



Pennsylvania Compensation Rating Bureau

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January 18, 2013

PCR B CIRCULAR NO. 1612

To All Members of the PCR B:

Re: **MANUAL REVISIONS TO SECTIONS 1 AND 2 – HOUSEKEEPING**
PCR B FILING NO. 251
APPROVED EFFECTIVE APRIL 1, 2013

The PCR B has filed and the Insurance Commissioner has approved Manual housekeeping revisions to Sections 1 and 2. These revisions become **effective as of 12:01 a.m., April 1, 2013** with respect to new and renewal business only.

These housekeeping revisions continue to make the Manual clearer and less ambiguous with respect to classification procedures, update class language to bring it into alignment with other Manual provisions or recognize technological or industrial change.

Section 1

- Addition of “Board of Directors’ fees” to the list of exclusions from the definition of remuneration.
- Clarify Rule XV, D. Authorized Classifications
- Clarify Rule XVI, Appeals from the Application of the Rating System Procedure to make clear that the procedure is available only to policyholders. Changes to this rule also include replacement of the word “Bureau” with “PCR B” wherever the former term is used to refer to the Pennsylvania Compensation Rating Bureau.
- Deletion of duplicate wording in Rule IV, C., 2. a. which is a verbatim replication of C. 1. b. wording

Section 2

- Revision of “Campus” in the Definitions section to clarify such location should be construed and classified as a single enterprise.
- Addition to the General Auditing & Classification Information section to provide guidance on the differences between manufactured (mobile) homes and modular homes.

- Revisions to five General Auditing & Classification Information Employment Contractor – Temporary Staffing entries to clarify scopes and bring entries into alignment with new classifications.
- Addition of eight Underwriting Guide entries to five classifications to better delineate the scope of those classes.
- Revision of language of 25 classes, primarily by adding “Operations Also Included” or “Operations Not Included” entries or revising existing entries.
- Revision of 17 Underwriting Guide entries in nine classes to align the entries with other class language proposals contained within the filing and to correct entries that were not updated previously when Code 862 was first merged into Code 862.
- Deletion of ten Underwriting Guide entries in five classes.

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

SECTION 1

CHANGES

RULE IV – CLASSIFICATIONS

C. ASSIGNMENT OF CLASSIFICATIONS

2. Assignment of a Classification

- a. The policy..... classification phraseology.

[Act 44 of 1993..... subclassification filing.]

RULE V – PREMIUM BASIS

B. REMUNERATION – PAYROLL

3. Exclusions

- n.** Board of Director’s fees

RULE XV – FINAL EARNED PREMIUM DETERMINATION

D. AUTHORIZED CLASSIFICATIONS

[Classifications which are not expressed on the policy shall not be used in auditing the payroll of any risk upon which a Data Card has been issued by the Pennsylvania Compensation Rating Bureau, unless upon application to the Bureau the Data Card may be revised.] 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.

CHANGES (continued)

RULE XVI – APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE

- A. Any policyholder (e.g., person, corporat[e]ion or otherwise), aggrieved by the application of the rating system of the Pennsylvania Compensation Rating Bureau ([“the Bureau”]PCRB) as approved by the Insurance Commissioner pursuant to the Insurance Company Law of May 17, 1921, P.L. 682, as amended, ([“]the Law[”]) and the Pennsylvania Workers’ Compensation Act of June 2, 1915, P.L. 736, as amended, ([“]the Act[”]) may appeal such application to the [Bureau]PCRB in accordance with this Procedure. “Rating System” is defined herein to include but is not necessarily limited to the following: the assignment by the [Bureau]PCRB of an individual business to a particular classification, the continuation or discontinuation of an entity’s(ies’) previous experience to the experience 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, the discount or surcharge applied to a business eligible for the Merit Rating Plan or any other workers’ compensation insurance pricing program filed by the [Bureau]PCRB with the Insurance Commissioner. The aggrieved party must commence any appeal of an application of the rating system within twelve (12) months of the policy period in which the application was made by filing an appeal directly with the [Bureau]PCRB in accordance with this Procedure except for an appeal for revision of losses used in a business’ experience modification or merit rating, which shall be governed by the specific Revision of Losses provisions of Section 5 and Section 6 of this Manual.

- B. An aggrieved party to which the rating system is found on appeal by an Appeals Subcommittee to have been improperly applied as of the time of the aggrieved party’s appeal to the [Bureau]PCRB in accordance with this Procedure, may have such application amended effective only for the policy currently in effect at the time the aggrieved party first submitted its appeal to the [Bureau]PCRB, in accordance with Paragraph F. hereof, and for the immediately preceding expired policy. In the case of a multiple year policy, application of the rating system may be amended effective only for the policy year currently in effect at the time the aggrieved party first submitted its appeal to the [Bureau]PCRB, in accordance with Paragraph F. hereof, and for the policy year expiring no more than twelve (12) months prior to such appeal to the [Bureau]PCRB.

- C. An aggrieved party for which application of the rating system is revised as a result of a change in the [Bureau’s]PCRB’s interpretation of the rating system approved for use by the Insurance Commissioner, may have such application amended effective as of the date determined by an Appeals Subcommittee of the [Bureau’s]PCRB’s Classification and Rating Committee, which date may be prospective or retroactive as determined by the Appeals Subcommittee; provided, however, that any retroactive effect shall not exceed the time period authorized in Paragraph B. hereof.

- D. An aggrieved party for which application of the rating system is revised pursuant to a change to the rating system filed by the [Bureau]PCRB approved for use by the Insurance Commissioner, may have such application amended effective only upon the aggrieved party’s first normal anniversary date on or later than the effective date of the change to the rating system approved by the Insurance Commissioner.

- E. Nothing in this Procedure..... by the Insurance Commissioner.

CHANGES (continued)

- F. An aggrieved party who wants to appeal an application of the rating system must first submit a written request for review thereof to the [Bureau]PCRB together with all information in support of its appeal. The [Bureau]PCRB staff shall review the request and supporting information. To make certain the facts of an appeal are fully agreed upon by the [Bureau]PCRB and the appellant, the [Bureau]PCRB staff may make written inquiries to the appellant and/or (as circumstances warrant) visit the appellant's Pennsylvania workplace(s). The [Bureau]PCRB shall notify the appellant in writing that staff's Paragraph F. review has been completed and that this letter is the [Bureau's]PCRB's final decision. If the appellant is still aggrieved by the rating system application following completion of the [Bureau]PCRB staff's review and final decision, the appellant shall have the right to present its appeal to an Appeals Subcommittee of the [Bureau's]PCRB's Classification and Rating Committee in accordance with the provisions of this Procedure. A further appeal by an appellant of the Appeals Subcommittee decision may be taken to the Insurance Commissioner pursuant to Section 654 of the Law and Section 717 of the Act, only after the appellant has first exhausted its rights pursuant to this Procedure.
- G. Any party aggrieved by a final decision of the [Bureau]PCRB staff pursuant to Paragraph F. shall have the right to appeal to an Appeals Subcommittee of the Classification and Rating Committee of the [Bureau]PCRB. An Appeals Subcommittee shall be comprised of an equal number of public and insurer members. Any Appeals Subcommittee member having a direct pecuniary interest in the aggrieved party's appeal shall recuse its representative from the appeal proceeding.

Such appeal must be received by the [Bureau]PCRB no later than ninety (90) days from the date of the [Bureau]PCRB staff's final decision referred to in Paragraph F.

- H. All appeals pursuant to Paragraph G. hereof must be filed with the [Bureau]PCRB and must meet the following requirements:
1. The appeal must be in writing.
 2. The appeal must set forth in detail the nature of the complaint, all reasons for believing the [Bureau]PCRB decision to be in error, all documents in support of the appeal, the specific nature of relief desired, and that the aggrieved party or its designated representative will appear before an Appeals Subcommittee of the Classification and Rating Committee at a to-be-determined hearing date. The [Bureau]PCRB urges the aggrieved party to appear before the Appeals Subcommittee, as the aggrieved party is better able to respond to any questions the Appeals Subcommittee may have regarding the aggrieved party's business operations than a designated representative.
 3. In the event an appeal does not fulfill the requirements of Paragraph H. 2. Hereof the [Bureau]PCRB shall make a written request for the needed additional information from the aggrieved party, who shall have thirty (30) days to comply. Upon a written showing by the aggrieved party that the requested additional information cannot be provided within thirty (30) days, the [Bureau]PCRB may grant an extension consistent with the circumstances. If the requested additional information is not submitted within the specified time period, as extended, the appeal shall be dismissed.

CHANGES (continued)

- I. Following receipt of an appeal to an Appeals Sub[-]committee of the Classification and Rating Committee, the [Bureau]PCRB will notify the appellant of the time and place of the Appeals Subcommittee meeting at which the matter shall be heard. The appeal shall be dismissed if an appellant, after due notice pursuant to Paragraph L. hereof, fails to be present or represented at three such scheduled hearings.

- J. The procedure at the hearing shall be as informal as possible and shall provide for the following steps:
 - 1. The Chair..... Subcommittee.
 - 2. The appellant may at its option make an oral presentation of its case, or may rely solely upon the written material previously submitted to the [Bureau]PCRB in connection with the appeal.
 - 3. [Bureau]PCRB staff members or consultants to the [Bureau]PCRB may present testimony and other information to the Appeals Subcommittee relating to the matter under consideration.
 - 4. The appellant or the [Bureau]PCRB may also present witnesses and documentary evidence relevant to the appeal, and the appellant and the [Bureau]PCRB shall have the opportunity to direct questions to any witness who has testified before the Appeals Subcommittee on appeal.
 - 5. After all testimony..... Subcommittee's decision.
 - 6. After the hearing..... executive session.
 - 7. The decision..... after the hearing.
 - 8. The Appeals Subcommittee decision shall be included in the minutes of the meetings of the Classification and Rating Committee and be retained in the records of the [Bureau]PCRB.
 - 9. The minutes of an Appeals Subcommittee of the Classification and Rating Committee meeting shall be kept by the [Bureau]PCRB staff. As hearings before the Appeals Subcommittee are as informal as possible there shall be no stenographic, audio or video record thereof.
 - 10. If travel is required..... Appeals Subcommittee.

- K. An appellant is not required to be represented by an attorney at any stage in any proceeding. However, an appellant has a right at the appellant's expense to be represented by an attorney. An appellant who is represented by an attorney shall notify the [Bureau]PCRB in writing and shall also furnish the [Bureau]PCRB with the attorney's name and mailing address. After the [Bureau]PCRB has received such notification from an appellant, subsequent papers in the proceeding to be served on such appellant shall be served only upon the attorney designated by the appellant.

CHANGES (continued)

- L. Notices of any requirements for additional information pursuant to Paragraph H. 3. or of the time and place of the Appeals Subcommittee hearing shall be given to the appellant, or its attorney pursuant to Paragraph K., in writing personally or by certified mail (with return receipt). The notice of hearing shall be made at least ten (10) days in advance of such hearing, unless such notice is waived by the appellant or its attorney. When a meeting is adjourned to another time or place, written notice need not be given of the adjourned hearing if the time and place thereof are announced at the meeting during which all parties are present at which the adjournment is taken. All other notices, orders, papers, or communications, including a copy of the decision, may be served on an appellant by hand delivery or by regular first class mail to the appellant or its attorney at the last known mailing address provided to the [Bureau]PCRB.
- M. During the course..... upon the parties.
- N. Appeals from a final..... Section 717 of the Act.
- O. Unless otherwise..... date is earlier.
- P. Noting contained in this Procedure shall prevent efforts to resolve any controversies governed by this Procedure on an informal basis at any state of the proceedings before the [Bureau]PCRB or the Appeals Subcommittee.

SECTION 2

DEFINITIONS

CHANGE

CAMPUS: The grounds, buildings and all surrounding facilities at a single or contiguous geographical location where operations are conducted by a single risk as defined by the Pennsylvania Experience Rating Plan. Support services at such location may include but are not necessarily limited to: buildings or grounds maintenance, dietary, laundry or housekeeping which may be shared by [all] the contiguously-situated operations and which shall be construed and classified as a single enterprise.

ADDITIONS

UNDERWRITING GUIDE

To 607:

Geothermal Well Drilling – By Contractor
Stimulation Of Oil Or Gas Wells – By Contractor
Well (Oil Or Gas) Stimulation By Contractor

To 921:

Mattress Dealer

ADDITIONS (continued)

To 922

Mattress Store – Retail

To 932:

Document Scanning – By Specialist Contractor
Scanning of Documents – By Specialist Contractor

To 969:

Skeet, Sporting Clays, Or Trapshooting Clubs or Public Ranges

CHANGES

007 FARM MACHINERY OPERATION by Contractors: threshing, shredding, ensilage cutting, harvesting and hay baling [, excluding logging and sawmill operations].

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.

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

Applicable to 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. No change
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 602), clearing of land (Code 609), digging [and lining] water ponds (Code 609), laying or taking up flow lines (Code 609) and installing pumping units (Code 675).
3. and 4. No change
5. Assign Code 012 to the installation of well pad containment liners and fences (barriers).
- [5]6. Assign Code 607 to all types of oil or gas well services [including but not necessarily limited to:](e.g., installation, recovery or replacement of casing, well cementing, well cleaning or swabbing, well fracturing/formation fracturing and well logging).

CHANGES (continued)

141 LAUNDRY, N.O.C.

[Receiving, collecting to Code 928.]

Includes businesses 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 location.

301 SAWMILL

Includes the grading, sorting, pulling, piling, air or kiln drying, loading and storage of sawmill products. [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.]

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.

305 CARPENTRY SHOP, including Planing Mill

Includes but is not necessarily limited to the manufacture of sash, door, assembled millwork, pallets or wood trusses. [For the manufacture of woodenware products N.O.C., see Code 306.]

Separately rate erection work as provided for in this Manual.

[Businesses also engaged to Code 935.]

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 materials 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.

CHANGES (continued)

461 MACHINE SHOP [– no woodworking – no boiler making]

Also includes the 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. Assign Code 675 to separate staff engaged in the installation, service or repair of industrial machinery, pumps or other products whose manufacture is contemplated by Code 461.

606 OIL or GAS WELL DRILLING

OPERATIONS NOT INCLUDED:

1. Assign Code 607 to all types of non-oil or gas drilling
2. Assign Code 607 to all types of Oil or Gas Well Services – By Contractor

UNDERWRITING GUIDE

To 607:

Gas Or Oil Well Services (All Types) – By Contractor

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 (All Types) Contractor

Oil Or Gas Well Shooting – By Contractor

608 FLAT CEMENT WORK

Applicable to a specialist contractor performing ground-supported concrete work in the construction of houses or [small (] 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 [small]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.

653 MASONRY

OPERATIONS NOT INCLUDED:

1. Assign Code 603..... with sewers.
2. Assign Code 665 to payroll developed in sandblasting by a painting contractor preparatory to painting.
- [2]3. Assign Code 971..... commercial sites.

CHANGES (continued)

654 CONCRETE CONSTRUCTION

Applicable to commercial..... 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. - 4. No Change

656 ELECTRIC, Telephone or Telegraph LINE CONSTRUCTION by Contractors

Includes the setting of poles, installation of pole hardware or transformers or the stringing of lines. [Erection of steel towers for cross-country lines must be assigned to Code 655. Clearing of right-of-way on new lines, maintenance of right-of-way on existing lines or tree trimming must be assigned to Code 005.]

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.

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. [Also applicable to] 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). [Further applicable to the waterproofing or insulation of roofs and the pressure washing of roofs.]

OPERATIONS ALSO INCLUDED:

1. Roof decking..... roofing contractor.
2. The installation 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.

UNDERWRITING GUIDE

To 659:

Roofing [Installation] – All Kinds

CHANGES (continued)

661 ELECTRICAL WIRING – within BUILDINGS

Includes electric fixtures or apparatus installation or the making of service connections. [For electric, telephone or telegraph line construction, see Class 656.]

OPERATIONS NOT INCLUDED:

1. Assign Code 656 to payroll developed in electric, telephone or telegraph 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.

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. [Electrical wiring or plumbing to be separately rated.]

[Separately staffed..... conveyor ovens).]

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 the applicable store class to separately-staffed store operations.
4. Assign Code 664 to payroll developed in the installation, service or repair of central air conditioning units or commercial refrigeration (including walk-in) units.
5. Assign Code 675 to payroll developed in the installation, service or repair of industrial equipment (e.g., conveyor ovens).

663 PLUMBING: gas, steam, hot water or other pipefitting, including house connections – shop payroll, if any, must be included.

Includes work within buildings. [Pipefitting in connection with the installation of machinery or apparatus outside of buildings must be assigned to Class 675.]

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.

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. Further included is any incidental duct or shop work.

[Payroll developed..... repair thereof.]

CHANGES (continued)

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.

665 PAINTING and Decorating, including shop

[The painting of steel structures or bridges shall be assigned to Code 655.]

OPERATIONS NOT INCLUDED:

- 1. Assign Code 655 to payroll developed in the painting of steel structures or bridges.

666 PLATE and Wire **GLASS INSTALLATION**

[Payroll developed..... Code 536.]

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.

677 BOILER INSTALLATION or Repair

Applicable to the installation or repair of commercial or industrial high-pressure steam boilers.

Includes all work to Code 653.

718 BOAT BUILDING OR REPAIR

Coverage under State Act only.

[This classification..... length overall.]

[Also i]Includes [insureds exclusively]businesses engaged in the building[,] of recreational vessels and/or the repairing [or]and the dismantling of [small vessels]a recreational vessel in connection with the repair of such vessel as defined in [Public Law 98-426] the United States Longshore and Harbor Workers' Compensation Act (LHWCA) as amended who have been granted exemption from the [United States Longshore and Harbor Workers Act]LHWCA by the Secretary of Labor. A copy of the exemption certificate shall be made available to the [Bureau]PCRB as documentation.

CHANGES (continued)

UNDERWRITING GUIDE

To 718:

- Boat Building – Recreational – State Coverage Only
- Boat Dismantling – Recreational – State Coverage Only
- Boat Repairing – Recreational – State Coverage Only

804 SCHOOL BUS OPERATION

Applicable to specialist contractors 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

To 855:

Lumber Dealer[, No Lumber Fabricating Or Handling Of Used Lumber]

To 862:

Paper Dealer, Used [(Not Contract Paper Shredder Or Document Destruction Service)]
Waste Paper Dealer [(Not Contract Paper Shredder Or Document Destruction Service)]

885 PLUMBING SUPPLIES DEALER OR PIPE MERCHANT – Wholesale

Applies to dealers principally engaged in the wholesale selling of plumbing supplies or pipe. The term plumbing supplies as used in this classification includes but is not necessarily limited to: water heaters, [water pumps,] kitchen/bathroom fixtures (i.e, sinks, faucets, toilets, bath tubs, shower stalls), fittings or valves. Also included is the selling of pipe or all types and sizes. [Insureds] Businesses principally engaged in the wholesale sale of heating, ventilating and/or air conditioning equipment, supplies or parts are further contemplated by this classification.

889 EMPLOYMENT CONTRACTOR – Temporary CLERICAL Staff

Applicable to temporary staff whose job duties fulfill the definition of clerical found in Rule IV, [Paragraph] B. 2. a. [and b.], Section 1 of this Manual. The payroll of such temporary clerical staff shall be assigned to **Code 889** regardless of the customer's business classification.

Please see..... temporary staff.

UNDERWRITING GUIDE:

To 918

Pretzel Shop – Heating[.], Baking And/Or Selling On The Premises

To 925:

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

CHANGES (continued)

To 969:

Archery Range – Outdoor

Shooting [~~Gallery~~]Club Or Public Range – Outdoor

980 CITY, TOWNSHIP, Borough or County [- all employees]

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.

[1]2. Assign Code 113 to separately-staffed mushroom canning operations

DELETIONS

UNDERWRITING GUIDE

From 659:

Chimney Flashing Installer

Repair Of Roofs By Contractor

Roof Repair By Contractor

Roof Spraying, Painting Or Coating By Contractor

Sheet Metal Roofing

From 718:

Barge Repair – State Coverage Only

Tugboat Repair – State Coverage Only

From 907:

Fruit Gift Basket – By Mail Order Or Internet

From 955:

Museum Display Creation – By Independent Contractor

From 6872F:

Marine Plumber, Not Boat Or Shipbuilding

GENERAL AUDITING AND CLASSIFICATION INFORMATION

ADDITION

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

ADDITION (continued)

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 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.

CHANGES

EMPLOYMENT CONTRACTOR – TEMPORARY STAFFING

TEMPORARY STAFFING CLASSIFICATION

Assignable Customer
Business Classification

For example, the table entry ¹⁸⁵/₁₀₄ indicates that temporary staff performing duties which would be subject to [Bureau]PCRB classification **104** if performed by direct employees of the client are to be assigned to the temporary staffing **Code 185**. In total there are [23]24 temporary staffing classifications for which there is a single assignable customer business classification, [seven] 12 temporary staffing classifications with multiple assignable customer business classifications and one temporary staffing classification, **Code 889**, [which] applies to all temporary [clerical or technical service] staff whose job duties fulfill the definition of clerical found in Rule IV, B. 2. a., Section 1 of this Manual regardless of the customer's['] business classification[(s)].

**TEMPORARY STAFFING
CROSS REFERENCE CHART**

889*
953
956
962

* **Code 889** [also] applies to temporary [clerical or technical service] staff whose job duties fulfill the definition of clerical found in Rule IV, B. 2. a., Section 1 of this Manual regardless of the customer's business classification [provided to customers subject to any other business classification].

CHANGES

To Temporary Staffing Class

Add Direct Employment Class

527
949

802
905

EXCEPTIONS

- 1. Through 10. No Change
- 11. **ATTENDANT CARE SERVICES** - Assign Code 972 to attendant care aides sent to a provider to perform attendant care services pursuant to the Medicaid Waiver or Pennsylvania Attendant Care Act (Number 150 of 1986) that became effective July 1, 1987.
- [11]**12. EMPLOYMENT CONTRACTOR’S**.....to Code 971

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.

OPERATIONS ALSO INCLUDED:

- 1. Assign Code 942 to outside..... home health care services.

OPERATIONS NOT INCLUDED:

- 1. Assign Code 928 to..... home health patient.
- 2. Assign Code 972 to a provider of attendant care services pursuant to the Medicaid Waiver or the Pennsylvania Attendant Care Services Act (Number 150 of 1986) that became effective July 1, 1987.
- 3. Assign Code 972 to separate attendant care staff of a home health care services business that also provides attendant care services pursuant to the Medicaid Waiver or the Pennsylvania Attendant Care Services Act (Number 150 of 1986) that became effective July 1, 1987.

PER DIEMS

Per Diems refer to..... 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 [Bureau] PCRB review and resolution.

CHANGES (continued)

PREFABRICATED METAL BUILDING ERECTION – PREFABRICATED SHEET METAL AND SILO ERECTION – 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.

SKI RESORT

A ski resort is a multiple..... 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, [hill]snow grooming, operating artificial snow-making machinery, the maintenance of roads or equipment, the transporting of customers to [ski] 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..... ski clothing.
3. Assign Code 973 to all payroll developed in the operations of hotel [or dormitory] facilities[, including the parking of automobiles]. Please refer to the General Auditing and 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 [or dormitory] facilities, payroll developed in the restaurant and/or bar operation(s) shall be assigned to Code 945. Please refer to the General Auditing and 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[dormitory] facilities. For further information [(P)]please refer to the class descriptions of the different restaurant classifications (e.g., Codes 897, 975) in Section 2 of this Manual [General Auditing & Classification Information entry regarding restaurant operations listed elsewhere in this section].
5. Assign Code 981..... separate staff.
6. Assign Code 953..... their employment.

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

Timothy L. Wisecarver
President

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DCirc

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