



Wisconsin Compensation Rating Bureau

262-796-4540 ▲ Fax 262-796-4400 ▲ www.wcrb.org

P.O. Box 3080 ▲ Milwaukee, WI 53201-3080

Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

### CIRCULAR LETTER 3093—AUGUST 17, 2012

TO: Members of the Bureau

FROM: Donna Knepper

RE: Class Code Changes Effective 10-1-12

Circular Letter 3061 dated July 29, 2010 announced several revisions to the WI Basic Manual Classifications. The following is a list of changes, in class code order. New language is underlined, eliminated language is struck through. In addition to the primary phraseology, only the changes have been identified

#### 1. Banking and Check Cashing Stores

##### Proposals

- Create code 8855 Banks and Trust Companies-All Employees, Salespersons, Drivers and Clerical for financial institutions. Besides typical office and administrative staff, the code would contemplate security personnel, armored car operations, maintenance personnel and other non-administrative staff.
- Create code 8856 Check Cashing Establishments-All Employees, Salespersons, Drivers and Clerical for check cashing businesses.
- Discontinue various cross-reference analogies in codes 7380, 9015, 8833, 7720, 5191 and 8742 for staff such as armored car drivers, maintenance employees, etc. who will now be contemplated under new code 8855.

	CURRENT PHRASEOLOGY	PROPOSED PHRASEOLOGY
8855	NONE	<p><u><b>BANKS AND TRUST COMPANIES – ALL EMPLOYEES, SALESPERSONS, DRIVERS &amp; CLERICAL</b></u></p> <p><u>Applies to financial institutions that receive, lend, exchange, and safeguard money. Services include savings and checking accounts, certificates of deposit, and mortgages. Includes, but not limited to, bank managers, tellers, loan officers, security personnel, armed and unarmed attendants, ushers, door attendants, and maintenance personnel. In addition, this code is used for Internet banks.</u></p>

8856	NONE	<p><b><u>CHECK CASHING ESTABLISHMENTS – ALL EMPLOYEES, SALESPERSONS, DRIVERS &amp; CLERICAL</u></b></p> <p><u>Applies to risks that charge a fee for check cashing, money orders, wire transfers, payday loans, title loans, and similar services. The fees derived from these financial services must be greater than or equal to 75% of gross receipts, per location, in order to qualify for Code 8856. Risks that take possession and sell merchandise generating more than 25% of gross receipts are separately rated.</u></p>
7380	<p><b>DRIVERS, CHAUFFEURS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL</b> (Applies to employees engaged in such duties on or in connection with a vehicle. This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229. Subject to Rule IV.B. Messenger and courier deliveries of owned documents or goods made by foot or public transportation are assigned to the governing class code.)</p> <p><del>CHAUFFEURS, DRIVERS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL (Applies to employees engaged in such duties on or in connection with a vehicle This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229.)</del></p> <p>DISTRIBUTING CO (Employees transport to location in cars &amp; trucks.)</p> <p>GEOPHYSICAL EXPLORATION NOC-ALL EMPLOYEES &amp; DRIVERS (Core drilling to be separately rated as Code 6204-Drilling NOC.)</p> <p>ICE CREAM VENDORS - MOBILE &amp; DRIVERS</p> <p>AUTOMOBILE TRANSPORT DRIVING CARS ON RAILCARS</p> <p>AUTOMOBILE TRANSPORT SINGLE OR IN TANDEM</p> <p>SANITATION SERVICE - DRIVERS</p> <p>SCHOOL BUS DRIVERS (Drivers employed by school.)</p>	<p><b>DRIVERS, CHAUFFEURS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL</b> (Applies to employees engaged in such duties on or in connection with a vehicle. This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229. Subject to Rule IV.B. Messenger and courier deliveries of owned documents or goods made by foot or public transportation are assigned to the governing class code.)</p> <p><del>CHAUFFEURS, DRIVERS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL (Applies to employees engaged in such duties on or in connection with a vehicle This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229.)</del></p> <p>DISTRIBUTING CO (Employees transport to location in cars &amp; trucks.)</p> <p>GEOPHYSICAL EXPLORATION NOC-ALL EMPLOYEES &amp; DRIVERS (Core drilling to be separately rated as Code 6204-Drilling NOC.)</p> <p>ICE CREAM VENDORS - MOBILE &amp; DRIVERS</p> <p>AUTOMOBILE TRANSPORT DRIVING CARS ON RAILCARS</p> <p>AUTOMOBILE TRANSPORT SINGLE OR IN TANDEM</p> <p>SANITATION SERVICE - DRIVERS</p> <p>SCHOOL BUS DRIVERS (Drivers employed by school.)</p>

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 3**

	SEA WEED OR LAKE WEED - TRUCKING - ON LAND	SEA WEED OR LAKE WEED - TRUCKING - ON LAND
	BANKS AND TRUST COS-ARMORED CAR CREWS-NOT CONTRACT	<del>BANKS AND TRUST COS-ARMORED CAR CREWS-NOT CONTRACT</del>
	SOFT DRINK DISTRIBUTORS - DRIVERS	SOFT DRINK DISTRIBUTORS - DRIVERS
	TELEPHONE BOOK DELIVERY	TELEPHONE BOOK DELIVERY
	WATER SAMPLES FROM INLAND LAKES	WATER SAMPLES FROM INLAND LAKES
	WINE OR SPIRIT MERCHANTS-DRIVERS	WINE OR SPIRIT MERCHANTS-DRIVERS
	AUTO HAULAWAY OR DRIVEAWAY & DRIVERS: DRIVEAWAY & TANDEM	AUTO HAULAWAY OR DRIVEAWAY & DRIVERS: DRIVEAWAY & TANDEM
	FIRE EXTINGUISHER - SERVICE OR RECHARGE & DRIVERS	FIRE EXTINGUISHER - SERVICE OR RECHARGE & DRIVERS
	LIMOUSINE CO	LIMOUSINE CO

9015	<b>BUILDINGS-OPERATION BY OWNER, LESSEE OR REAL ESTATE MANAGEMENT FIRM: ALL OTHER EMPLOYEES</b> (Not applicable to an owner or lessee of a building who occupies the entire or major portion of the premises for mfg. or mercantile purposes. Maintenance or repair work at any location where such owner or lessee does not also perform janitorial services. Operation or maintenance of amusement devices to be separately rated.)	<b>BUILDINGS-OPERATION BY OWNER, LESSEE OR REAL ESTATE MANAGEMENT FIRM: ALL OTHER EMPLOYEES</b> (Not applicable to an owner or lessee of a building who occupies the entire or major portion of the premises for mfg. or mercantile purposes. Maintenance or repair work at any location where such owner or lessee does not also perform janitorial services. Operation or maintenance of amusement devices to be separately rated.)
	BANKS AND TRUST COMPANIES BUILDING MAINTENANCE, CARE, OR CUSTODY (Includes night watch guards.)	<del>BANKS AND TRUST COMPANIES BUILDING MAINTENANCE, CARE, OR CUSTODY (Includes night watch guards.)</del>
	BATHHOUSE-BEACH	BATHHOUSE-BEACH
	CAMP OPERATION NOC	CAMP OPERATION NOC
	CONDOMINIUMS OR COOPERATIVES ALL OTHER EMPLOYEES (Applies to care, custody and maintenance of premises or facilities.)	CONDOMINIUMS OR COOPERATIVES ALL OTHER EMPLOYEES (Applies to care, custody and maintenance of premises or facilities.)
	RECREATIONAL VEHICLE CAMPGROUNDS OR PARKS	RECREATIONAL VEHICLE CAMPGROUNDS OR PARKS
	SWIMMING POOL PUBLIC-OPERATION	SWIMMING POOL PUBLIC-OPERATION
	TRAILER PARKS OR TRAILER CAMPS	TRAILER PARKS OR TRAILER CAMPS
	BEACH CHAIRS RENTAL	BEACH CHAIRS RENTAL
	COUNSELORS - (SCHOOL - CAMP- OR PLAYGROUND)	COUNSELORS - (SCHOOL - CAMP- OR PLAYGROUND)
	FIREMAN (STATIONERY ENGINEER)	FIREMAN (STATIONERY ENGINEER)
	GUARDS - BANKS AND TRUST COMPANIES	<del>GUARDS - BANKS AND TRUST COMPANIES</del>
	HOUSE TRAILERS - COURTS	HOUSE TRAILERS - COURTS

8833	<b>HOSPITAL PROFESSIONAL EMPLOYEES</b>	<b>HOSPITAL PROFESSIONAL EMPLOYEES</b>
	ASYLUM: PROFESSIONAL EMPLOYEES	ASYLUM: PROFESSIONAL EMPLOYEES
	BANKS AND TRUST COMPANIES DISPENSARIES	<del>BANKS AND TRUST COMPANIES DISPENSARIES</del>
	SANITARIUM PROFESSIONAL EMPLOYEES	SANITARIUM PROFESSIONAL EMPLOYEES
	DRUG & ALCOHOL COUNSELING CENTERS - PATIENT CARE - PROFESSIONALS	DRUG & ALCOHOL COUNSELING CENTERS - PATIENT CARE - PROFESSIONALS
	SERUM PREPARATION - FROM HUMAN BLOOD PROFESSIONAL	SERUM PREPARATION - FROM HUMAN BLOOD PROFESSIONAL

7720	<b>POLICE OFFICERS &amp; DRIVERS</b>	<b>POLICE OFFICERS &amp; DRIVERS</b>
	BANKS AND TRUST COMPANIES GUARDS, PATROLS, MESSENGERS, OR ARMORED CAR CREWS & DRIVERS	<del>BANKS AND TRUST COMPANIES GUARDS, PATROLS, MESSENGERS, OR ARMORED CAR CREWS &amp; DRIVERS</del>
	DETECTIVE OR PATROL AGENCY & DRIVERS	DETECTIVE OR PATROL AGENCY & DRIVERS

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 4**

FOREST RANGERS	FOREST RANGERS
JUVENILE DETENTION CENTER - ALL EMPLOYEES AND SALESPERSONS, DRIVERS (Includes halfway houses, juvenile detention centers, "boot camps", or homes for convicts. Refer to Code 8842 for group homes, group foster homes, halfway houses that provide rehabilitation services, shelters, and independent supportive living homes for mentally, physically, or emotionally challenged individuals.)	JUVENILE DETENTION CENTER - ALL EMPLOYEES AND SALESPERSONS, DRIVERS (Includes halfway houses, juvenile detention centers, "boot camps", or homes for convicts. Refer to Code 8842 for group homes, group foster homes, halfway houses that provide rehabilitation services, shelters, and independent supportive living homes for mentally, physically, or emotionally challenged individuals.)
SECURITY ENFORCEMENT OR PROTECTION-CONTRACT & DRIVERS	SECURITY ENFORCEMENT OR PROTECTION-CONTRACT & DRIVERS
ARMORED CAR SERVICE	ARMORED CAR SERVICE
BANKS AND TRUST COS-ARMORED CAR CREWS-CONTRACT	<del>BANKS AND TRUST COS-ARMORED CAR CREWS-CONTRACT</del>
BOAT LOCK ATTENDANT	BOAT LOCK ATTENDANT
BRIDGE OR LOCK TENDERS	BRIDGE OR LOCK TENDERS
DANCE HALL INSPECTORS - BOUNCERS	DANCE HALL INSPECTORS - BOUNCERS
GUARDS - LIFE GUARDS	GUARDS - LIFE GUARDS
GUARDS - WATCHMEN	GUARDS - WATCHMEN
MERCHANT POLICE	MERCHANT POLICE
TRUANT OFFICERS	TRUANT OFFICERS
WATCHMEN OR GUARDS-CONTRACT BASIS	WATCHMEN OR GUARDS-CONTRACT BASIS
WATCHMEN OR GUARDS-ON STRIKE DUTY CONTRACT 1.00 PER DAY - SEE DETECTIVES	WATCHMEN OR GUARDS-ON STRIKE DUTY CONTRACT 1.00 PER DAY - SEE DETECTIVES
WATER SAFETY PATROL	WATER SAFETY PATROL

5191	<b>OFFICE MACHINE INSTALLATION, INSPECTION, ADJUSTMENT, OR REPAIR</b> (Includes shop. MFG operations to be separately rated.)	<b>OFFICE MACHINE INSTALLATION, INSPECTION, ADJUSTMENT, OR REPAIR</b> (Includes shop. MFG operations to be separately rated.)
	AUDIO - VISUAL PRESENTATION SERVICE	AUDIO - VISUAL PRESENTATION SERVICE
	BANKS AND TRUST COMPANIES OFFICE MACHINE REPAIR	<del>BANKS AND TRUST COMPANIES OFFICE MACHINE REPAIR</del>
	COMPUTER DEVICE INSTALLATION, INSPECTION, SERVICE, OR REPAIR (Includes shop operations. Computer MFG to be separately rated.)	COMPUTER DEVICE INSTALLATION, INSPECTION, SERVICE, OR REPAIR (Includes shop operations. Computer MFG to be separately rated.)
	PIANO TUNING - AWAY FROM SHOP	PIANO TUNING - AWAY FROM SHOP
	SCALES-INSTALLATION OR ADJUSTMENT COUNTER TYPE	SCALES-INSTALLATION OR ADJUSTMENT COUNTER TYPE
	X-RAY EQUIPMENT-INSTALLATION, SERVICE & REPAIR	X-RAY EQUIPMENT-INSTALLATION, SERVICE & REPAIR
	BED WETTING PREVENTION EQUIPMENT SALES, REPAIR, INSTALLATION	BED WETTING PREVENTION EQUIPMENT SALES, REPAIR, INSTALLATION
	CASH REGISTER INSTALLATION & REPAIR	CASH REGISTER INSTALLATION & REPAIR
	GUMMING MACHINE INSTALLATION	GUMMING MACHINE INSTALLATION
	MAILING OR ADDRESSING MACHINE - INSTALLATION	MAILING OR ADDRESSING MACHINE - INSTALLATION
	MEAT CUTTER - SLICERS OR GRINDERS-SERVICE OR REPAIR	MEAT CUTTER - SLICERS OR GRINDERS- SERVICE OR REPAIR
	OXYGEN THERAPY SERVICE- DELIVERY, SETTING UP & OPERATING EQUIPMENT	OXYGEN THERAPY SERVICE- DELIVERY, SETTING UP & OPERATING EQUIPMENT
	SOAP DISPENSER INSTALLATION, INSPECTION & REPAIR	SOAP DISPENSER INSTALLATION, INSPECTION & REPAIR
	SODA DISPENSER INSTALLATION &/OR REPAIR	SODA DISPENSER INSTALLATION &/OR REPAIR
	TYPEWRITER REPAIR & INSTALLATION	TYPEWRITER REPAIR & INSTALLATION

8742	<p><b>SALESPERSONS, OR COLLECTORS, OUTSIDE</b> (Applies to employees engaged in such duties away from the employer's premises. This classification shall not apply to employees who deliver merchandise. Any salespersons whose duties include occasional courtesy delivery of a nominal quantity of the merchandise sold shall still be classified as salespersons. Employees who deliver merchandise shall be assigned to the classification applicable in that risk to drivers even though they also collect or sell. If they walk or use public transportation, they shall be assigned to the governing classification. Code 8742 does not apply when the basic classification wording includes outside salespersons, collectors and messengers.)</p>	<p><b>SALESPERSONS, OR COLLECTORS, OUTSIDE</b> (Applies to employees engaged in such duties away from the employer's premises. This classification shall not apply to employees who deliver merchandise. Any salespersons whose duties include occasional courtesy delivery of a nominal quantity of the merchandise sold shall still be classified as salespersons. Employees who deliver merchandise shall be assigned to the classification applicable in that risk to drivers even though they also collect or sell. If they walk or use public transportation, they shall be assigned to the governing classification. Code 8742 does not apply when the basic classification wording includes outside salespersons, collectors and messengers.)</p>
	BANKS AND TRUST COMPANIES - SPECIAL OFFICERS AND ARMED AND UNARMED ATTENDANTS, USHERS, DOOR ATTENDANTS, APPRAISERS, OR FIELD AUDITORS (Subject to Rule IV.B)	<del>BANKS AND TRUST COMPANIES - SPECIAL OFFICERS AND ARMED AND UNARMED ATTENDANTS, USHERS, DOOR ATTENDANTS, APPRAISERS, OR FIELD AUDITORS (Subject to Rule IV.B)</del>
	CLAIM ADJUSTERS OR SPECIAL AGENTS-INSURANCE CO.	<del>CLAIM ADJUSTERS OR SPECIAL AGENTS-INSURANCE CO.</del>
	SALESPERSONS, OR COLLECTORS, OUTSIDE (Subject to Rule IV.B. Coverage Under the Federal Employers Liability Act (FELA))	SALESPERSONS, OR COLLECTORS, OUTSIDE (Subject to Rule IV.B. Coverage Under the Federal Employers Liability Act (FELA))
	U.S.O. OPERATIONS TRAVELERS AID SOCIETY	U.S.O. OPERATIONS TRAVELERS AID SOCIETY
	AUTOMOBILE FINANCE CO - REPOSSESSING	AUTOMOBILE FINANCE CO - REPOSSESSING
	BOY & GIRL SCOUTS-EXECUTIVE SECRETARIES	BOY & GIRL SCOUTS-EXECUTIVE SECRETARIES
	CANVASSING - HOUSE TO HOUSE	CANVASSING - HOUSE TO HOUSE
	ENGINEERS - SAFETY	ENGINEERS - SAFETY
	ESCORT SERVICE	ESCORT SERVICE
	INSURANCE COMPANIES - CLAIMS ADJUSTER	INSURANCE COMPANIES - CLAIMS ADJUSTER
	LOG SCALERS-BUYERS-NO SCALING, CRUISING, ETC	LOG SCALERS-BUYERS-NO SCALING, CRUISING, ETC
	PHOTOGRAPHERS - NEWSPAPER	PHOTOGRAPHERS - NEWSPAPER
	SIGHT SEEING SERVICE - TOUR LECTURERS	SIGHT SEEING SERVICE - TOUR LECTURERS
	SOCIAL WORKERS PROFESSIONAL & ALL OTHER	SOCIAL WORKERS PROFESSIONAL & ALL OTHER
	WELCOME WAGONS	WELCOME WAGONS

8810	<p><b>CLERICAL OFFICE EMPLOYEES NOC</b> (Applies to employees engaged exclusively in record keeping, correspondence, filing, telephone sales, data entry or word processing, copy or fax machine operations, unless the insured is in the business of making copies or faxing for the public, and other general office work. If such an employee has any other duty, the total payroll of that employee shall be assigned to the highest rated classification of operations to which the employee is exposed. Physical separation of clerical functions is not required. Code 8810 does not apply when the basic classification wording includes clerical employees.)</p>	<p><b>CLERICAL OFFICE EMPLOYEES NOC</b> (Applies to employees engaged exclusively in record keeping, correspondence, filing, telephone sales, data entry or word processing, copy or fax machine operations, unless the insured is in the business of making copies or faxing for the public, and other general office work. If such an employee has any other duty, the total payroll of that employee shall be assigned to the highest rated classification of operations to which the employee is exposed. Physical separation of clerical functions is not required. Code 8810 does not apply when the basic classification wording includes clerical employees.)</p>
------	---	---

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 6**

BANKS AND TRUST COMPANIES (The basic and major operations of banks and trust companies are clerical in nature and assignable to Code 8810 which is a Standard Exception classification; therefore, the payroll of all employees not specifically included in the definition of clerical office employees shall be separately rated.)	<del>BANKS AND TRUST COMPANIES (The basic and major operations of banks and trust companies are clerical in nature and assignable to Code 8810 which is a Standard Exception classification; therefore, the payroll of all employees not specifically included in the definition of clerical office employees shall be separately rated.)</del>
COMPUTER SYSTEM DESIGNERS OR PROGRAMMERS EXCLUSIVELY OFFICE	COMPUTER SYSTEM DESIGNERS OR PROGRAMMERS EXCLUSIVELY OFFICE
DRAFTING EMPLOYEES (Applies to employees engaged exclusively in drafting and confined to office work. The entire payroll of any such employees exposed to any other operations shall be assigned to the highest rated classification of operations to which they are exposed.)	DRAFTING EMPLOYEES (Applies to employees engaged exclusively in drafting and confined to office work. The entire payroll of any such employees exposed to any other operations shall be assigned to the highest rated classification of operations to which they are exposed.)
MUSEUM-PUBLIC - PROFESSIONAL EMPLOYEES & CLERICAL	MUSEUM-PUBLIC - PROFESSIONAL EMPLOYEES & CLERICAL
PUBLIC LIBRARY OR MUSEUM PROFESSIONAL EMPLOYEES & CLERICAL	PUBLIC LIBRARY OR MUSEUM PROFESSIONAL EMPLOYEES & CLERICAL
RACETRACK OPERATION HORSE OR DOG PARI-MUTUEL CLERKS, CASHIERS, AND CLERICAL OFFICE EMPLOYEES	RACETRACK OPERATION HORSE OR DOG PARI-MUTUEL CLERKS, CASHIERS, AND CLERICAL OFFICE EMPLOYEES
AUTO LIVERY ANSWERING SERVICE, TAXI CAB STATION	AUTO LIVERY ANSWERING SERVICE, TAXI CAB STATION
BUS TERMINAL OPERATIONS-TICKET AGENTS & INFORMATION CLERKS	BUS TERMINAL OPERATIONS-TICKET AGENTS & INFORMATION CLERKS
MICROFILM - NO DEVELOPING EQUIPMENT	MICROFILM - NO DEVELOPING EQUIPMENT
PHOTOGRAPHERS - NEWSPAPER - COMPOSITION	PHOTOGRAPHERS - NEWSPAPER - COMPOSITION
TELEPHONE ANSWERING - NO SERVICE & REPAIR	TELEPHONE ANSWERING - NO SERVICE & REPAIR

**2. Insurance Operations**

Proposals

- Create code 8723 Insurance Companies-Including Clerical & Salespersons for office employees, salespersons and premium auditors of insurance companies, brokerages and rating organizations.
- Discontinue the phraseology note contained in code 8803 Auditor, Accountant or Factory Cost or Office Systematizer-Traveling which references that the class includes insurance company premium auditors. As noted above, this exposure will now be contemplated under new code 8723.
- Reassign outside claims adjusters of insurance companies from code 8742 Claim Adjusters or Special Agents-Insurance Co. to code 8720 Inspection of Risks for Insurance or Valuation Purposes NOC, the current class assigned to loss control personnel employed by insurance companies. A reference to Outside Claims Adjusters would be placed in code 8720.

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
8723	<b>NONE</b>	<b>INSURANCE COMPANIES – INCLUDING</b>

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 7**

		<p><b><u>CLERICAL &amp; SALESPERSONS</u></b></p> <p><u>Code 8723 applies to employees of insurance companies including clerical office employees, outside salespersons, and company premium auditors. Insurance companies include carriers or providers, both exclusive and independent agents, brokers, and ratemaking organizations. These businesses may provide coverage for individuals, businesses, or property in exchange for premium. These businesses may also bind coverage, sell policies or place coverage, develop rates, process claims, and collect data. Insurance inspectors, outside claims adjusters, examiners, appraisers, and detectives or investigators are separately assigned to Code 8720.</u></p>
--	--	--

8803	<b>AUDITOR, ACCOUNTANT OR FACTORY COST OR OFFICE SYSTEMATIZER-TRAVELING</b> (Includes insurance company premium auditors.)	<b>AUDITOR, ACCOUNTANT OR FACTORY COST OR OFFICE SYSTEMATIZER-TRAVELING</b> <del>(Includes insurance company premium auditors.)</del>
	COMPUTER SYSTEM DESIGNERS OR PROGRAMMERS TRAVELING	COMPUTER SYSTEM DESIGNERS OR PROGRAMMERS TRAVELING
	OFFICE OR FACTORY COST SYSTEMATIZER, ACCOUNTANT OR AUDITOR-TRAVELING	OFFICE OR FACTORY COST SYSTEMATIZER, ACCOUNTANT OR AUDITOR-TRAVELING

8720	<b>INSPECTION OF RISKS FOR INSURANCE OR VALUATION PURPOSES NOC</b>	<b>INSPECTION OF RISKS FOR INSURANCE OR VALUATION PURPOSES NOC</b>
		<u>Code 8720, a “not otherwise classified” classification, is applicable to insurance inspectors, outside claim adjusters, and/or safety engineers, appraisers of fire companies engaged in estimating the salvage value of property, and employments of a similar character.</u>
	AIR POLLUTION INSPECTOR	AIR POLLUTION INSPECTOR
	BOILER INSPECTION	BOILER INSPECTION
	ELEVATOR INSPECTING	ELEVATOR INSPECTING
	MARINE APPRAISER OR SURVEYOR	MARINE APPRAISER OR SURVEYOR
	RACETRACK OPERATION HORSE OR DOG RACING OFFICIALS OTHER THAN STARTERS OR THEIR ASSISTANTS	RACETRACK OPERATION HORSE OR DOG RACING OFFICIALS OTHER THAN STARTERS OR THEIR ASSISTANTS
	ANIMAL - JUDGING ONLY	ANIMAL - JUDGING ONLY
	APPRAISING OF BUILDING, CONTENTS AND MACHINERY	APPRAISING OF BUILDING, CONTENTS AND MACHINERY
INSURANCE COMPANIES - ALL OTHER INSPECTORS	INSURANCE COMPANIES - ALL OTHER INSPECTORS	

8742	SEE REVISION FOR CLAIM ADJUSTERS UNDER ITEM 1 ABOVE
------	---

**3. Oil or Gas Lease, Well & Drilling**

Proposals

- Via the phraseologies, clarify the assignment of the following codes: 1320 Oil or Gas-Lease Operator-All Operations & Drivers; 6216 Oil or Gas-Lease Work NOC-By Contractor & Drivers; 6204 Drilling NOC; 6206 Oil or Gas-Well-Acidizing-All Employees

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 8**

& Drivers and Oil or Gas-Well-Cementing-All Employees & Drivers; 6235 Oil or Gas-Well-Drilling or Redrilling & Drivers; 6237 Oil or Gas-Well-Instrument Logging or Survey Work & Drivers; 6213 Oil or Gas-Well-Specialty Tool Operation NOC-By Contractor-All Employees & Drivers; and 3719 Oil Still Erection or Repair.

- Reassign the analogy Geophysical Exploration-All Employees & Drivers from code 7380 to code 8606, which currently has the principal phraseology of Geophysical Exploration: Seismic-All Employees & Drivers.

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
1320	<p><b>GAS OR OIL LEASE OPERATOR-NATURAL GAS-ALL OPERATIONS &amp; DRIVERS</b> (Separately rate: erecting or dismantling of derricks; drilling, installation or recovery of casing; well shooting; cementing; tank building; topping operations; or gasoline recovery.)</p>	<p><b>GAS OR OIL LEASE OPERATOR-NATURAL GAS-ALL OPERATIONS &amp; DRIVERS</b> (<u>Applies to oil or gas lease owner/operators, and to insureds under contract with the lease owners, that perform all operations necessary to work an oil or gas lease. The following operations are not included in Code 1320 and must be separately rated:</u> erecting or dismantling of derricks; drilling; installation or recovery of casing; well shooting; cementing; tank building; topping operations; or gasoline recovery.)</p>
6216	<p><b>OIL OR GAS LEASE WORK NOC-BY CONTRACTOR &amp; DRIVERS</b> (Includes the clearing of land, building of lease roads, slush pits, levees or fire walls; the laying or taking up of flow lines and water lines; installing of central pumping units; and lease beautification work. Separately rate: pipeline construction, tank building; rig or derrick erecting or dismantling; installation or recovery of casing; drilling, cementing, cleaning and swabbing of wells or well shooting. Not lease operation.)</p>	<p><b>OIL OR GAS LEASE WORK NOC-BY <b>SPECIALIST</b> CONTRACTOR &amp; DRIVERS</b> (Includes <del>the</del> clearing <del>of</del> land, building <del>of</del> lease roads, slush pits, levees or fire walls; <del>the</del> laying or taking up <del>of</del> flow lines and water lines; installing <del>of</del> central pumping units; <u>tank truck operations servicing oil or gas well sites</u> and lease beautification work. <u>The following operations are not included in Code 6216 and must be separately rated:</u> pipeline construction, tank building; rig or derrick erecting or dismantling; installation or recovery of casing; drilling, cementing, cleaning and swabbing of wells or well shooting. Not <u>applicable to owner/operators of an oil or gas lease operation, or to a risk under contract with the lease owner that performs all operations necessary to work an oil or gas lease.</u>)</p>
6206	<p><b>OIL OR GAS WELL: CEMENTING &amp; DRIVERS</b> (Code 6235-Oil or gas well drilling or redrilling shall not be assigned at the same job or location to which Code 6206 applies.)</p>	<p><b>OIL OR GAS WELL: CEMENTING &amp; DRIVERS</b> (<del>Code 6235-Oil or gas well drilling or redrilling shall not be assigned at the same job or location to which Code 6206 applies.</del> <u>Code 6206 must not be assigned at the same job or location to which Code 6235 applies because cementing would be considered incidental to drilling operations or the installation of casing.</u>)</p>
	<p><b>OIL OR GAS WELL: ACIDIZING-ALL EMPLOYEES &amp; DRIVERS</b> (Code 6235-Oil or gas well drilling or redrilling shall not be assigned at the same job or location to which Code 6206 applies.)</p>	<p><b>OIL OR GAS WELL: ACIDIZING-ALL EMPLOYEES &amp; DRIVERS</b> (<del>Code 6235-Oil or gas well drilling or redrilling shall not be assigned at the same job or location to which Code 6206 applies.</del> <u>Code 6206 must not be assigned at the same job or location to which Code 6235 applies because acidizing would be considered incidental to drilling operations</u>)</p>
	<p><b>WATER WELL ABANDONMENT &amp; DRIVERS (GENERALLY CLOSED BY CEMENTING)</b></p>	<p><b>WATER WELL ABANDONMENT &amp; DRIVERS (GENERALLY CLOSED BY CEMENTING)</b></p>



**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 9**

6235	<b>OIL OR GAS WELL: DRILLING OR REDRILLING &amp; DRIVERS</b> (Includes installation of casing.)	<b>OIL OR GAS WELL: DRILLING OR REDRILLING &amp; DRIVERS</b> ( <del>Includes installation of casing.</del> <u>Code 6235 is applicable to drilling or redrilling oil or gas wells and includes erection or dismantling of drilling rigs, formation fracturing, cementing and installation of casing when such operations are performed by employees of the drilling company. Cleaning or swabbing of a new well that has not yet been completed is included under Code 6235 whether performed by employees of the driller or by a specialist contractor.</u>
	DRILLING OR REDRILLING OF OIL OR GAS WELLS & INSTALLATION OF CASING, DRIVERS	DRILLING OR REDRILLING OF OIL OR GAS WELLS & INSTALLATION OF CASING, DRIVERS
	OIL OR GAS WELL: SHOOTING & DRIVERS	OIL OR GAS WELL: SHOOTING & DRIVERS
	BLASTING - ROCK - SPECIALIST CONTRACTORS & DRIVERS	BLASTING - ROCK - SPECIALIST CONTRACTORS & DRIVERS

6237	<b>OIL OR GAS WELL: INSTRUMENT LOGGING OR SURVEY WORK &amp; DRIVERS</b>	<b>OIL OR GAS WELL: INSTRUMENT LOGGING OR SURVEY WORK &amp; DRIVERS</b> ( <u>Not applicable to wire line-type work that involves the installation, repair, or servicing of equipment used for drilling purposes.</u> )
------	---	--

6213	<b>OIL OR GAS WELL: SPECIALTY TOOL OPERATION NOC-BY CONTRACTOR-ALL EMPLOYEES &amp; DRIVERS</b> (Applicable to concerns or contractors who lease to drilling contractors, with supervisory employees, special drilling, baling, fishing or casing-cutting tools. Specialty well tool concerns or contractors that furnish complete operating crews with such equipment shall be assigned to Code 6235.)	<b>OIL OR GAS WELL: SPECIALTY TOOL &amp; EQUIPMENT LEASING OPERATION NOC-BY CONTRACTOR-ALL EMPLOYEES &amp; DRIVERS</b> (Applicable to <del>insureds</del> <del>concerns or contractors who</del> that lease <del>to drilling contractors, with supervisory employees, specialty drilling, baling, fishing or casing-cutting tools</del> <u>and equipment used by drilling contractors. These insureds usually provide supervisory personnel with the equipment. Insureds- Specialty well tool concerns or contractors</u> that furnish complete operating crews with such equipment <del>must shall</del> be assigned to Code 6235.)
------	--	--

6204	<b>DRILLING NOC &amp; DRIVERS</b> (Shall not be assigned at a single job or location to a risk engaged in operations described by another classification.)	<b>DRILLING NOC &amp; DRIVERS</b> ( <del>Shall not be assigned at a single job or location to a risk engaged in operations described by another classification.</del> <u>Code 6204 is applied to specialist contractors engaged in drilling work not otherwise classified. All types of drilling are included, except drilling related to oil or gas wells or drilling in underground mines. The code is not applicable to drilling performed by an artisan, such as a plumber or electrician, as a part of their work.</u> )
	GROUTING - DRILLING OF HOLES & DRIVERS	GROUTING - DRILLING OF HOLES & DRIVERS
	WELL DRILLING-WATER & DRIVERS	WELL DRILLING-WATER & DRIVERS <u>Pump installation is to be separately classified from water well drilling provided that verifiable payroll records are maintained for each operation, and drilling equipment is not used to install the pump.</u>
	ARTESIAN WELL DRILLING	ARTESIAN WELL DRILLING
	CONCRETE – BREAKING	CONCRETE – BREAKING
	IRON ORE EXPLORATION	IRON ORE EXPLORATION

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 10**

	SOIL TESTING - DRILLING	SOIL TESTING - DRILLING
8606	<b>GEOPHYSICAL EXPLORATION SEISMIC-ALL EMPLOYEES &amp; DRIVERS</b>	<b>GEOPHYSICAL EXPLORATION <del>SEISMIC-ALL EMPLOYEES &amp; DRIVERS</del></b> <u>Code 8606 is assigned to all types of geophysical exploration when these activities are conducted as a separate and distinct business. Core-drilling employees are assigned to Code 6204</u>
	ANTI-POLLUTION ENGINEERS OR SURVEYORS	ANTI-POLLUTION ENGINEERS OR SURVEYORS
7380	<b>DRIVERS, CHAUFFEURS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL</b> (Applies to employees engaged in such duties on or in connection with a vehicle. This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229. Subject to Rule IV.B. Messenger and courier deliveries of owned documents or goods made by foot or public transportation are assigned to the governing class code.)	<b>DRIVERS, CHAUFFEURS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL</b> (Applies to employees engaged in such duties on or in connection with a vehicle. This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229. Subject to Rule IV.B. Messenger and courier deliveries of owned documents or goods made by foot or public transportation are assigned to the governing class code.)
	CHAUFFEURS, DRIVERS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL (Applies to employees engaged in such duties on or in connection with a vehicle This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229.)	CHAUFFEURS, DRIVERS, MESSENGERS, AND THEIR HELPERS NOC-COMMERCIAL (Applies to employees engaged in such duties on or in connection with a vehicle This classification also includes garage employees and employees using bicycles in their operations. Duties include, but are not limited to, delivering products owned by the employer. Code 7380 does not apply when the basic classification wording includes drivers, chauffeurs and their helpers. If a separate legal entity is established for delivery of products owned by the employer, assign exposure to Code 7228 or Code 7229.)
	DISTRIBUTING CO (Employees transport to location in cars & trucks.)	DISTRIBUTING CO (Employees transport to location in cars & trucks.)
	GEOPHYSICAL EXPLORATION NOC-ALL EMPLOYEES & DRIVERS (Core drilling to be separately rated as Code 6204-Drilling NOC.)	<del>GEOPHYSICAL EXPLORATION NOC-ALL EMPLOYEES &amp; DRIVERS (Core drilling to be separately rated as Code 6204-Drilling NOC.)</del>
	ICE CREAM VENDORS - MOBILE & DRIVERS	ICE CREAM VENDORS - MOBILE & DRIVERS
	AUTOMOBILE TRANSPORT DRIVING CARS ON RAILCARS	AUTOMOBILE TRANSPORT DRIVING CARS ON RAILCARS
	AUTOMOBILE TRANSPORT SINGLE OR IN TANDEM	AUTOMOBILE TRANSPORT SINGLE OR IN TANDEM
	BANKS AND TRUST COS-ARMORED CAR CREWS-NOT CONTRACT	BANKS AND TRUST COS-ARMORED CAR CREWS-NOT CONTRACT
	SANITATION SERVICE - DRIVERS	SANITATION SERVICE - DRIVERS
	SCHOOL BUS DRIVERS (Drivers employed by school.)	SCHOOL BUS DRIVERS (Drivers employed by school.)
	SEA WEED OR LAKE WEED - TRUCKING - ON LAND	SEA WEED OR LAKE WEED - TRUCKING - ON LAND

SOFT DRINK DISTRIBUTORS - DRIVERS	SOFT DRINK DISTRIBUTORS - DRIVERS
TELEPHONE BOOK DELIVERY	TELEPHONE BOOK DELIVERY
WATER SAMPLES FROM INLAND LAKES	WATER SAMPLES FROM INLAND LAKES
WINE OR SPIRIT MERCHANTS-DRIVERS	WINE OR SPIRIT MERCHANTS-DRIVERS
AUTO HAULWAY OR DRIVEAWAY & DRIVERS: DRIVEAWAY & TANDEM	AUTO HAULWAY OR DRIVEAWAY & DRIVERS: DRIVEAWAY & TANDEM
FIRE EXTINGUISHER - SERVICE OR RECHARGE & DRIVERS	FIRE EXTINGUISHER - SERVICE OR RECHARGE & DRIVERS
LIMOUSINE CO	LIMOUSINE CO

3719	<b>OIL STILL ERECTION OR REPAIR</b> (Applies to the erection or repair of oil stills and incidental structures or connections which are integral parts of the distillation units such as control, pump, and compressor houses. Separately rate the erection or repair of office buildings, warehouses, storage tanks, power plants, or other structures incidental to an oil refinery but not integral parts of the distillation units, chimney construction, and pile driving.)	<b>OIL STILL ERECTION OR REPAIR</b> (Applies to the erection or repair of oil stills and incidental structures or connections which are integral parts of the distillation units such as control, pump, and compressor houses. Separately rate the erection or repair of office buildings, warehouses, storage tanks, power plants, or other structures incidental to an oil refinery but not integral parts of the distillation units. <del>e</del> Chimney construction and pile driving <u>are also separately rated.</u> )
------	--	--

**4. Property and Building Management**

Proposals

- Amend the phraseology for code 9012 from “Buildings-Operation by Owner, Lessee or Real Estate Management Firm: Professional Employees, Property Managers and Leasing Agents & Clerical, Salespersons” to “Building or Property Management-Property Managers, and Leasing Agents & Clerical, Salespersons.”
- Clarify, amend and, in one case, add phraseologies involving codes 9012, 9015 Buildings-Operation by Owner, Lessee or Real Estate Management Firm: All Other Employees and 9033 Housing Authority & Clerical, Salespersons, Drivers.

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
9012	<b>BUILDINGS-OPERATION BY OWNER, LESSEE, OR REAL ESTATE MANAGEMENT FIRM: PROFESSIONAL EMPLOYEES, PROPERTY MANAGERS AND LEASING AGENTS &amp; CLERICAL, SALESPERSONS</b> (The professional employments included are property managers, leasing agents, model home hosts, clerical staff and outside salespersons; no actual maintenance performed. Not applicable to an owner or lessee of a building who occupies the entire or principal portion of the premises for mfg or mercantile purposes or to a business described by a standard exception classification. Shall not be assigned to an employee engaged in operations described by another classification.)	<del><b>BUILDINGS-OPERATION BY OWNER, LESSEE, OR REAL ESTATE MANAGEMENT FIRM: OR</b></del> <b><u>PROPERTY MANAGEMENT PROFESSIONAL EMPLOYEES, PROPERTY MANAGERS AND LEASING AGENTS &amp; CLERICAL, SALESPERSONS</u></b> ( <del>The professional</del> <u>Typical</u> employments included are property managers, leasing agents, model home hosts, clerical staff and outside salespersons; no actual maintenance performed. Not applicable to an owner or lessee of a building who occupies the entire or principal portion of the premises for <del>mfg</del> <u>manufacturing</u> or mercantile purposes or to a business described by a standard exception classification. <u>Includes nonresident management of farm or ranch property for others, not corporate farms. Includes real estate management companies and real estate investment trusts. Includes administrators of homeowners associations. Must</u> <del>Shall</del> not be assigned to an employee engaged in operations

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 12**

		described by another classification. <u>Code 9012 is assigned to all clerical and sales employees, including those that operate at a separate location from the properties managed. Employees working exclusively for a country club operation run by a hotel, resort, condominium, or other community association are assigned to Code 9060.</u> )
	CONDOMINIUMS OR COOPERATIVES PROFESSIONAL EMPLOYEES, PROPERTY MANAGERS AND LEASING AGENTS & CLERICAL, SALESPERSONS (The professional employments included are property managers, leasing agents, clerical staff and outside salespersons; no actual maintenance performed. Shall not be assigned to an employee engaged in operations described by another classification.)	CONDOMINIUMS OR COOPERATIVES PROFESSIONAL EMPLOYEES, PROPERTY MANAGERS AND LEASING AGENTS & CLERICAL, SALESPERSONS ( <del>The professional</del> <u>Typical</u> employments included are property managers, leasing agents, clerical staff and outside salespersons; no actual maintenance performed. <u>Includes administrators of condominium associations. -Shall Must</u> not be assigned to an employee engaged in operations described by another classification.)
		<u>MINI-STORAGE FACILITIES OR FLEA MARKETS – PROPERTY MANAGERS AND LEASING AGENTS &amp; CLERICAL, SALESPERSONS</u>
		<u>MOBILE HOME OR TRAILER PARKS – PROPERTY MANAGERS AND LEASING AGENTS &amp; CLERICAL, SALESPERSONS</u>

9015	<b>BUILDINGS-OPERATION BY OWNER, LESSEE OR REAL ESTATE MANAGEMENT FIRM: ALL OTHER EMPLOYEES</b> (Not applicable to an owner or lessee of a building who occupies the entire or major portion of the premises for mfg. or mercantile purposes. Maintenance or repair work at any location where such owner or lessee does not also perform janitorial services. Operation or maintenance of amusement devices to be separately rated.)	<del><b>BUILDINGS-OPERATION BY OWNER, LESSEE OR REAL ESTATE MANAGEMENT FIRM OR PROPERTY MANAGEMENT: ALL OTHER EMPLOYEES</b></del> ( <u>Applies to the care, custody, and maintenance of premises or facilities.</u> Not applicable to an owner or lessee of a building who occupies the entire or major portion of the premises for <del>mfg.</del> <u>manufacturing</u> or mercantile purposes. <u>Includes doormen, security desk personnel, elevator operators, gatekeepers, and concierges. Separately rate</u> maintenance or repair work at any location where <del>such the</del> owner or lessee does not also perform janitorial services. <del>Operation or maintenance of amusement devices to be separately rated.</del> Includes real estate management companies and real estate investment trusts. Clerical and sales employees are assigned to Code 9012, including those who operate at a separate location from the properties managed. Employees working exclusively for a country club operation run by a hotel, resort, condominium, or other community association are assigned to Code 9060.)
	BANKS AND TRUST COMPANIES BUILDING MAINTENANCE, CARE, OR CUSTODY (Includes night watch guards.)	<del>BANKS AND TRUST COMPANIES BUILDING MAINTENANCE, CARE, OR CUSTODY</del> ( <u>Includes night watch guards.</u> )
	BATHHOUSE-BEACH	BATHHOUSE-BEACH
	CAMP OPERATION NOC	CAMP OPERATION NOC ( <u>Clerical and sales employees for camp operations to be separately rated under Code 8810 and Code 8742.</u> )
	CONDOMINIUMS OR COOPERATIVES ALL OTHER EMPLOYEES (Applies to care, custody	CONDOMINIUMS <del>OR</del> COOPERATIVES <u>OR</u> <u>TIME-SHARES</u> ALL OTHER EMPLOYEES

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 13**

	and maintenance of premises or facilities.)	(Applies to care, custody and maintenance of premises or facilities.) <u>Clerical and sales employees to be assigned to Code 9012.</u>
	RECREATIONAL VEHICLE CAMPGROUNDS OR PARKS	RECREATIONAL VEHICLE CAMPGROUNDS OR PARKS <u>ALL OTHER EMPLOYEES</u>
	SWIMMING POOL PUBLIC-OPERATION	SWIMMING POOL PUBLIC-OPERATION
	TRAILER PARKS OR TRAILER CAMPS	TRAILER PARKS OR TRAILER CAMPS
	BEACH CHAIRS RENTAL	BEACH CHAIRS RENTAL
	COUNSELORS - (SCHOOL - CAMP- OR PLAYGROUND)	COUNSELORS - (SCHOOL - CAMP- OR PLAYGROUND)
	FIREMAN (STATIONERY ENGINEER)	FIREMAN (STATIONERY ENGINEER)
	GUARDS - BANKS AND TRUST COMPANIES	<del>GUARDS - BANKS AND TRUST COMPANIES</del>
	HOUSE TRAILERS - COURTS	HOUSE TRAILERS - COURTS
		<u>MINI-STORGE FACILITIES OR FLEA MARKETS - ALL OTHER EMPLOYEES</u>
		<u>MOBILE HOME OR TRAILER PARKS - ALL OTHER EMPLOYEES</u>
9033	<b>HOUSING AUTHORITY &amp; CLERICAL, SALESPERSONS, DRIVERS</b> (Applies to all employees of housing authorities operating completed public housing projects. New construction and major alteration work to be separately rated.)	<b>HOUSING AUTHORITY &amp; CLERICAL, SALESPERSONS, DRIVERS</b> (Applies to all employees of housing authorities operating completed public housing projects. <u>The authority may be a governmental, quasi-governmental, or privately run charitable, not-for-profit, or for-profit agency.</u> New construction and major alteration work to be separately rated.)
5223	<b>SWIMMING POOL CONSTRUCTION-NOT IRON OR STEEL &amp; DRIVERS</b> (Code 5213-Concrete construction NOC shall not be assigned at the same job or location to which Code 5223 applies. Excavation to be separately rated as Code 6217-Excavation. Construction of iron or steel pools to be separately rated as Code 5069. Maintenance work to be separately rated as Code 9014 provided the operations described by Codes 5223 and 9014 are conducted as separate crews with no interchange of labor and separate payroll records are maintained.)	<b>SWIMMING POOL CONSTRUCTION-NOT IRON OR STEEL &amp; DRIVERS</b> (Code 5213-Concrete construction NOC shall not be assigned at the same job or location to which Code 5223 applies. Excavation to be separately rated as Code 6217-Excavation. Construction of iron or steel pools to be separately rated as Code 5069 <u>- Iron or Steel Erection.</u> Maintenance work to be separately rated as Code 9014 <u>- Buildings - Operation by Contractors</u> provided the operations described by Codes 5223 and 9014 are conducted as separate crews with no interchange of labor and separate payroll records are maintained.)
	SWIMMING POOL INSTALLATION - PLASTIC - NO EXCAVATING, INCLUDING LANDSCAPE	SWIMMING POOL INSTALLATION - PLASTIC - NO EXCAVATING, INCLUDING LANDSCAPE
9063	<b>YMCA, YWCA, YMHA OR YWHA, INSTITUTION-ALL EMPLOYEES &amp; CLERICAL</b> (Includes teachers and instructors. Camp operation to be separately rated as Code 9015-Buildings-operation by owner or lessee. This classification is applicable to amateur, youth, or recreational sports where the athletes do not receive a direct wage. It is assigned to coaches, managers, trainers, equipment managers and sports officials. For professional and semiprofessional sports, refer to code 9178 or 9179.)	<b>YMCA, YWCA, YMHA OR YWHA, INSTITUTION-ALL EMPLOYEES &amp; CLERICAL</b> (Includes teachers and instructors. <u>Traditional</u> <del>C</del> camp operations <u>with overnight accommodations</u> to be <u>separately rated as assigned to</u> Code 9015-Buildings-operation by owner or lessee. <u>Day camps serving both preschool and school-age children to be assigned to Code 8869.</u> This classification is applicable to amateur, youth, or recreational sports where the athletes do not receive a direct wage. It is assigned to coaches, managers, trainers, equipment managers and sports officials. For professional and semiprofessional sports, refer to code 9178 or 9179.)
	EXERCISE OR HEALTH INSTITUTE &	EXERCISE OR HEALTH INSTITUTE & CLERICAL

**CIRCULAR LETTER 3093—AUGUST 17, 2012—PAGE 14**

	CLERICAL	
	GYMNASIUMS - HEALTH CLUBS	GYMNASIUMS - HEALTH CLUBS
	HEALTH OR EXERCISE INSTITUTE & CLERICAL	HEALTH OR EXERCISE INSTITUTE & CLERICAL
	HEALTH SPA OR STEAM BATH NOC & CLERICAL	HEALTH SPA OR STEAM BATH NOC & CLERICAL
	U.S.O. OPERATIONS PERMANENT LOCATION (Mobile units to be separately rated to the classifications) applicable to their operations.)	U.S.O. OPERATIONS PERMANENT LOCATION (Mobile units to be separately rated to the classifications) applicable to their operations.)
	BOY & GIRL SCOUTS-COUNCIL BUILDINGS INCLUDING GYMS, ETC	BOY & GIRL SCOUTS-COUNCIL BUILDINGS INCLUDING GYMS, ETC
	CLUBS - TENNIS	CLUBS - TENNIS
	NEIGHBORHOOD HOUSES	NEIGHBORHOOD HOUSES
	REDUCING PALACE	REDUCING PALACE
	SOCCER INDOOR FACILITIES & CLERICAL	SOCCER INDOOR FACILITIES & CLERICAL
	SWIM CLUBS	SWIM CLUBS

**5. Country Clubs**

Proposals

- Amend the phraseology for code 9060 from “Club-Country, Golf, Fishing or Yacht & Clerical” to “Club-Country, Golf, Fishing or Yacht-All Employees & Clerical, Salespersons, Drivers.”
- Clarify in the phraseologies for codes 9060, 9012, 9015 and 9052 Hotel: All Other Employees & Salespersons, Drivers that country club operations run by hotels, resorts, condominiums or other community associations are to be separately rated under 9060.

The Governing Board also approved separately rating the operation of a water park by a hotel, resort, condominium or other community association to code 9016 Amusement Park or Exhibition Operation & Drivers.

	<b>CURRENT PHRASEOLOGY</b>	<b>PROPOSED PHRASEOLOGY</b>
9060	<b>CLUB COUNTRY, GOLF, FISHING, OR YACHT &amp; CLERICAL</b> (Actual payroll of all caddies shall be included with the payroll of the regular club employees in computing the premium for the risk. If the actual payroll is not available, the payroll for caddies shall be taken at \$40.00 per club member per season subject to a maximum of 300 members per course of 18 holes, which limit shall be adjusted pro rata for larger or smaller courses; provided, however, that if the club is open to the public, 150 members per course of 18 holes shall constitute the minimum number of club members, which limit shall be adjusted pro rata for large or smaller courses for the purpose of applying this rule.)	<b>CLUB COUNTRY, GOLF, FISHING, OR YACHT - ALL EMPLOYEES &amp; CLERICAL, SALESPERSONS, DRIVERS</b> (Employees working exclusively for a country club operations run by a hotel, resort condominium, or other community association are included in Code 9060. Actual payroll of all caddies <del>must shall</del> be included with the payroll of the regular club employees in computing the premium for the risk. If the actual payroll is not available, the payroll for caddies <del>must shall</del> be taken at \$40.00 per club member per season subject to a maximum of 300 members per course of 18 holes, which limit <del>will shall</del> be adjusted pro rata for larger or smaller courses; provided, however, that if the club is open to the public, 150 members per course of 18 holes <del>will shall</del> constitute the minimum number of club members, which limit <del>will shall</del> be adjusted pro rata for large or smaller courses for the purpose of applying this rule.)
	GOLF COURSE, NOT MINIATURE-PUBLIC OR PRIVATE	GOLF COURSE, NOT MINIATURE-PUBLIC OR PRIVATE

9052	HOTEL ALL OTHER EMPLOYEES & SALESPERSONS, DRIVERS	HOTEL ALL OTHER EMPLOYEES & SALESPERSONS, DRIVERS ( <u>Employees working exclusively for a country club operation run by a hotel, resort, condominium or other community association are assigned to Code 9060. Employees working exclusively for a water park operation run by a hotel, resort, condominium or other community association are assigned to Code 9016.</u> )
	COMMISSARY WORK ALL OTHER EMPLOYEES & SALESPERSONS, DRIVERS	COMMISSARY WORK ALL OTHER EMPLOYEES & SALESPERSONS, DRIVERS
	GARAGES - OPERATED BY HOTELS	GARAGES - OPERATED BY HOTELS
	GOLF COURSES - OPERATED BY HOTELS	<del>GOLF COURSES - OPERATED BY HOTELS</del>
	MOTEL, MOTOR COURT, TOURIST COURT, OR CABIN ALL OTHER EMPLOYEES & SALESPERSONS, DRIVERS	MOTEL, MOTOR COURT, TOURIST COURT, OR CABIN ALL OTHER EMPLOYEES & SALESPERSONS, DRIVERS
	ROOMING HOUSES OR BOARDING HOUSES & SALESPERSONS, DRIVERS	ROOMING HOUSES OR BOARDING HOUSES & SALESPERSONS, DRIVERS
	PORTERS	PORTERS
	SUMMER RESORTS	SUMMER RESORTS
	DUDE RANCHES - NOT CATTLE RANCHES & SALESPERSONS, DRIVERS - ALL-YEAR OPERATIONS & SEASONAL	DUDE RANCHES - NOT CATTLE RANCHES & SALESPERSONS, DRIVERS - ALL-YEAR OPERATIONS & SEASONAL