are a normal, integral and basic part of the operation of these facilities and, as such, [are contemplated by the composite rating value of the basic governing classification – Code 815. Therefore,] counter personnel for automobile repair facilities and/or automobile tire dealers [should be]are assigned to Code 815 [and not to a standard exception classification, either Code 951 or Code 953].

Please see the..... as the dismantling.

CHANGES (continued)

818 AUTOMOBILE or Automobile Truck **DEALER** – including service counter and parts department.

Also includes but..... or warranty service.

[With the understanding that the assignment of an employee's payroll may vary according to individual circumstances, t]The following guidelines have been developed to aid in the classification of employees of a typical automobile dealership. [Proper documentation on worksheets should be added when exceptions are made to these guidelines.]

Employees who typically of this Manual.

With the above statement in mind, the payroll of the following employees should be assigned in the prescribed manner:

1. through 3. remain unchanged.
4. **Service Writers/Service Advisors** [have historically had their payroll assigned to Code 818 because of their job duties, as well as where they perform these job duties. Their] job duties include greeting customers for the purpose of discussing problems with the customers' vehicles. They will prepare cost estimates and write up the service orders. Service writers [may work in a driveway/garage or in a]work behind a counter in a lobby type area, in an area off the showroom, or in a driveway/garage. Their job duties may also include but are not necessarily limited to:

- Bullet points remain unchanged.

Service advisors'/service writers' payroll is assignable to Code 818.

5. **Cashiers** who wait on customers should have their payroll assigned to Code 818. [The cashier who works in an area where only office work is performed and that area is physically separate from the parts, body shop, service/repair, showroom or sales lot areas should be assigned to Code 953.]

6. through 15. remain unchanged.

OPERATIONS NOT INCLUDED:

1. Assign Code 652 to modular home setup, warranty service, remodeling or repair.

855 LUMBER and/or BUILDING MATERIAL DEALER.

Applicable to establishments..... subject to Code 935.

[Risks engaged in manufacturing millwork are assignable to Code 305. Dealers in secondhand building materials are assignable to Code 860.]

CHANGES (continued)

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. Assign Code 860 to dealers in secondhand building materials.
3. Separate staff performing erection or construction shall be separately classified as provided for in this Manual.

UNDERWRITING GUIDE

Changes:

Humus Or Topsoil Dealer – No Excavation
[Soapstone or] Soapstone Products Mfg.

882 [HOUSE]RESIDENTIAL INTERIOR CLEANING SERVICES by Contractor.

Applicable to..... or bathroom fixtures.

[The term “principally engaged” means more than 50% of the employer’s gross receipts.]

[Payroll developed in the cleaning of exterior walls at residential or commercial sites shall be assigned to Code 653.]

OPERATIONS NOT INCLUDED:

1. Assign Code 653 to payroll developed in the cleaning of exterior walls at residential or commercial sites.

UNDERWRITING GUIDE

Changes:

Domestic Interior Cleaning Service Contractor [- Inside]
Residential Interior Cleaning Services – By Contractor

929 EMPLOYMENT CONTRACTOR – Temporary Staff – Mercantile Operations

Applies to temporary employees provided to retail or wholesale store businesses except for businesses assignable to wholesale fruit or vegetable, furniture, grocery or wholesale store, N.O.C.

Please see the..... classifying temporary staff.

UNDERWRITING GUIDE

Change to 952:

Soap Dispenser Installation And/Or Servicing – Rest Rooms – By Specialist Contractor

CHANGES (continued)

978 CAMPS, SUMMER OR WINTER[, N.O.C.] – all employees including office at camp locations.

Separate staff [at other than camp locations shall be classified in accordance with the class appropriate at the camp location]working exclusively at non-camp locations may be separately classified.

Executive Secretaries..... assigned to Code 951.

UNDERWRITING GUIDE

Change:

[RV]Recreational Vehicle Campground

4777 EXPLOSIVES 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. [Blasting operations conducted by a separate crew shall be assigned to code 609. No manufacturing of explosives assigned to either Code 4771 or to Code 4775.]

OPERATIONS NOT INCLUDED:

1. Assign Code 609 to blasting operations conducted by a separate crew.
2. Assign Code 4771 to explosives manufacturing except for cartridge loading or charging which is assignable to Code 4775.

DELETIONS

UNDERWRITING GUIDE

From 222:

Plastic Molding – Of Any Product By Any Molding Technique Other Than Injection Molding

From 257:

Towel Mfg., Disposable

From 404:

Blast Furnace Operation

From 461:

Machinery Mfg. – Industrial, N.O.C.

From 483:

Typewriter Mfg.

From 607:

Gas Well Drilling, N.O.C.

Oil Or Gas Geologist

Oil Or Gas Well Drilling, By Contractor, N.O.C.

Well Drilling

Well Driving

From 609:

Concrete Burial Vault Installation

From 808:

Bank And Trust Co., Armored Car Crews Of Contractor

DELETIONS (continued)

From 809:

Fuel Service – Aircraft, By Contractor

From 855:

Hone Or Oil Stone Mfg.

From 910:

Packing House Distributing Station

GENERAL AUDITING AND CLASSIFICATION INFORMATION

CHANGES

EMPLOYMENT CONTRACTOR – TEMPORARY STAFFING

Code 544 chart **deletions: 287 442, 443**

Code 682 chart unchanged

Code 929 chart **deletion: 921**

Code 871 chart **addition: 921**

Code 947 chart unchanged

Code 949 chart unchanged

HOME HEALTH CARE SERVICES

Applicable to any business..... and outside salespersons.

Code 943, "HOME HEALTH CARE – Nonprofessional Staff, all employees except office." Includes but is not necessarily limited to home health aides and certified home health aides, certified nurse assistants, attendant care aides, companions and live-ins and home support personnel such as homemakers and chore workers.

HOTEL OR MOTEL OPERATIONS

The two classifications..... are 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 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 prepackaged 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..... has the higher value.

CHANGES (continued)

MINIMUM WAGE PROCEDURE

[Under] 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.

[Under] 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..... employees X 52 weeks.

The Basic Manual will be updated on our website (www.pcrb.com) at a later date.

Timothy L. Wisecarver
President

kg
DCirc

Remember to visit our web site at www.pcrb.com for more information about this and other topics.