



Pennsylvania Compensation Rating Bureau

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July 24, 2003

BUREAU CIRCULAR NO. 1461

To All Members of the Bureau:

Re: **MANUAL REVISIONS - SECTIONS 1, 2 AND 5**
EFFECTIVE OCTOBER 1, 2003

- 1) Codes 281, Printing, and 282, Newspaper Publishing, Class Study Results**
- 2) Code 954, Security Or Investigative Agency, Class Study Results**
- 3) Housekeeping Revisions**

The Bureau has filed and the Insurance Commissioner has approved Manual revisions to Sections 1, 2 and 5 pertaining to changes in classification procedure in Pennsylvania. These revisions become **effective as of 12:01 a.m., October 1, 2003** with respect to new and renewal business only.

The revisions, as referenced above, are discussed below.

1) Codes 281, Printing, and 282, Newspaper Publishing, Class Study Results

The Bureau study of Codes 281 and 282 was undertaken to determine the feasibility of redefining Pennsylvania's printing business classes on the basis of their principal means of production, while also reviewing the non-printing businesses presently assigned by analogy to Code 281 (e.g., printers' finishers). Based on the study results, the following changes are being implemented:

- Creation of a new class, Code 285, Printing – Principally Sheet-Fed Press Production, for employers principally engaged in sheet-fed press production.
- Creation of a new class, Code 287, Publisher – Printing Outsourced, Performs Product Distribution, for publishers who outsource the printing of their publications but perform the distribution thereof.
- Reassignment of air filter manufacturing from Code 281 to Code 257.
- Rating values for Codes 257, 261, 263, 265, 281 and 282 are being revised from the April 1, 2003 amounts.

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

SECTION 2

ADDITIONS

285 PRINTING – Principally **SHEET-FED PRESS** Production.

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

Hazard Group II

287 PUBLISHER – Printing Outsourced, **Performs PRODUCT DISTRIBUTION.**

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

Hazard Group II

CHANGES

281 PRINTING, N.O.C. [- including incidental engraving, and the assembly, stapling or binding of the printing business' products.]

Please see the Rulings and Interpretations, Section 5 for additional information on the scope of this class.

282 NEWSPAPER or Periodical [Printing or **PUBLISHING**]~~PRINTING~~– By Publisher Or Contract Printer.

Please see the Rulings and Interpretations, Section 5 for additional information on the scope of this class.

932 COPYING OR DUPLICATING SERVICE – All employees including office.

[Applicable to the “quick printing” industry wherein risks provide reproduction by means of offset duplicators on paper sizes of 17x22 inches or less or electrostatic copiers on paper of any size. Any risk principally engaged in producing reproductions by other means shall be assigned to the appropriate printing class as provided for in this Manual. Code 932 and a printing class shall not be assigned to a risk unless that risk fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.]

Please see the Rulings and Interpretations, Section 5 for additional information on the scope of this class.

The following are the approved loss costs, expected loss factors and hazard group assignments:

CODE	APPROVED LOSS COST EFF. 10/1/03	APPROVED EXPERIENCE RATING PLAN			APPROVED HAZARD CODE
		<u>Expected Loss Factors Table</u>			
		A-1	A-2	A-3	
257	3.77	1.84	2.28	2.46	II
261	3.77	1.84	2.28	2.46	II
263	3.77	1.84	2.28	2.46	II
265	3.77	1.84	2.28	2.56	II
281	3.16	1.55	1.91	2.07	II
282	6.09	2.98	3.69	3.98	III
285	3.77	1.84	2.28	2.46	II
287	3.77	1.84	2.28	2.46	II

SECTION 5

Rulings & Interpretations

ADDITIONS

PRINTING, N.O.C. – 281

Applicable to printing businesses principally engaged in the reproduction of one or more printed products or providing printing industry services pursuant to a Code 281 Underwriting Guide entry or printed products that are not specifically classified by an Underwriting Guide entry. Also includes the bindery department that finishes the employer's print production. Finishing may include but is not necessarily limited to: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding, drilling or punching holes, stapling, sewing, wire stitching, gluing – perfect binding, laminating, foil stamping or embossing.

OPERATIONS ALSO INCLUDED:

(Businesses principally engaged in one or more of the following activities)

1. The screen printing of any product including finished apparel articles
2. Web-press production of printed product either specifically assigned to Code 281 or not specifically classified by an Underwriting Guide entry (e.g., books, business forms, direct mail advertising)
3. Service contractors to the printing industry (e.g., printers' finishers)
4. Specialist contractors decorating china or glassware by means of purchased or customer-provided decals, the cutting or engraving of glassware, engraving per se or making printing plates
5. The manufacture of plastic or vinyl sign letters and the application of such onto a substrate – shop only, no installation
6. The manufacture of rubber stamps

ADDITIONS continued

OPERATIONS NOT INCLUDED:

1. Assign Code 136 to embroidery operations performed by a separate staff in a physically separate work area.
2. Assign Code 265 to a manufacturer of stationery products including but not necessarily limited to loose-leaf or ringed binders, envelopes, notebooks or file folders.
3. Assign Code 282 to a newspaper or periodical publisher who also prints the newspaper or periodical or to a contract printer principally engaged in printing any product(s) denoted in a Code 282 Underwriting Guide entry by means of a web press(es).
4. Assign Code 285 to printing businesses principally engaged in providing customer copy reproduction by means of sheet-fed offset printing presses utilizing paper sheet sizes greater than 15x20 inches or another sheet-fed unit/printing technique (e.g., letterpress) on paper sheets of any size.
5. Assign Code 932 to printing businesses providing customer copy reproduction by means of small offset presses, also known as duplicators, on paper sheet sizes 15x20 inches or less or electrostatic (photo) copiers on paper of any size.
6. Assign Code 948 to a business that performs printing and direct mailing provided that more than 50 percent of the print production is used as direct mail.
7. Code 281 and another printing class (or Codes 257, 261, 263, 265 or 948) will not be assigned to any printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.
8. Code 281 may not be assigned when printing operations are a General Inclusion into the business' governing classification.

NEWSPAPER OR PERIODICAL PRINTING – 282

Applicable to businesses principally engaged as a newspaper(s) publisher or the publisher of another type of publication(s)/intellectual property assigned to Code 282 by Underwriting Guide entry who also prints the newspaper(s) or other publication(s)/intellectual property. Also applicable to printing businesses principally engaged in printing newspapers or another publication(s)/intellectual property specifically assigned to Code 282 by an Underwriting Guide entry for unrelated customers. The newspaper(s) or other type(s) of publication(s)/intellectual property will be printed by means of a web press(es) regardless of whether the publisher or a contract printer performs the printing.

OPERATIONS ALSO INCLUDED:

1. A newspaper's pages may be cut, collated and folded by the web press. Inserts may be placed into the newspaper by inserting machine or by hand. The newspapers may be tied into bundles and delivered either by the publisher and/or contract printer or by independent delivery contractor(s).
2. A periodical may be finished by performing one or more of the tasks listed below: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding and gluing – perfect binding. The periodical publisher and/or contract printer may further mail the periodical to subscribers.

ADDITIONS continued

OPERATIONS NOT INCLUDED:

1. Code 282 and another printing class will not be assigned to any publishing and/or printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.

PRINTING – PRINCIPALLY SHEET-FED PRESS PRODUCTION – 285

Applicable to printing businesses principally engaged in providing customer copy reproduction by means of sheet-fed offset printing presses utilizing paper sheet sizes greater than 15x20 inches or another sheet-fed press printing technique (e.g., letterpress) on paper sheets of any size. Also includes the bindery department that finishes the employer's print production. Finishing may include but is not necessarily limited to: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding, drilling or punching holes, stapling, sewing, wire stitching, gluing – perfect binding, laminating, foil stamping or embossing.

OPERATIONS NOT INCLUDED:

1. Assign Code 281 to printing businesses principally engaged in providing customer copy reproduction of printed products or providing printing industry services pursuant to a Code 281 Underwriting Guide entry or that are not specifically classified by an Underwriting Guide entry.
2. Assign Code 932 to printing businesses principally engaged in providing customer copy reproduction by means of small offset presses, also known as duplicators, on paper sheet sized 15x20 inches or less or electrostatic copiers on paper of any size.
3. Code 285 and another printing class will not be assigned to any printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.

PUBLISHER – PRINTING OUTSOURCED, PERFORMS PRODUCT DISTRIBUTION – 287

Applicable to businesses principally engaged as the publisher of any type of publication (e.g., books, sheet music, greeting cards, newspapers) who outsources the printing thereof to an unrelated concern. Such businesses may have a separate staff engaged in editing manuscripts (e.g., books), performing art work (e.g., greeting cards) or gathering information and writing articles (e.g., for a newspaper) and performing prepress (the preparatory steps prior to actually printing product) operations and another separate staff engaged in the distribution and/or delivery of the publication. Distribution and/or delivery tasks may include but are not necessarily limited to: receiving printed publications from unrelated printers and placing into inventory, receiving pick tickets for orders, pulling the indicated publication from inventory and packing for shipping, cutting sheets of greeting cards printed by an unrelated concern(s) into individual cards, folding and placing cards into boxes or placing cards into inventory and packaging for shipment, picking up the printed publication at the unrelated printer's facility, labeling individual publications for mailing, placing the labeled publications into mailbags, delivering the mailbags to the post office, bundling publications and delivering bundled publications to stores for sale.

ADDITIONS continued

OPERATIONS NOT INCLUDED:

1. Assign the appropriate printing class as provided in this Manual to any publisher who also prints their publication(s).
2. Assign the appropriate printing class to a publisher who outsources the printing and distribution of their publication(s) but who has a separate staff in a physically separate work area printing non-publication product(s) for unrelated customers.
3. Code 287 and a printing class will not be assigned to any publishing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.

COPYING OR DUPLICATING SERVICE – 932

Applicable to printing businesses known as “quick printers” principally engaged in providing customer copy reproduction by means of small offset presses, also known as duplicators, on paper sheet sizes 15x20 inches or less or electrostatic copiers on paper of any size. Such businesses also typically provide postpress bindery service that finishes the printed product.

Finishing may include but is not necessarily limited to: collating, cutting to size including die cutting, scoring and perforating, rounding corners, tab cutting, folding, drilling or punching holes, stapling, sewing, wire stitching, gluing – perfect binding, laminating, foil stamping or embossing.

OPERATIONS NOT INCLUDED:

1. A printing business principally engaged in the reproduction of customer copy by other means shall be assigned to the appropriate printing class as provided for in this Manual.
2. Code 932 and another printing class shall not be assigned to any printing business unless that business fulfills the multiple enterprise criteria specified in Rule IV, Paragraph C. 3. a. 2.

CHANGE

PAPER PRODUCTS MFG., N.O.C. – 257

Applicable to [a] businesses principally engaged in the manufacture of one or more [of a wide variety of] converted paper products that are not otherwise classified by either Code 261, 263 or 265. These products include but are not necessarily limited to: folding and/or set-up/rigid boxes, paper towels, products made from tissue paper, paper cups or plates, holiday or party decorations, party favors, mailing tubes, paper cans and paper sheeting, slitting or winding. [A folding or set-up/rigid box may be made from non-corrugated paper materials (e.g., paper box board or cardboard stock) that is cut, scored, creased and glued into the correct form. Rolls of paper of various types (e.g., plain, tissue or crepe) are received from unrelated businesses. These rolls will be loaded onto a paper sheeter, which will cut the paper to the desired dimensions. Embossing and/or perforating operations may be performed. The paper may either be rolled onto a smaller tube (e.g., paper towels) and then packed and shipped or will undergo further processes to reach its desired product form (e.g., paper plates).] Any

CHANGE continued

[P]rinting conducted by a paper products manufacturing not otherwise classified (Code 257) business on its products is incident to such enterprise and is not subject to separate classification.

OPERATIONS NOT INCLUDED:

There shall be no payroll division between Code 257 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Paragraph C. 3. a. 2.

DELETION

PHOTOGRAPHIC COMPOSITION

This pertains to the classification treatment of a new photocomposition method used in the Graphic Arts Industry. Using a standard electric typewriter keyboard (with auxiliary push-buttons and levers) the operator selects desired characters from a matrix and projects their images through lens onto photographic film or paper. The photographic positive is developed, coated with adhesive on the reverse side, and is positioned by employees who work at drafting tables with simple tools, such as scissors or knives, assembling photo-composed materials into paste-ups.

A proof of the photocomposed sheet is prepared on a machine commonly used to reproduce blueprints. After the proof is accepted by the customer, the paste-up is sent to the engraving department.

Automatic lithographic platemaking involves the use of a commonly enclosed automated plate processor, which is similar in nature to a typical photocopy machine found in offices. This plate processor utilizes aqueous, non-toxic solutions and thin gauge metal or similar material. It automatically develops, desensitizes, gums and dries in one operation. The operator does not come into contact with the solutions, but merely feeds a plate into the processor. Once the plate processing is completed, the finished thin gauge plate exits the processor thoroughly dry.

Employees engaged in the above-described operations, when performed in a physically separated department, shall be assigned to Code 953.

Subsequent operations involving the transferring of the copy to the metal plate, except for automatic lithographic platemaking described above shall be assigned to the employer's governing classification, which will normally be either Code 281 or 282.

Specialist concerns whose only activity is the operation of this equipment for unrelated businesses shall be assigned to Code 953.

OPERATIONS NOT INCLUDED:

Employees performing the operations described above in conjunction with a quick print or photocopy enterprise shall be assigned to Code 932.

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CHANGES continued

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2) Code 954, Security Or Investigative Agency, Class Study Results

The Bureau study of Code 954 was undertaken to evaluate whether businesses principally engaged as investigative agencies should remain classified to the class, which contemplates such businesses, security agencies, specialist automobile repossession contractors and parking enforcement by parking authorities. The study determined that security agencies, specialist automobile repossession contractor and parking enforcement by parking authorities should remain assigned to a single classification, specifically Code 954. The study also determined that a new, separate classification contemplating all employees except office should be erected for investigative agencies.

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

SECTION 2

ADDITION

904 INVESTIGATIVE AGENCY - All Types – All employees except office.

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

Hazard Group III

CHANGE

954 SECURITY [OR INVESTIGATIVE] AGENCY.

[Agencies which also install or repair burglar alarm systems with a separate crew of employees shall be authorized the use of Code 660 for such work.]

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

Hazard Group [IV]III

The following are the approved loss costs, expected loss factors and hazard group assignments:

CODE	APPROVED LOSS COST EFF. 10/1/03	APPROVED EXPERIENCE RATING PLAN			APPROVED HAZARD GROUP
		<u>Expected Loss Factors Table</u>			
		A-1	A-2	A-3	
904	1.92	0.97	1.18	1.29	III
954	3.35	1.70	2.06	2.26	III

SECTION 5

Rulings and Interpretations

ADDITIONS

INVESTIGATIVE AGENCY – 904

An investigative agency is principally engaged in gathering information for clients (e.g., insurance companies or other businesses, attorneys or private persons) for one of a number of reasons (e.g., fraud or another crime, matrimonial or child custody disputes). To accomplish this overall goal an investigator's duties may include but are not necessarily limited to the tasks discussed below. The investigator may review public records (e.g., at a court house), interview the "subject's" neighbors, coworkers or acquaintances and/or conduct surveillance of the investigation's "subject." When surveillance is conducted, the investigator may take still photographs or video the "subject's" movements (e.g., to document insurance fraud). The investigator will prepare a written report of the findings and concurrently submit the photographs or videotape as warranted.

OPERATIONS NOT INCLUDED:

1. Assign Code 660 to a separate crew of employees of an investigative agency that installs or repairs alarms.
2. Assign Code 954 to a separate security guard staff of an investigative agency.

ADDITIONS continued

SECURITY AGENCY – 954

A security agency may also be known as a guard and patrol service. Such businesses are principally engaged in providing a variety of unrelated private sector or government customers with armed or unarmed private security personnel (also known as security officers) to guard the customer's premises and surrounding property against unlawful or undesirable activities (e.g., theft, vandalism). To accomplish these overall goals a guard/security officer's duties may include but are not necessarily limited to the tasks discussed below. A guard may control access to the customer's building or site (e.g., construction), direct traffic and answer telephones. A guard's duties may be stationary (when the guard is assigned to a fixed location) or mobile (in a car covering a specified area). A guard may conduct a walking tour of the assigned location and/or monitor closed-circuit television cameras. A security guard (e.g., in a retail store) may wear ordinary clothing, but typically a security guard will wear a uniform with a badge that clearly identifies the person as a security guard and designates the guard's employer. A security guard may maintain a logbook or write a report on their work shift activities and observations. Private security guards generally do not have police powers, but store guards will act to stop shoplifters (turning suspects over to the local police) and armed guards may act to stop robberies (e.g., in a bank) or, if acting as bodyguards, to protect the client(s) before the police can arrive.

OPERATIONS NOT INCLUDED:

1. Assign Code 660 to a separate crew of employees of a security agency that installs or repairs alarms.
2. Assign Code 904 to separate staff engaged in performing any type of investigations for unrelated customers.

Underwriting Guide

ADDITION

Guard Or Patrol Service - By Contractor..... 954

CHANGES

Detective Agency..... [954]904
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Security [Or Investigative] Agency..... 954

DELETIONS

Airport Passenger Screening, By Contractor..... 954
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3) Housekeeping Revisions

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

Revisions to Classification Procedure

- Reassignment of circuit breaker manufacturing from Code 473, Electrical Apparatus Mfg., to Code 474, Electric Power Or Electric Transmission Equipment Mfg.
- Revision of the concept of Code 915, Meat, Fish Or Poultry Store, from requiring that the cost of fresh and cured meats, fish and/or poultry must be at least 65 percent of the total cost of all merchandise to comply with the Bureau's general reliance on the concept of "principally engaged."

Section 1

- Revision of Rule IV, Classifications, Paragraph B. 3. a. to add security guards engaged in the protection of their employer's premises and property to the listing of General Inclusions.
- Revision of Rule IV, Classifications, Paragraph C. 3. b. (4) to provide direction regarding how to classify the employees of a business whose basic and major operations are described by the standard exception classifications (Codes 951 and 953) and who are not specifically included in either standard exception class' definition.
- Amendment of Rule VI, Rating Values and Premium Determination, Paragraph A. 2. to clarify the paragraph's dual purpose of securing a supplemental occupational disease loading where such is not filed by the Bureau and securing a supplemental radiation loading.
- Addition of language to Rule XVI, Appeals from Application of the Rating System Procedure, Paragraph A. regarding an appeal for revision of losses used in a business' experience modification or merit rating and denoting which Manual provisions govern the timing of such an appeal.

Section 2

- Deletion of class wording that is more appropriately located in the classifications' R&I entry in nine class descriptions.
- Deletion of language in the class description of Code 009, Logging, while creating an R&I entry to further clarify that class' scope.
- Clarification of the scope of four classes by adding, changing or deleting language in the Section 2 class description.

Section 5

- Addition of two new R&I entries, including a new “Definitions” section to define terms used in multiple R&I entries without the need to redefine in each entry and the above-referenced “Logging” R&I entry.
- Revision of five R&I entries to further clarify the scope of the referenced class(es).
- Addition of language to the R&I entries of the nine Section 2 classes whose class descriptions were revised, as referenced above.

SECTION 1

CHANGES

RULE IV - CLASSIFICATIONS

B. CLASSIFICATIONS

3. General Inclusions

- a. Some operations..... and are:
(15) Security guards protecting their employer’s premises and property.

C. ASSIGNMENT OF CLASSIFICATIONS

3. Assignment of Additional Classifications

b. Governing Classification

The governing classification..... defined below.

- (4) If the basic and major operations are described by classifications defined as Standard Exceptions, the payroll of all employees not specifically included in the definition for such Standard Exceptions shall be separately classified[, all other rules of this Manual notwithstanding. Section 5, Classification Underwriting Guide, will help in assignment by analogy.]to Code 971

RULE VI – RATING VALUES AND PREMIUM DETERMINATION

A. BUREAU RATING VALUES

2. Disease Or Radiation Loading

c. A supplemental occupational disease or radiation loading may be applied to the carrier rate for any individual [~~risk~~]business where the occupational disease or radiation hazard is abnormal, subject to approval by the Pennsylvania Insurance [~~Department~~]Commissioner. When a carrier plans to apply for the supplemental loading, [~~they~~]the carrier shall supply the Bureau with an inspection report either by an insurance carrier, Department of Labor and Industry or [~~some~~]an outside source which supports the abnormal disease or radiation exposure. The carrier shall also recommend a value for the supplemental loading. The request and supporting documentation shall be forwarded by the Bureau to the Insurance [~~Department~~]Commissioner. Upon approval by the Insurance [~~Department~~]Commissioner, the supplemental loading shall be published by the Bureau on the business’ Bureau [~~D~~]data [~~C~~]card for a minimum of one year. The supplemental loading [~~can~~]may be removed only by an inspection report [~~from~~]performed by an insurance company, Department of Labor and Industry or [~~some other~~]another agency evidencing the abnormal exposure no longer exists. The Bureau shall also forward [~~T~~]this request and documentation [~~shall also be forwarded~~] to the Insurance

CHANGES continued

[Department] Commissioner for review and action. The supplemental disease or radiation loading is non-ratable in the experience and retrospective rating plans. No supplemental occupational disease or radiation loading shall be used absent explicit approval from the Insurance Commissioner.

RULE XVI – APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE

- A.** Any person, corporate or otherwise, aggrieved by the application of the rating system of the Pennsylvania Compensation Rating Bureau (the “Bureau”) 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 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 of an individual business to a particular classification, the continuation or discontinuation of an entity’s (ies) previous experience to the experience rating of new ownership, revision of losses used in a business’ experience modification or merit rating, an individual business’ eligibility for 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 with the Insurance Commissioner. The aggrieved party must commence any appeal of the 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 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 6 and Section 7 of this Manual.

SECTION 2

CHANGES

009 LOGGING or LUMBERING – All Methods [- Including transportation of logs to mill and construction, operation, maintenance or extension of logging roads or logging railroads.

Sawmill operations conducted by a separate crew of employees shall be assigned to Code 301.

Specialist contractors engaged in log hauling in connection with logging or lumbering shall be assigned to Code 811.]

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

CHANGES continued

106 PROCESSED MEAT PRODUCTS MFG – No Slaughtering or Handling of Livestock.

[For this classification, the term “processed” shall mean there are definite changes in the in resulting meat product due to the application of either chemicals and/or heat (the use of smoke and/or cooking) to the meat materials.

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

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

111 SLAUGHTERHOUSE – Wholesale, all operations.

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

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

433 TOOL MFG. – Forged.

[Also includes secondary machining of the forged tools by the forge employer. There is no payroll division with Code 461.]

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

652 CARPENTRY – RESIDENTIAL. Includes one- or two-family detached houses, town houses or row houses or buildings designed primarily for multiple occupancy (e.g., apartments) three stories or less in height or garages constructed in connection with the houses or apartments.

This classification..... separately classified.

WRECKING OR DEMOLITION OR BUILDING MOVING OR RAISING PROJECT

All work..... is applicable.

Secondhand material businesses at a separate location with no interchange of employees shall be assigned to the appropriate scrap metal dealer classification based on [the materials]whether the dealer is principally [handled by the employer]engaged in handling ferrous or nonferrous scrap metal. Assign ferrous scrap dealers to Code 858 and assign nonferrous scrap dealers to Code 859. Assign Code 860 to secondhand materials dealers who do not have a [principle]principal line of merchandise.

CHANGES continued

674 SWIMMING POOL CONSTRUCTION, all work to completion. The construction of iron or steel pools shall be assigned to Code 655. Pool cleaning or [M]aintenance work performed by a separate crew or by a specialist contractor is to be assigned to Code 971.

940 RESIDENTIAL CARE FACILITY for the **Developmentally Disabled** – all employees except office and staff of a certified sheltered workshop.

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

[Separately staffed certified sheltered workshops shall be assigned to Code 964.]

960 NURSING and CONVALESCENT HOME – Long Term Care Facility with 50% or more beds Licensed as Intermediate Care or Higher – all employees except office and home health care services.

[There shall be no payroll division between Code 960 and Codes 974 and 979 at a single location/campus.

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.]

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

963 CHURCH – all employees including office, excluding cemetery employees.

Includes religious education provided by the church.

Payroll division..... in Section 3.

973 HOTEL – all employees except office and food service or beverage operations staff.

[Separate staff exclusively engaged in the hotel's food service or beverage operations shall be classified by Code 945.]

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

974 RETIREMENT OR LIFE CARE COMMUNITY – with less than 50% of beds Licensed as Intermediate Care or Higher – all employees except office and home health care services.

[There shall be no payroll division between Code 974 and Codes 960 and 979 at a single location/campus.

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.]

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

CHANGES continued

975 RESTAURANT, N.O.C. – all employees except office.

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

[Assign country or yacht clubs or golf courses to Code 944.]

979 RESIDENTIAL FACILITY FOR THE ELDERLY – NON-MEDICAL – all employees except office and home health care.

[Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.]

Please see the Rulings and Interpretations, Section 5 for further information on the scope of this class.

SECTION 5

Rulings and Interpretations

ADDITIONS

DEFINITIONS

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

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

LOGGING OR LUMBERING –009

Applicable to a business engaged in logging or lumbering (defined as cutting trees for lumber or wood chips or clearing land of trees) by any method and regardless of the trees' size. Includes stump removal incident to logging or lumbering by the logging business.

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

Sawmill operations conducted by a separate crew of employees shall be assigned to Code 301.

Specialist contractors engaged in hauling logs for an unrelated logging or lumbering business shall be assigned to Code 811. Assign Code 301 to log hauling performed by a sawmill business when all logging or lumbering has been outsourced to an unrelated logging or lumbering business(es).

CHANGES

EMPLOYMENT CONTRACTOR – TEMPORARY STAFFING

Employers engaged in..... other business classification(s).

Code 544 chart **additions: 285, 287**
Code 682 chart unchanged
Code 929 chart unchanged
Code 937 chart unchanged:
Code 947 chart unchanged:
Code 949 chart **additions: 904**

GROCERY STORE – 917

[Applies]Applicable to [establishments]businesses principally engaged as supermarkets or [to] convenience retail grocers [,whose operations do not include the handling/processing of fresh meats]as defined below.

A supermarket..... non-prescription drugs.

[Where a store sells several types of merchandise, each of which may be subject to a different classification, such store shall be assigned on the basis of the principal category of merchandise sold. The term “principal” means more than 50% of the gross receipts.]

[When a retail grocery store’s merchandise includes fresh or cured meats, poultry or fish, Code 917 should be assigned only when the employer can satisfactorily establish that the cost of the fresh or cured meats, poultry or fish did not exceed 65% of the total cost of all merchandise purchased by the employer during the policy period. If the cost of fresh or cured meats, poultry or fish exceeds 65% of the cost of all merchandise purchased during the policy period an employer so engaged shall be assigned to Code 915.]

OPERATIONS NOT INCLUDED:

Assign Code 915 to businesses principally engaged in the retail sale of fresh or cured meats, poultry or fish.

HEALTH CARE FACILITIES AND NON-MEDICAL RESIDENTIAL FACILITIES

Code 960, “NURSING AND CONVALESCENT HOME – Long-Term Care Facility with 50 percent or more beds Licensed Intermediate Care or Higher”

Applies to..... to Code 974.

There shall be no payroll division between Code 960 and Codes 974 and 979 at a single location/campus.

CHANGES continued

Types of facilities to be included in the classification are:

Convalescent home..... or higher.
Life Care..... or higher.
Nursing home..... or higher.
Retirement Community..... or higher.

OPERATIONS NOT INCLUDED:

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.

Code 974, "RETIREMENT OR LIFE CARE COMMUNITY with less than 50 percent of beds Licensed as Intermediate Care of Higher"

LIFE CARE..... "as needed" basis.

There shall be no payroll division between Code 974 and Codes 960 and 979 at a single location/campus.

Types of facilities to be included in the classification are:

Continuing care..... or higher.
Life Care..... or higher.
Retirement Community..... or higher.

OPERATIONS NOT INCLUDED:

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.

Code 940, "RESIDENTIAL CARE FACILITY FOR THE DEVELOPMENTALLY DISABLED"

Includes operations..... within this class.

[Community Residential Facilities having separately staffed group homes for 8 or fewer residents located off campus shall be assigned to Code 941. Separately staffed personal care homes located off campus shall be assigned to Code 979.]

OPERATIONS NOT INCLUDED:

1. Assign Code 964 to separately-staffed certified sheltered workshops.
2. Assign Code 941 to separately-staffed group homes for eight or fewer residents operated by Community Residential Facilities located off campus.
3. Assign Code 979 to separately-staffed personal care homes located off campus.

CHANGES continued

CODE 979, "RESIDENTIAL FACILITY FOR THE ELDERLY – NON MEDICAL"

Applicable to [insureds]businesses providing custodial/personal care for residents who are ambulatory and where facilities are non-medically oriented. The Commonwealth of Pennsylvania provides two definitions for custodial/personal care: (1) Care to maintain an individual not involving highly skilled rehabilitative or nursing services; (2) Care to maintain an individual that can be given by a layman, i.e., food shelter and unskilled supervision.

Includes facilities..... (apartments or cottages).

OPERATIONS NOT INCLUDED:

Payroll developed by separate staff(s) performing home health care services shall be separately classified as provided in this Manual.

HOTEL OR MOTEL OPERATIONS

Payroll developed..... of automobiles).

[The scope of]Separate staff exclusively engaged in the hotel's food service or beverage operations shall be classified by Code 945 [contemplates]which includes but is not necessarily limited to: [employees whose work is solely in connection with the food service or beverage operations (i. e.,] waiters or waitresses, and their assistants, cooks, kitchen help, bartenders, cashiers, restaurant managers, musicians or entertainers[)]. On the auditing procedures for tips and musicians or entertainers, see Section 1, Rule V.

Codes 973 and..... to Code 953.

MEAT DEALER – WHOLESALE – 910

Applicable to [employers]businesses principally engaged in the wholesale sale/distribution of fresh and processed meats and whose operations include the [deboning and/or] cutting of fresh meats into portion-controlled fresh meat products, such as steaks, roasts, or chops. Deboning will also be performed if the fresh meat is received in carcasses or partial carcasses. Such [employer]business may also distribute poultry and/or fish merchandise [as an adjunct]in addition to [his]the meat merchandise, and the operations may include the filleting of the fish and the cutting of poultry carcasses into parts. The [employer]business may further distribute grocery merchandise and/or fresh fruit and vegetables.

Also [contemplated are]includes businesses principally engaged in making natural sausage casings, but who perform no killing of animals.

[Where a dealer sells several types of merchandise, each of which may be subject to a different classification, such dealer shall be assigned on the basis of the principal category of merchandise sold. The term "principal" means more than 50% of the gross receipts.]

CHANGES continued

OPERATIONS NOT INCLUDED:

1. Assign Code 119 to [B]businesses principally engaged in taking beef and/or veal and cutting or grinding this fresh meat into hamburger, hamburger patties and/or veal patties and/or sandwich steaks [will be assigned to Code 119].
2. Assign Code 111 [W]when a wholesale meat dealer [is] also [engaged in the killing of] slaughters animals and [the] dress[ing]es [of] their carcasses[, then such employer is assignable to Code 111].
3. Assign Code 924 to [W]wholesale meat dealers who do no [deboning and/or] cutting (or deboning) of fresh meats [must be assigned to Code 924].

MEAT, FISH AND/OR POULTRY STORE – 915

[For establishments primarily (at least 65% of the total cost of all merchandise)]Applicable to businesses principally engaged in the retail sale of fresh and cured meats, fish and/or poultry. Such [insured]businesses may also sell general grocery merchandise including but not necessarily limited to: bakery and/or dairy products or canned goods. Code 915 also includes [T]the slaughtering of animals and the dressing of carcasses into [marketable]fresh meat cuts, as well as the making of sausage, scrapple, frankfurters, ham or bacon [shall be construed as incidental and not subject to separate classification] provided more than 50[%]percent of the total sales of the fresh meat and/or cured meat products produced are sold over the counter to the general public for personal or household consumption either on the premises or through satellite outlets.

Such [insured]business may perform custom killing. This involves the slaughter of an animal (a steer, pig or sheep) for a private individual (frequently a farmer) and the cutting or processing of the resulting meat per customer specification. All of the fresh or processed meat is the customer's property and may be held for the customer by the [insured]business in a frozen food locker or returned immediately to the customer. This may also include the dressing of deer carcasses during hunting season for individual hunters.

This classification shall include incident[al] sales to restaurants, institutional buyers or retail stores. When more than 50[%] percent of the sales are to non-retail customers, such [establishments]businesses shall not be subject to Code 915 and shall be classified as indicated below.

OPERATIONS NOT INCLUDED:

When the..... as Code 910.

Assign Code 917 [W]when the business' operations involve the retail sale of fresh or cured meat, fish or poultry as well as other items (e.g., groceries or vegetables) and the [insured's] business' records show that less than 50 percent of the business' sales are from [the cost of] fresh [and]or cured meats, fish or poultry [did not exceed 65% of the total cost of all merchandise purchased by the insured during the policy period, such insured] shall be assigned to Code 917].

CHANGES continued

PROCESSED MEAT PRODUCTS MFG. - 106

[Risks assignable to Code 106] Applicable to businesses that are principally engaged in making processed meat products. Such businesses will perform no slaughtering of animals whatsoever nor will [they] such businesses handle any livestock. [Such insureds] The businesses will receive meat from unrelated concerns in [either carcass or] boxed form. Meat may also be received in carcass or partial carcass form. [The insured will be primarily to exclusively engaged in making processed meat products.] Processed shall mean that definite changes result in the meat product due to the application of either chemicals and/or heat (the use of smoke and/or cooking) to the meat materials. [An insured] A business whose production procedures do not include one of both of the above cited means will not be assigned to the class. Typical products of such [insureds] businesses include but are not necessarily limited to: sausage, frankfurters, ready-to-eat luncheon meats, hams and bacon.

OPERATIONS ALSO INCLUDED:

Code 106 also includes payroll developed by employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the businesses' products to customers.

OPERATIONS NOT INCLUDED:

1. Assign Code 111 to processed meat products manufacturing businesses that slaughter animals or handle livestock principally engaged in the wholesale sale of the processed meat products.
2. Assign Code 915 to businesses slaughtering animals and who may make fresh meat cuts and/or processed meat products that are principally engaged in the retail sale of the fresh and/or processed meat products.

SLAUGHTERHOUSE – WHOLESALE - 111

For [establishments who] businesses principally engaged in receiv[e]ing live animals (e.g., cattle, hogs and/or sheep), killing the animals and dressing the carcasses to produce meat products and selling the meat products on a wholesale basis. A [risk] business eligible for this classification will normally ship dressed [meats in either carcass and/or] and deboned meats in boxed form or may also ship in carcass form[.]. [but s] Such [risk] business may also produce processed meat products like bacon, hams, sausage or luncheon meats or perhaps also sell some portion of the meat production as fresh meat cuts (e.g., steaks, roasts)[, etc.] Such employer may further process the resulting animal by-products from the killing operations which are not subject to separate classification. The by-products processing may include but is not necessarily limited to: cooking fat into tallow or lard and washing, scraping and salting of hides.

[Risks assignable to Code 111 will normally sell their meat products on a wholesale basis, but in all cases more than 50% of the total sales will be upon a wholesale basis.]

CHANGES continued

OPERATIONS ALSO INCLUDED:

Code 111 also includes payroll developed by employees engaged as delivery salespersons, route salespersons and/or route supervisors engaged in the delivery of the businesses' products to customers.

TOOL MFG – FORGED 433

[Applies]Applicable to [payroll developed]businesses principally engaged in the manufacture of tools by use of forging techniques or methodology. Steel or alloy metals in various bar and rod forms will be cut to length and then heated in furnaces. The heated metal stock is then forged with drop hammers, reheated and forged to final shape or form with the appropriate dies or patterns. The forgings are then cooled, trimmed or ground as needed and tempered by heat treating. Includes secondary machining of the forged tools by the forge business. There is no payroll division with Code 461.

Examples of..... oil well tools.

Also included within the scope of this classification are specialist [insureds]businesses [primarily to exclusively]principally engaged in the heat treating of metal for unrelated customers.

MAILING OR ADDRESSING COMPANY –[ALL EMPLOYEES INCLUDING OFFICE]948

Applicable to [employers whose business is]businesses principally engaged in mailing advertising material such as letters, circulars and/or small product samples for unrelated concerns. The mailing company may compile mailing lists or receive lists of names from customers. Materials to be mailed may be received bound on pallets ready for mailing. The mailing company may generate a letter by computer (laser or impact printed). The mailing company may design and print advertising materials [using offset presses]. Printing operations shall be included with the mailing company class provided that [the majority]more than 50 percent of the items printed are used as materials in the mailing business.

Most mailing..... or Code 953.

OPERATIONS NOT INCLUDED:

1. Assign the appropriate store classification to [E]employers who may mail catalogs and later receive (by phone, mail or the Internet [mail]) and fulfill customer orders from inventoried merchandise [shall be subject to the store classification to the employer's business].

CHANGES continued

2. ~~[Concerns]~~Businesses printing and performing mailing or addressing shall be subject to ~~[Code 948]~~the appropriate printing classification when less than ~~[75%]~~50 percent of the print[ing] production is used in the mailing or addressing operations. If the ~~[risk]~~business fulfills multiple enterprise criteria, Code 948 may become an additional authorized classification. ~~[The printer not fulfilling multiple enterprise shall be subject to the appropriate printing class and personnel performing mailing or addressing operations shall be assigned to the appropriate classification for the printing enterprise.]~~
3. Code 948 and a printing class shall not be assigned to an employer unless that employer fulfills the multiple enterprise criteria delineated in Rule IV, Section 1 of this Manual.

CLEARING OF LAND

Below find the class [typically] assigned to payroll developed in each of four different but common types of land clearing or right-of-way clearing or maintenance projects. Such class listing does not waive either the underwriting or payroll division rules delineated in Sections 1 or 2 of this Manual.

1. Assign Code 009 for all methods of tree removal regardless of tree size [using hand or power tools in bucking, falling or limbing of standing timber - new rights of ways]and the incident removal of brush and/or stumps.
2. Assign Code 609 for all methods of clearing or remov[al]ing [of] brush [using mechanical equipment such as bulldozers, hydroaxes, etc., including] and/or stump removal [- new or existing right of ways]not incident to tree removal except for road construction. Such work for a road job or project is subject to Code 602.
3. Assign Code 005 for all methods of tree pruning, spraying[,] (except aerial tree spraying, which is assignable to the applicable aircraft operation class) or trimming [using hand or power tools with or without aerial buckets,] including tree removal incident thereto and all operations in connection therewith [- existing rights of ways].
4. Assign Code 012 for brush or weed control using chemicals dispensed from portable or mechanical ground spraying equipment [- existing rights of ways].

RESTAURANT, N.O.C. – 975

~~[Code 975 contemplates]~~Applicable to retail [establishments]businesses principally engaged in preparing food(s) and selling the prepared food(s) and beverages (alcoholic or nonalcoholic) to the public for immediate consumption on the ~~[establishment's]~~businesses' premises. This is a "traditional" restaurant where customers may either select their table or be seated by a hostess or another of the ~~[establishment's]~~businesses' employees, browse a varied menu while seated at their table and place their food order with a member of the wait staff who will then place the order with the kitchen staff. The prepared food will be served to the customer by the wait staff

CHANGES continued

who remains available to further assist the customer during the course of the meal. Where wait service is provided, it is the practice for customers to give a gratuity to the wait staff person based upon the quality of the service provided.

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

OPERATIONS NOT INCLUDED:

Assign Code 944 to country or yacht clubs or golf courses.

Underwriting Guide

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