



Wisconsin Compensation Rating Bureau

CIRCULAR LETTER 3048 – NOVEMBER 10, 2009

TO: Members of the Bureau
FROM: Donna Knepper
RE: NCCI Proposal Item B-1415 – Revisions to Basic Manual Classifications and Appendix E- Classifications by Hazard Group.

Pursuant to ch 626, Wis. Stats., the State of Wisconsin, Office of the Commissioner of Insurance has advised that the action taken by the Governing Board has been approved.

The following revisions are approved effective October 1, 2011, applicable for new and renewal business only:

1. Door, Window, Cabinets, and Trim Installation

- Revise the phraseology of code 5102 Door, Door Frame or Sash Erection-Metal or Metal-Covered to include the installation of all types (aluminum, wood, vinyl, etc.) of interior and exterior windows and doors, residential and commercial.
Revise various analogies for codes 5102, 2501 Awning or Tent Mfg-Shop, 5437 Carpentry-Installation of Cabinet Work or Interior Trim and 5348 Ceramic Tile, Indoor Stone, Marble, or Mosaic Work to provide clarification and discontinue other analogies due to redundancy.

Table with 2 columns: CURRENT PHRASEOLOGY and PROPOSED PHRASEOLOGY. Row 1: 5102 DOOR, DOOR FRAME, OR SASH ERECTION-METAL OR METAL COVERED vs DOOR, AND WINDOW INSTALLATION - ALL TYPES - RESIDENTIAL AND COMMERCIAL DOOR FRAME, OR SASH ERECTION-METAL OR METAL COVERED.

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	<p><u>composite, fiberglass and steel.</u>  <u>(Installation of storm doors or storm sash to be separately rated as Code 5645-Carpentry. Code 5102 is also assigned to the installation of shower doors and enclosures made from materials other than glass; refer to code 5462 for the installation of glass shower doors and enclosures.</u>          Overhead door installation to be separately rated as Code 3724-Millwright work.) <u>The installation of doors and windows in connection with the construction of residential dwellings or commercial buildings to be separately rated. Not applicable to contractors who perform any other carpentry operations at the same job or location.</u></p>
<p>AWNING, TENT, OR CANVAS GOODS ERECTION, REMOVAL, OR REPAIR (Applies to operations away from the shop.)</p>	<p>AWNING, TENT, OR CANVAS GOODS ERECTION, <u>INSTALLATION, REMOVAL, OR REPAIR</u> (Applies to operations away from the shop.) <u>Awnings included in Code 5102 are (a) canvas- or vinyl-covered or (b) metal-covered when installed by a contractor that also installs canvas-or vinyl-covered awnings. Metal-covered awnings installed by a contractor that does not also install canvas- or vinyl-covered awnings are assigned to Code 5538.</u></p>
<p>DECORATING (Applies to interior or exterior work, including the hanging of flags or bunting for conventions or celebrations.)</p>	<p>DECORATING (Applies to interior or exterior work, including the hanging of flags or bunting for conventions or celebrations.)</p>
<p>DOOR INSTALLATION - METAL OR METAL COVERED (In garage, not overhead.)</p>	<p><del>DOOR INSTALLATION - METAL OR METAL COVERED (In garage, not overhead.)</del></p>
<p>DRAPERIES OR CURTAINS INSTALLATION IN PUBLIC BUILDINGS FROM A HEIGHT WHICH CANNOT BE REACHED FROM THE FLOOR OR WITH STEPLADDERS</p>	<p>DRAPERIES OR CURTAINS INSTALLATION IN PUBLIC BUILDINGS FROM A HEIGHT WHICH CANNOT BE REACHED FROM THE FLOOR OR WITH STEPLADDERS</p>
<p>ELEVATOR ENTRANCE AND DOOR INSTALLATION</p>	<p>ELEVATOR ENTRANCE AND DOOR INSTALLATION</p>
<p>FIRE DOOR INSTALLATION - INSIDE</p>	<p>FIRE DOOR INSTALLATION -</p>

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BUILDINGS	INSIDE BUILDINGS
FLAGS & BUNTING ERECTION	FLAGS & BUNTING ERECTION
IRON OR STEEL ERECTION DOOR, DOOR FRAME, OR SASH ERECTION-METAL OR METAL COVERED (Installation of storm doors or storm sash to be separately rated as Code 5645-Carpentry. Overhead door installation to be separately rated as Code 3724-Millwright work.)	IRON OR STEEL ERECTION DOOR, DOOR FRAME, OR SASH ERECTION-METAL OR METAL COVERED (Installation of storm doors or storm sash to be separately rated as Code 5645-Carpentry. Overhead door installation to be separately rated as Code 3724-Millwright work.)
IRON OR STEEL ERECTION IRON, BRASS OR BRONZE-DECORATIVE OR ARTISTIC	IRON OR STEEL ERECTION IRON, BRASS OR BRONZE-DECORATIVE OR ARTISTIC
IRON OR STEEL ERECTION IRON, BRASS OR BRONZE-NONSTRUCTURAL-INTERIOR	IRON OR STEEL ERECTION IRON, BRASS OR BRONZE-NONSTRUCTURAL-INTERIOR
IRON OR STEEL ERECTION STEEL FRAME-INTERIOR-LIGHT GAUGE STEEL: BY SPECIALIST CONTRACTOR	IRON OR STEEL ERECTION STEEL FRAME-INTERIOR-LIGHT GAUGE STEEL: BY SPECIALIST CONTRACTOR
BULB-STREET LIGHT CHANGING	BULB-STREET LIGHT CHANGING
CAMOUFLAGE WORK - DECORTING	CAMOUFLAGE WORK - DECORTING
FIRE ESCAPES - INSIDE BUILDINGS	FIRE ESCAPES - INSIDE BUILDINGS
LIGHT BULB CHANGING-STREET LIGHTS	LIGHT BULB CHANGING-STREET LIGHTS
PRISON CELL ERECTION - STEEL	PRISON CELL ERECTION - STEEL
RAILING - HOUSE - METAL ERECTION	RAILING - HOUSE - METAL ERECTION
GRANDSTANDS OR BLEACHERS ERECTION - PORTABLE – METAL	GRANDSTANDS OR BLEACHERS ERECTION - PORTABLE – METAL
METAL SASH INSTALLATION - COMMERCIAL	METAL SASH INSTALLATION - COMMERCIAL

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
2501	<b>CLOTH, CANVAS AND RELATED PRODUCTS MFG NOC</b>	<b>CLOTH, CANVAS AND RELATED PRODUCTS MFG NOC</b>
	BAG OR SACK MFG-CLOTH (Applies to the mfr. of cotton, burlap, or gunny bags or sacks.)	BAG OR SACK MFG-CLOTH (Applies to the mfr. of cotton, burlap, or gunny bags or sacks.)
	BAG RENOVATING (Applies to the renovating or repairing of cotton, burlap, or gunny bags or sacks and includes sewing.)	BAG RENOVATING (Applies to the renovating or repairing of cotton, burlap, or gunny bags or sacks and includes sewing.)
	BUFFING OR POLISHING CLOTH,	BUFFING OR POLISHING CLOTH,

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CLOTH DISKS, OR CLOTH WHEEL MFG	CLOTH DISKS, OR CLOTH WHEEL MFG
BUFFING WHEEL MFG-CLOTH-CUTTING-LAYOUT SEWING, ETC	BUFFING WHEEL MFG-CLOTH-CUTTING-LAYOUT SEWING, ETC
CANVAS GOODS MFG NOC-SHOP (The installation, removal or repair of awnings, tents or other canvas products away from the shop shall be classified as Code 5102 canvas goods erection. Unless payroll records are accurately maintained, showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102 canvas goods erection.)	CANVAS GOODS MFG NOC-SHOP (The installation, removal or repair of awnings, tents or other canvas products away from the shop <del>shall</del> <u>must</u> be classified as to Code 5102 <del>canvas goods erection</del> . Unless payroll records are accurately maintained, showing the amount of payroll expended for shop work, the entire payroll <del>shall</del> <u>must</u> be assigned to Code 5102 <del>canvas goods erection</del> .)
COLLAR MFG	COLLAR MFG
DOLL CLOTHING, CLOTH DOLLS, OR CLOTH PARTS MFG (Includes dressing of dolls.)	DOLL CLOTHING, CLOTH DOLLS, OR CLOTH PARTS MFG (Includes dressing of dolls.)
DRAPERIES OR CURTAINS MFG-FROM CLOTH, PAPER, OR PLASTIC-CUTTING AND SEWING	DRAPERIES OR CURTAINS MFG-FROM CLOTH, PAPER, OR PLASTIC-CUTTING AND SEWING
DUCK CLOTH MFG	DUCK CLOTH MFG
FEATHER PILLOW MFG (No mattress or box spring MFG)	FEATHER PILLOW MFG (No mattress or box spring MFG)
FUR CLOTHING MFG (Preparation of skins to be separately rated.)	FUR CLOTHING MFG (Preparation of skins to be separately rated.)
FURNISHING GOODS MFG NOC (Includes wearing apparel, draperies, or household furnishings from textile fabrics.)	FURNISHING GOODS MFG NOC (Includes wearing apparel, draperies, or household furnishings from textile fabrics.)
HAT MFG (Includes blowing, starting, or forming of hat shapes. Hatters' fur MFG to be separately rated as Code 2623.)	HAT MFG (Includes blowing, starting, or forming of hat shapes. Hatters' fur MFG to be separately rated as Code 2623.)
LAMP-SHADE-PARCHMENT OR TEXTILE (FRAME SEP. RATED)	LAMP-SHADE-PARCHMENT OR TEXTILE (FRAME SEP. RATED)
LINGERIE MFG	LINGERIE MFG
MILLINERY MFG (Applies to ladies trimmed hats.)	MILLINERY MFG (Applies to ladies trimmed hats.)
PILLOW, QUILT, OR CUSHION MFG (No mattress or box spring MFG)	PILLOW, QUILT, OR CUSHION MFG (No mattress or box spring MFG)
PLEATING AND STITCHING OR TUCKING	PLEATING AND STITCHING OR TUCKING
SAILMAKING (Applies to shop operations.)	SAILMAKING (Applies to shop operations.)
SHIRT MFG	SHIRT MFG

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SUSPENDER MFG (Buckle, webbing, or leather parts MFG to be separately rated.)	SUSPENDER MFG (Buckle, webbing, or leather parts MFG to be separately rated.)
TENT OR AWNING MFG-SHOP (The installation, removal, or repair of awnings, tents, or other canvas products away from the shop shall be classified as Code 5102-Tent erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll shall be assigned to Code 5102: Canvas goods erection.)	TENT OR AWNING MFG-SHOP (The installation, removal, or repair of awnings, tents, or other canvas products away from the shop <del>shall</del> <u>must</u> be classified as <u>to</u> Code 5102-Tent erection. Unless payroll records are accurately maintained showing the amount of payroll expended for shop work, the entire payroll <del>shall</del> <u>must</u> be assigned to Code 5102: <u>Canvas goods erection.</u> )
TEXTILE MENDING (Applies to invisible textile weaving of wearing apparel.)	TEXTILE MENDING (Applies to invisible textile weaving of wearing apparel.)
TOY MFG CLOTH STUFFED ANIMALS OR TOYS	TOY MFG CLOTH STUFFED ANIMALS OR TOYS
TRIMMING OR RIBBONS - HAND SEWING ON FINISHED GARMENTS	TRIMMING OR RIBBONS - HAND SEWING ON FINISHED GARMENTS
TRIMMINGS - MFG FANCY TRIMMING OR PIPING - NOT MANUFACTURING BINDING TAPE OR RIBBON	TRIMMINGS - MFG FANCY TRIMMING OR PIPING - NOT MANUFACTURING BINDING TAPE OR RIBBON
UMBRELLA MFG (MFG of frames, handles, or hardware to be separately rated.)	UMBRELLA MFG (MFG of frames, handles, or hardware to be separately rated.)
WINDOW SHADE MFG (Roller manufacturing to be separately rated.)	WINDOW SHADE MFG (Roller manufacturing to be separately rated.)
YARN OR THREAD DYEING OR FINISHING	YARN OR THREAD DYEING OR FINISHING
AUTOMOBILE SEAT COVER MFG	AUTOMOBILE SEAT COVER MFG
AUTOMOBILE TOP MFG	AUTOMOBILE TOP MFG
AWNING MFG - CANVAS	AWNING MFG - CANVAS
BUFFING WHEEL MFG-CLOTH-SEWING ONLY	BUFFING WHEEL MFG-CLOTH-SEWING ONLY
CAP MFG - CLOTH	CAP MFG - CLOTH
CHENILLE PRODUCTS MFG - CLOTH	CHENILLE PRODUCTS MFG - CLOTH
CLOTH SPONGING, SHRINKING, INSP OR MENDING	CLOTH SPONGING, SHRINKING, INSP OR MENDING
CLOTH STENCILING AND CUTTING (SILK SCREENING)	CLOTH STENCILING AND CUTTING (SILK SCREENING)
CLOTH WEAVING (PATCHING)	CLOTH WEAVING (PATCHING)
EARMUFF MFG - INCLUDING INCIDENTAL METAL	EARMUFF MFG - INCLUDING INCIDENTAL METAL

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FILTER (CLOTH) FOR DAIRY INDUSTRY	FILTER (CLOTH) FOR DAIRY INDUSTRY
HAMMOCK MFG	HAMMOCK MFG
HANDKERCHIEF MFG	HANDKERCHIEF MFG
KITE MFG - SILK - INCLUDING FRAMES NO WOODWORKING MACHINERY	KITE MFG - SILK - INCLUDING FRAMES NO WOODWORKING MACHINERY
LININGS-SEWING INTO COATS BY HAND MOSQUITO NETTING - CUTTING, SEWING	LININGS-SEWING INTO COATS BY HAND MOSQUITO NETTING - CUTTING, SEWING
NECKTIE MFG - NOT KNITTED	NECKTIE MFG - NOT KNITTED
PARACHUTE MFG (Hardware separately rated.)	PARACHUTE MFG (Hardware separately rated.)
PERMANENT WAVE PAD MFG	PERMANENT WAVE PAD MFG
POWDER PUFF MFG	POWDER PUFF MFG
RUBBER GARMENTS MFG	RUBBER GARMENTS MFG
SEAT COVER MFG	SEAT COVER MFG
SLEEPING BAG MFG	SLEEPING BAG MFG

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
5437	<p><b>CARPENTRY INSTALLATION OF CABINET WORK OR INTERIOR TRIM</b> (Not applicable to contractors who perform any other carpentry operations at the same job or location.)</p>	<p><b>CARPENTRY INSTALLATION OF CABINET WORK OR INTERIOR TRIM</b> (Not applicable to contractors who perform any other carpentry operations at the same job or location;.) <u>refer to Code 5645 or Code 5403. Includes the installation of countertops made from materials such as, but not limited to, laminated plastic, veneer, particleboard, or pressed wood; Corian or similar solid surfaces or high-density plastic base materials; and nonlaminated solid wood or butcher block. Refer to Code 5348 for the installation of tile, granite, marble, and other stone countertops.</u></p>
	<p>CARPENTRY INSTALLATION OF WOODEN FLOORING (The installation of wood flooring requiring cutting, sanding, drilling, and attaching using nails, screws, or pegs. Includes the installation of parquet flooring. Not applicable to contractors who perform any other carpentry operations at the same job or location.)</p>	<p>CARPENTRY INSTALLATION OF WOODEN FLOORING (The installation of wood flooring requiring cutting, sanding, drilling, and attaching using nails, screws, or pegs. Includes the installation of parquet flooring. Not applicable to contractors who perform any other carpentry operations at the same job or location.)</p>

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CAULKING - WINDOWS & DOOR FRAMES	CAULKING - WINDOWS & DOOR FRAMES
GARMENT RACK INSTALLATION	GARMENT RACK INSTALLATION
LOCK INSTALLATION IN NEW BUILDINGS	LOCK INSTALLATION IN NEW BUILDINGS
SHOW CASE ERECTION & INSTALLATION - INSTALLED AS PERMANENT PART OF STRUCTURE	SHOW CASE ERECTION & INSTALLATION - INSTALLED AS PERMANENT PART OF STRUCTURE
STAIR ERECTION	STAIR ERECTION
WEATHER STRIPPING INSTALLATION (INSIDE OR OUTSIDE)	WEATHER STRIPPING INSTALLATION (INSIDE OR OUTSIDE)

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
5348	<b>CERAMIC TILE, INDOOR STONE, MARBLE, OR MOSAIC WORK</b> (Not fireproof tile construction. Installation of resilient flooring - carpet or laminate - to be separately rated to Code 5478. The installation of ceramic and mosaic tiles outdoors for decorative, artistic, and ornamental nature is included in Code 5348. Separately rate tile work performed in conjunction with the construction of structures.)	<b>CERAMIC TILE, INDOOR STONE, MARBLE, OR MOSAIC WORK</b> (Not fireproof tile construction. Installation of resilient flooring - carpet or laminate - to be separately rated to Code 5478. The installation of ceramic and mosaic tiles outdoors for decorative, artistic, and ornamental nature <u>purposes</u> is included in Code 5348. Separately rate tile work performed in <u>conjunction</u> <u>connection</u> with the construction of structures.) <u>The installation of tile, granite, marble, or other stone countertops is also included in Code 5348. Refer to Code 5437 for countertops made from other materials.</u>
	FLOOR LAYING - TILE -CERAMIC	FLOOR LAYING - TILE -CERAMIC
	FIREPLACE CONSTRUCTION – TILE	FIREPLACE CONSTRUCTION – TILE

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
5645	<b>CARPENTRY DETACHED ONE- OR TWO-FAMILY DWELLINGS</b> (Includes garages constructed in connection with the dwellings.)	<b>CARPENTRY DETACHED ONE- OR TWO-FAMILY DWELLINGS</b> (Includes garages constructed in connection with the dwellings.)
	DOOR INSTALLATION-SCREENED-METAL OR WOOD	DOOR INSTALLATION-SCREENED-METAL OR WOOD
	IRON OR STEEL ERECTION STEEL FRAME-INTERIOR-LIGHT GAUGE	IRON OR STEEL ERECTION STEEL FRAME-INTERIOR-LIGHT

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STEEL: BY CARPENTRY CONTRACTORS IN CONNECTION WITH THE CONSTRUCTION OF DETACHED ONE- OR TWO-FAMILY DWELLINGS	GAUGE STEEL: BY CARPENTRY CONTRACTORS IN CONNECTION WITH THE CONSTRUCTION OF DETACHED ONE- OR TWO-FAMILY DWELLINGS
JALOUSIE OR JALOUSIE SCREEN ERECTION	JALOUSIE OR JALOUSIE SCREEN ERECTION
STORM DOOR OR STORM SASH INSTALLATION-WOOD OR METAL	STORM DOOR OR STORM SASH INSTALLATION-WOOD OR METAL
WINDOW SCREEN OR SCREEN DOOR INSTALLATION-METAL OR WOOD	WINDOW SCREEN OR SCREEN DOOR INSTALLATION-METAL OR WOOD
ALUMINUM FRAME DOOR OR WINDOW INSTALLATION	ALUMINUM FRAME DOOR OR WINDOW INSTALLATION
PORTABLE RESIDENCE ERECTION – PREFAB	PORTABLE RESIDENCE ERECTION – PREFAB
SCREEN INSTALLATION - DOMESTIC	SCREEN INSTALLATION - DOMESTIC
SHOWER STALL METAL INSTALLATION	SHOWER STALL METAL INSTALLATION
THERMOPANE INSTALLATION – DOMESTIC	THERMOPANE INSTALLATION – DOMESTIC
METAL SASH INSTALLATION - DOMESTIC	METAL SASH INSTALLATION - DOMESTIC

2. Punch-Out Employees

- Revise and discontinue various phraseologies for code 5610 Cleaner-Debris Removal to provide clarity.

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
5610	<b>CLEANER-DEBRIS REMOVAL</b> (Applies only in connection with construction or erection. Does not apply to the payroll for cleaners except when the payroll for watch guards, timekeepers, and cleaners is more than all other payroll of the insured that is subject to construction or erection classifications at the same job or location.)	<b>CLEANER-DEBRIS REMOVAL – CONSTRUCTION-</b> ( <del>Applies only in connection with construction or erection.</del> Does not apply to the payroll for cleaners except when the payroll for watch guards, timekeepers, and cleaners <u>cleaners, timekeepers, and watchguards</u> is more than all other payroll of the insured that is subject to construction or erection classifications at the same job or location.) <u>Cleaners included in Code 5610 remove debris left by the construction crews after construction has been completed. Refer to Code 9014 for cleaning</u>



	<u>service contractors who provide clean-up crews to wash windows and sweep and mop floors to prepare a location for its intended use. Refer to the appropriate construction code for laborers who perform work to complete tasks that have been identified as part of a post-construction “punch-out” list.</u>
WATCHGUARDS-CONSTRUCTION OR ERECTION (Not applicable to the payroll for watch guards except when the payroll for watch guards, timekeepers, and cleaners is more than all other payroll of the insured that is subject to construction or erection classifications at the same job or location.)	WATCHGUARDS-CONSTRUCTION <del>OR ERECTION</del> (Not applicable to the payroll for watch guards except when the payroll for watch guards, timekeepers, and cleaners is more than all other payroll of the insured that is subject to construction <del>or erection</del> classifications at the same job or location.)
BUILDING CLEANING-CLEANING DEBRIS-BUILDING CONSTRUCTION	BUILDING CLEANING-CLEANING DEBRIS-BUILDING CONSTRUCTION
CLEANING - FREIGHT CARS	CLEANING - FREIGHT CARS
RAIL CAR CLEANING - FREIGHT	RAIL CAR CLEANING - FREIGHT
SHIP CLEANING – INSIDE	SHIP CLEANING – INSIDE

WI carpentry industry generally maintains a natural split between the employees of residential, multi-family and commercial construction. Therefore, proposed amendments to the carpentry classes were **NOT** adopted:

3. Carpentry

- Discontinue code 5651 Carpentry-Dwellings-Three Stories or Less and reassign the exposure to either code 5645 Carpentry-Detached One- or Two-Family Dwellings or a newly defined code 5403 Carpentry-Construction of Residential Dwellings Exceeding Three Stories in Height or Commercial Buildings and Structures.
- Discontinue all other cross-reference phraseologies for code 5651.
- Redefine code 5645 to contemplate the construction of dwellings that do not exceed three stories in height.
- Discontinue various phraseologies for codes 5645 and 5403. Discontinued phraseologies which address the installation of doors, screens, sash, etc. are to be reassigned to code 5102 Door, Door Frame or Sash Erection-Metal or Metal-Covered.

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- Redefine code 5403 Carpentry NOC to contemplate the construction of residential dwellings exceeding three stories in height, in addition to the construction of commercial structures.
- Include within both codes 5645 and 5403 the installation of siding of all types (aluminum, vinyl, wood, etc.).
- Revise the phraseology of code 5551 Roofing-All Kinds & Drivers to provide clarification on the types of roofs which are assigned to the class.
- Revise the Basic Manual rule involving classification wording to replace the reference to code 5651 with codes 5645 and 5403.