



March 10, 2003

**BUREAU CIRCULAR NO. 769**

To All Members of the Bureau:

Re: **MANUAL REVISIONS – BUREAU FILING NO. 0302**  
**EFFECTIVE JUNE 1, 2003**

- 1) **Code 141, Laundry, N.O.C.**
- 2) **Code 971, Buildings**
- 3) **Code 0013, Contract Gardener, Nurserymen Or Landscape Contractor**
- 4) **Sections 1, 2 and 5 – Housekeeping Revisions**
- 5) **New Classifications for Museums, Libraries and Labor Unions**

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

The revisions, as referenced above, are discussed below.

**1) CODE 141, LAUNDRY, N.O.C.**

These revisions result from a study of Code 141 that was done concurrently with a study of Code 971, Buildings (discussed in Item 2) below). The study was undertaken to examine the feasibility of establishing an alternate classification assignment for carpet/rug and/or upholstery cleaning. The study recommended reassignment of such employers from Code 141 to Code 971. The specific Manual revisions are shown in the Code 971 portion of this circular.

**2) CODE 971, BUILDINGS**

These revisions result from a Bureau study of Code 971, which was undertaken to determine the feasibility of creating new and separate classes based on certain segments of the class, found Code 971 to be overly-broad. The study recommended the following:

- Creation of Code 880, Apartment House or Condominium Complex Operation, for employers principally engaged in the operation of apartment houses and condominium complexes used for residential occupancy.

- Creation of Code 882, House Cleaning by Contractor, for employers principally engaged in providing residential cleaning services.

Manual revisions are shown below:

## SECTION 2

### ADDITIONS

#### **880 APARTMENT HOUSE** or Condominium Complex Operation.

Applicable to an employer operating an apartment house or a condominium complex or for cooperative buildings used for residential occupancy.

Hazard Group II

#### **882 HOUSE CLEANING** by Contractor.

Applicable to businesses principally engaged in providing interior cleaning services to residential customers. The cleaning services may include but are not necessarily limited to: dusting, mopping floors, vacuuming rugs or carpets, cleaning or sanitizing bath-rooms or wiping or cleaning kitchen or bathroom fixtures.

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

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

Hazard Group II

### CHANGES (*New wording is underlined; deleted wording is bracketed.*)

#### **141 LAUNDRY, N.O.C.**

Receiving, collecting..... Code 928.

[Also includes risks primarily engaged in cleaning carpets and upholstered furniture at a plant or on customers’ premises. Incidental carpet and upholstered furniture cleaning by building or janitorial cleaning contractors will be classified by either Code 971 or 972.]

Also..... or cleaning.

#### **971 COMMERCIAL BUILDINGS** – operation by owner, lessee or management [agency]firms, including care, custody and/or maintenance of premises. Also includes [janitorial or window cleaning services by a specialist contractor] generalist and specialist commercial building cleaning (including window cleaning) and building maintenance contractors.

## SECTION 5

### Rulings and Interpretations

#### ADDITION

##### HOMEOWNERS' ASSOCIATION

A Homeowners' Association is responsible for the care of residential or recreational home developments. Such developments may have part-time residents who use the development for vacation or recreational purposes and/or year-round residents. Assign Code 971 to the maintenance of common grounds (e.g., roads), and the operation and maintenance of recreational amenities (e.g., swimming pools, tennis courts and/or clubhouses) and security.

Association operations conducted by separate employee crews including but not necessarily limited to: golf courses, stables, restaurants, sewage plant and water works shall be separately classified as provided for in this Manual.

CHANGES (*New wording is underlined; deleted wording is bracketed.*)

##### PROPERTY MANAGEMENT FIRMS

Property management..... are presented below:

##### **Maintenance**

Maintenance personnel generally perform minor maintenance and repair work at the property site, including but not limited to: cutting the grass, shoveling snow, plumbing, electrical wiring, painting and minor carpentry activities. New construction or structural alterations generally are subcontracted to a specialty contractor. Payroll developed by [M]aintenance employees of a commercial or industrial building owner, lessee or real estate management firm [are]is [properly] assigned to Code 971. Payroll developed by maintenance employees of an apartment or condominium complex operator is assigned to Code 880.

##### **Resident or On-Site Managers**

Resident managers..... of the property.

As a general rule, managers engaged in the above job duties should have their payroll assigned to either Code 971 or Code 880. However, managers who perform no maintenance/repair work or perform no direct supervision of the maintenance staff or do not supervise the overall operations of the complex may have their payroll assigned to Code 951. The duties of on-site managers retained in connection with commercial buildings are similar to those described above and they are classified the same way.

CHANGES continued

**Leasing Agents**

Leasing agents..... property management activities.

Historically, leasing agents engaged exclusively in the aforementioned activities have been assigned to Code 951. Leasing agents who, in addition to leasing activities, perform property management operations, such as the direct supervision of employees engaged in the operation, maintenance or repair of properties, are assignable to either Code 971 or Code 880.

**Underwriting Guide**

ADDITIONS

|   |                                 |
|---|---------------------------------|
| Apartment House or Condominium Complex Operation.....   | 880                             |
| Cooperative Building Operation – For Residential Occupancy.....   | 880                             |
| Residential Cleaning Services – By Contractor.....  | 882                             |
| Cleaning, Sanitizing or Deodorizing Restrooms – By Contractor.....                                      | 971                             |
| Fire, Smoke and/or Water Damage Clean-Up – By Contractor.....   | 971                             |
| Flea Market or Swap Meet Operators.....   | 971                             |
| Homeowners’ Association.....  | See Rulings and Interpretations |
| Mobile Home Park – Operation or Maintenance By Contractor<br>(Not Recreational Vehicle Campground)..... | 971                             |
| Post Construction Clean-Up – New Homes – By Specialist Contractor.....                                  | 971                             |

CHANGES (New wording is underlined; deleted wording is bracketed.)

|  |                  |
|--|------------------|
| Porters For Condominiums.....  | [971] <u>880</u> |
| Condominiums – Including Resident Or On-Site Manager.....  | [971] <u>880</u> |
| Chimney Cleaning – Residential.....  | [971] <u>882</u> |
| Domestic Service Contractor – Inside.....  | [971] <u>882</u> |
| House Cleaning By Contractor – <u>Interior</u> .....   | [971] <u>882</u> |
| Maid Service Contractor – <u>Interior</u> .....  | [971] <u>882</u> |
| Carpet And Rug Cleaning And Storage.....   | [141] <u>971</u> |
| Carpet Cleaning On Customers’ Premises.....  | [141] <u>971</u> |
| <u>Commercial Or Industrial</u> Building Operation – By Owner, Lessee<br>Or <u>Real Estate</u> Management [Agency] <u>Firm</u> ..... | 971              |
| Rug And Carpet Cleaning And Storage.....   | [141] <u>971</u> |
| Upholstery Cleaning On Customers’ Premises.....  | [141] <u>971</u> |

DELETIONS

|   |     |
|---|-----|
| Home Sitting Service.....                       | 971 |
| Real Estate Agency – Maintenance Employees..... | 971 |

The following are the approved residual market rates, loss costs and related rating values:

| CODE | APPROVED<br>EFF. 6/1/03<br>RESIDUAL<br>MKT. RATE | APPROVED<br>EFF. 6/1/03<br>LOSS<br>COST | RESIDUAL<br>MARKET<br>MINIMUM<br>PREMIUM | EXPERIENCE RATING PLAN<br><u>Expected Loss Factors Table</u> |         |         |
|------|--|---|--|--|---------|---------|
|      |  |   |  | A-1  | A-2     | A-3     |
| 141  | \$ 8.94  | \$ 6.51                                 | \$ 1,885                                 | \$ 2.38  | \$ 2.84 | \$ 2.98 |
| 880  | 7.64   | 5.56                                    | 1,645                                    | 2.42   | 2.72    | 2.85    |
| 882  | 8.14   | 5.93                                    | 1,735                                    | 2.58   | 2.90    | 3.04    |
| 971  | 7.56   | 5.50                                    | 1,630                                    | 2.40   | 2.69    | 2.82    |

### 3) CODE 0013, CONTRACT GARDNER, NURSERYMEN OR LANDSCAPE CONTRACTOR

These revisions result from a Bureau study that was undertaken to determine the feasibility of creating a new and separate classification for landscape contractors and lawn maintenance contractors, and the study found Code 0013 to be overly-broad. The study recommended the following:

- Creation of Code 012, Landscape Contractor Or Lawn Cutting Or Maintenance Contractor, for employers principally engaged in these services.
- Retitling of Code 0013 to “Nursery” and revise the class to include only employers principally engaged in operating nurseries, sod farms or Christmas tree farms.
- Assignment of employers who operate nurseries that also perform landscaping or law cutting/ maintenance services with separate crews of employees to both Codes 0013 and 012, respectively.

Concurrent with this study, a file-by-file review of Code 005, Tree Pruning, Spraying, Repairing Or Fumigating, was undertaken, indicating that the scope of this class is sound, and no changes were recommended. However, landscaping and/or lawn cutting/maintenance work performed by tree care service contractors at separate job sites or locations where no tree care services are performed will be separately rated to Code 012.

Manual revisions are shown below:

## SECTION 2

### ADDITION

#### **012 LANDSCAPE CONTRACTOR** Or Lawn Cutting Or Maintenance Contractor.

Includes the construction of dry stone walls, rock gardens, patios, garden walks and the like when such operations are incidental to the landscape or lawn maintenance operations.

Assign Code 0013 to separately staffed nursery, Christmas tree raising or sod farm operations.

ADDITION continued

Personal servants engaged in the care of lawns, shrubs or grounds surrounding the residence of the insured shall be assigned to Code 0912 or Code 0909.

Hazard Group II

CHANGES (*New wording is underlined; deleted wording is bracketed.*)

**005** **TREE PRUNING**, Spraying, Repairing or Fumigating. No payroll division with **[Class 0013] Code 012** at the same location or job site.

Landscaping or lawn cutting or maintenance performed at separate locations or job sites where no tree care services are provided is to be separately rated as Code 012.

**0013** **[Contract GARDENER, NURSERYMEN or Landscape Contractor]NURSERY.**

Applicable to businesses principally engaged in raising trees (including Christmas trees), shrubs, plants or sod farms.

**[Personal servants engaged in the care of lawns, shrubs, or grounds surrounding the residence of the insured shall be assigned to Class 0912 or Class 0909.]**

**[Includes the construction of dry stonewalls, rock gardens, patios, garden walks or the like when such operations are incidental to gardening, nursery, or landscape operations.]**

## SECTION 5

### Rulings & Interpretations

ADDITION

#### **TREE PRUNING, SPRAYING, REPAIRING OR FUMIGATING – CODE 005**

Applicable to businesses that are principally engaged in using hand tools or mechanical equipment to prune, spray, trim or fumigate trees. These operations can be performed from the ground or may require the use of ladders or aerial buckets. The classification includes generalist tree care service contractors that perform most or all of the above listed services or specialists that are principally engaged in providing a single service (e.g., clearing the rights-of-way/tree pruning for utility contractors). Code 005 also contemplates tree removal that is incidental to the employer's pruning, spraying, repairing, trimming or fumigating services.

#### **Operations Not Covered:**

Not applicable to logging contractors or clearing of land projects that include tree removal. Assign logging contractors and clearing of land with tree removal to Code 009.

CHANGES (New wording is underlined; deleted wording is bracketed.)

**FLORIST STORE – 919**

Applies to ..... gross receipts.

**Operations Not Covered:**

1. A garden..... customers (Code 924).
2. A business..... Code 924.
3. A business principally engaged in the [planting and/or care]raising of trees, shrubs, bushes, hedges or other outdoor living/growing plants [or performing landscaping, lawncare services or other similar operations] shall be assigned to Code 0013.
4. A business principally engaged as a landscape contractor or performing lawn care maintenance or other similar services shall be assigned to Code 012.

**Underwriting Guide**

CHANGES (New wording is underlined; deleted wording is bracketed.)

|   |           |
|---|-----------|
| Artificial Turf Installation – By Contractor.....   | [0013]012 |
| Brush [And] <u>Or</u> Weed Spraying – By Contractor – Except Aerial Spraying.....               | [0013]012 |
| Gardener.....   | [0013]012 |
| Grass Cutting Along Highways By Specialist Contractor.....                                      | [0013]012 |
| Grass Cutting, Lawns, By Contractor.....  | [0013]012 |
| Landscape Contractor[, Including Nursery].....  | [0013]012 |
| Lawn Care Service Company – Including Lawn <u>Cutting, Maintenance Or</u><br>Spraying.....      | [0013]012 |
| Street [And] <u>Or</u> Road Landscape Planting And Maintenance<br>By Specialist Contractor..... | [0013]012 |
| Weed [And] <u>Or</u> Brush Spraying – By Contractor – Except Aerial Spraying.....               | [0013]012 |

DELETION

|                 |      |
|-----------------|------|
| Bulb Farm.....  | 0013 |
| Nurserymen..... | 0013 |

The following are the approved residual market rates, loss costs and related rating values:

| CODE | APPROVED                             | APPROVED                    | RESIDUAL                     | EXPERIENCE RATING PLAN             |         |         |
|------|--------------------------------------|-----------------------------|------------------------------|------------------------------------|---------|---------|
|      | EFF. 6/1/03<br>RESIDUAL<br>MKT. RATE | EFF. 6/1/03<br>LOSS<br>COST | MARKET<br>MINIMUM<br>PREMIUM | <u>Expected Loss Factors Table</u> |         |         |
|      |                                      |                             |                              | A-1                                | A-2     | A-3     |
| 012  | \$ 8.45                              | \$ 6.16                     | \$1,795                      | \$ 2.68                            | \$ 3.01 | \$ 3.15 |
| 0013 | 8.10                                 | 5.90                        | 1,730                        | 2.57                               | 2.88    | 3.02    |

#### **4) HOUSEKEEPING REVISIONS TO SECTIONS 1, 2 AND 5**

These revisions will make the Manual clearer and less ambiguous by clarifying key classification procedures and updating class language by bringing it into alignment with other Manual provisions or recognizing technological or industrial change. The Employment Contractor – Temporary Staffing Cross-Reference Chart has also been updated to incorporate the needed revisions pursuant to the other changes approved in this filing. There is one change in procedure included, i.e., reassignment of circuit breaker manufacturing from Code 473, Electrical Apparatus Mfg., to Code 974, Electric Power Or Electric Transmission Equipment Mfg., which will see those operations assigned to a class with lower rating values.

Details of the language revisions are detailed below:

##### ***Section 1:***

- Staff has amended Rule IV, Classifications, by adding warehousing by an employer of its merchandise, products and/or raw materials to the listing of General Inclusions.
- Staff has amended the General Inclusions listing for the manufacturing of packaging by an employer for its own products by specifying that any printing performed on such manufactured packaging is construed to be incident thereto and also included within the employer's field-of-business classification.
- Staff has amended Rule XVI, Appeals from Application of the Rating System Procedure (Appeals Procedure), by substituting "business" for "risk" or by substituting "aggrieved party" for "risk" to clarify that carriers may also appeal a rating system application and the application of the rating system is always to an individual business.

##### ***Section 2:***

- Staff has clarified language of 47 classifications, either by a reference phrase to the corresponding Section 5 Rulings and Interpretations entry, or by adding, changing and/or deleting language in the class description to clarify the class scope.

##### ***Section 5:***

The additions, changes or deletions to the Rulings and Interpretations or the Underwriting Guide clarify class scope by placing classification practices that the Bureau is already using in the Manual or bringing a Section 5 entry into alignment with a revision to Section 2 or to another Section 5 entry.



Manual revisions are shown below:

## SECTION 1

### ADDITION

#### **RULE IV – CLASSIFICATIONS**

##### **B. CLASSIFICATIONS**

##### **3. General Inclusions**

- a. Some operations..... inclusions and are:  
(13) Warehousing by an employer of its merchandise, products and/or raw materials.

CHANGES (New wording is underlined; deleted wording is bracketed.)

#### **RULE IV - CLASSIFICATIONS**

##### **B. CLASSIFICATIONS**

##### **3. General Inclusions**

- a. Some operations..... inclusions and are:  
(2) Manufacturing of containers such as bags, barrels, boxes, cans, cartons or packing cases (and the incident printing thereon) to be used by the employer in the packaging of its products.

#### **RULE XVI – APPEALS FROM APPLICATION OF THE RATING SYSTEM PROCEDURE**

- A. Any person, corporate or otherwise, aggrieved by an application of the rating system of the Delaware Compensation Rating Bureau, Inc. (“the Bureau”), as approved by the Insurance Commissioner pursuant to Title 18, Chapter 26 of the Delaware Code, 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 [risk] 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 [risk’s] business’ eligibility for and/or the percentage of credit under the Delaware Construction Classification Premium Adjustment Program, the discount or surcharge applied to a business eligible for the Merit Rating Plan, the percentage credit for a [risk] business eligible for the Delaware Workplace Safety Program or any other workers compensation insurance pricing program filed by the Bureau with the Insurance Commissioner. [Any appeal of an application of the rating system must be commenced by the aggrieved person] The aggrieved party must commence any appeal of an application of the rating system within 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 Sections 6 and 7 of this Manual.
- B. [A risk]An aggrieved party to which the rating system is found on appeal by the Committee to have been improperly applied as of the time of the aggrieved party’s appeal to the Bureau in accordance with this Procedure may have such application amended effective only for the policy currently in effect at the time the aggrieved party first submitted its appeal to the

CHANGES continued

Bureau in accordance with Paragraph F. hereof, and for the immediately preceding expired policy. In the case of a multiple year policy application of the rating system may be amended effective only for the policy year currently in effect at the time the aggrieved party first submitted its appeal to the Bureau in accordance with Paragraph [D.] F. hereof, and for the policy year expiring no more than 12 months prior to such appeal to the Bureau.

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

D. ~~[A risk]~~An aggrieved party for which application of the rating system is revised ~~[as a result of]~~pursuant to a change to the rating system filed by the Bureau and approved for use by the Insurance Commissioner may have such application amended effective only ~~[as of the date that]~~upon the aggrieved party's first normal policy anniversary date on or later than the effective date of the change to the rating system [is filed by the Bureau and] approved by the Insurance Commissioner.

E. Nothing in this Procedure shall permit ~~[a risk]~~an aggrieved party for which application of the rating system is revised on a new and renewal basis only to have such application amended effective before the ~~[risk's]~~aggrieved party's [next]first normal policy anniversary date effective on or later than the effective date of the change to the rating system approved by the Insurance Commissioner.

F. and G. remain unchanged.

H. All appeals pursuant to Paragraph G. hereof must be filed with the Bureau and must meet the following requirements:

1. The appeal must be in writing.
2. The appeal must set forth in detail the nature of the complaint, all reasons for believing the Bureau decision to be in error, all documents in support of the appeal, the specific nature of the relief desired, and that the aggrieved party or its designated representative will appear before the Classification and Rating Committee at a to be determined hearing date. The Bureau urges the aggrieved party to appear before the Committee as the aggrieved party is better able to respond to any questions the Committee may have regarding the aggrieved party's business operations than a designated representative.
3. In the event..... shall be dismissed.

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

CHANGES continued

J. The procedure at..... following steps.  
1. through 10. remain unchanged.

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

L. through Q. remain unchanged.

**SECTION 2**

CHANGES (New wording is underlined; deleted wording is bracketed.)

**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.

**104 FOOD SUNDRIES MFG., N.O.C., No cereal milling.**

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

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

For this classification,..... products to customers.

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

CHANGES continued

**111 SLAUGHTERHOUSE** – Wholesale, all operations.

Includes payroll..... products to customers.

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

**257 BOX MFG. – PAPER**

[Includes the manufacture of rigid (set-up) or folding boxes and the printing of or on such products by the box manufacturer. 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., Section 1 of the Manual.]

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

**259 PAPER PRODUCTS MFG., N.O.C.**

[Includes but is not limited to the manufacture of paper bags, cups, dishes or plates, tissue products or other paper products not otherwise classified and the printing of or on such products by the manufacturer. There shall be no payroll division between Code 259 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Paragraph C. 3. a. 2., Section 1 of the Manual.]

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

**261 CORRUGATED PAPER AND/OR CORRUGATED PRODUCTS MFG.**

[Includes the manufacture of corrugated paper or fiberboard and/or the manufacture of corrugated/fiberboard products and the printing of or on such products by the manufacturer. There shall be no payroll division between Code 261 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Paragraph C. 3. a. 2., Section 1 of the Manual.]

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

**263 PAPER COATING/FINISHING**

[Includes the coating, laminating, converting and/or finishing of paper, plastic film or other materials (except rubber or textile fabric) and the printing of or on such products by the manufacturer. There shall be no payroll division between Code 263 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Paragraph C. 3. a. 2., Section 1 of the Manual.]

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

CHANGES continued

**265 STATIONERY PRODUCTS MFG.**

[Includes but is not limited to the manufacture of stationery products such as notebooks, loose-leaf ledgers, ringed binders, index cards, computer paper, file folders or jackets and the printing of or on such products by the manufacturer. There shall be no payroll division between Code 265 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Paragraph C. 3. a. 2., Section 1 of the Manual.]

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

**311 CABINET WORKS** – with power driven machinery.

[Separately rate installation work as either Code 646 or as Code 648 as provided in the Underwriting Guide (Section 5 of this Manual).]

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

**319 FURNITURE ASSEMBLY.**

[Applicable only to payroll developed by employers engaged in the assembly of wood, metal or plastic furniture or cabinet-type products from parts manufactured by others.

Upholstering operations conducted by a separate crew of employees in a physically separate department shall be assigned to Code 327.]

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

**323 FURNITURE Mfg.** – Wood.

[Upholstering operations conducted by a separate crew of employees in a physically separate department shall be assigned to Code 327.]

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

**327 FURNITURE UPHOLSTERING, SHOP only.**

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.]

CHANGES continued

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

**441 TOOL MFG., N.O.C.**

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

**652 CARPENTRY - RESIDENTIAL [DWELLING].** Includes one- or two-family detached houses, townhouse or row [dwellings]houses or buildings designed primarily for multiple [dwelling]occupancy (e.g., apartments) three stories or less in height or garages constructed in connection with the [dwellings]houses or apartments.

This classification..... separately classified.

**664 HEATING, VENTILATING or AIR CONDITIONING CONTRACTOR.**

Applicable to..... or shop work.

Payroll developed in the installation, service or repair of heating equipment which will utilize either hot water or steam shall be assigned to Code 663. High pressure water or team heating systems shall be assigned to Code 677 for the installation, service or repair thereof.

**WRECKING OR DEMOLITION OR BUILDING MOVING OR RAISING PROJECT**

All work to completion at a wrecking or demolition or building moving or raising site shall be assigned to one of the following classifications:

1. Code 651 – Applicable to wooden buildings or structures including those designed for [dwelling]residential occupancy and interior stripping/gutting.
2. through 5. remain unchanged.

Where wrecking or demolition or building moving or raising involves a building or structure of more than one type of construction, the [highest rated classification]classification with the highest rating value applies.

All wrecking..... is applicable.

Secondhand material [yards]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. [For employers]Assign Code 860 to secondhand materials dealers who do not have [principally handle any used/scrap materials assign Code 860]a 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 by a separate crew or a specialist contractor is to be assigned to Code 971.

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

Tire recapping or retreading shall be assigned to Code 225 when performed by a separate crew of employees in a physically separate work area.

Please see..... business enterprise.

See the Code 934 Section 2 class description for how to classify an auto parts store that also provides automobile repair services.

**857 METAL SERVICE CENTER (Ferrous or Nonferrous Metals).**

[Inapplicable to businesses principally engaged in collecting or handling scrap metals. Assign ferrous scrap dealers to Code 858. Assign nonferrous dealers to Code 859.]

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

**865 POULTRY and/or FISH DEALER/PROCESSOR.**

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

**885 PLUMBING SUPPLIES DEALER OR PIPE MERCHANT – Wholesale.**

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

**886 ELECTRICAL SUPPLIES DEALER – Wholesale.**

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

**907 FRUIT OR VEGETABLE DEALER – Wholesale.**

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

**910 MEAT DEALER – Wholesale.**

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

CHANGES continued

**911 GROCERY** – Wholesale.

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

**914 DEPARTMENT STORE** – all employees including office.

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

**915 MEAT, FISH and/or POULTRY STORE** – Retail, all employees except office.

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

**917 GROCERY STORE** – Retail, including meat, poultry, fish, bakery, pharmacy and produce departments.

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

**919 FLORIST STORE** – Retail or Wholesale.

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

**922 FURNITURE STORE** – Retail or Wholesale – no woodworking.

[Separately staffed installation, service or repair operations shall be separately classified including but not necessarily limited to the examples listed below:

1. The installation of wall-to-wall carpeting, non-ceramic tile or window coverings shall be assigned to Code 670.
2. The service or repair of major household appliances shall be assigned to Code 662.
3. The service or repair of televisions or other electronic entertainment or communication devices shall be assigned to Code 966.]

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

**925 HARDWARE STORE** – Retail.

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



CHANGES continued

**926    **HARDWARE STORE**** – Wholesale.

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

**940    **RESIDENTIAL CARE FACILITY For The Developmentally Disabled**** – all employees except office.

[Includes operations licensed as Intermediate Care Facilities for the Mentally Retarded (ICF/MR) regardless of the location or client count. Also included are school and daycare activities operated by the facility.

Separately staffed neighborhood homes located off campus for 5 or fewer residents per facility shall assigned to Code 979.]

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

Separately staffed..... Code 964.

**945    **HOTEL RESTAURANT**** employees, all employees except office. For use in conjunction with [Class]Code 973 only.

For tips and for musicians and entertainers, see Rule V, Section 1.

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

**948    **MAILING or ADDRESSING COMPANY**** – all employees including office.

[Mailing or addressing operations conducted by concerns whose field of business is printing, mercantile, etc. shall be classified in accordance with the class or classes appropriate to the business of the employer.]

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

**955    **ENGINEERING CONSULTING FIRM****, mechanical, civil, electrical or mining engineering consulting firms, or architectural firms.

Businesses principally engaged in providing computer and/or software consulting services are assignable to Code 951 and to Code 953 as classes may apply.

Engineers or architects..... to Code 607.

**958    **REHABILITATION HOSPITAL****, all employees including office.

[Includes psychiatric hospitals, alcohol and/or drug residential facilities licensed as medical or social setting detoxification.]

CHANGES continued

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

- 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.

[Includes Retirement or Life Care Communities with 50% or more beds licensed as intermediate or higher care.

There shall be no payroll division between Code 960 with 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.

- 961 HOSPITAL** – all employees, including office but excluding employees performing home health care services.

[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.

- 962 ACCOUNTING or AUDITING FIRM** – all employees including clerical office.

This classification..... to Code 984.

Businesses principally engaged in providing computer and/or software consulting services are assignable to Code 951 and to Code 953 as these classes may apply.

- 973 HOTEL** – all other employees, except office.

[Employees] Separate staff exclusively engaged in the hotel's food service or beverage operations shall be [separately] classified [as] by Code 945[, Hotel Restaurant Employees].

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.

CHANGES continued

[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 services shall be classified as provided in this Manual.]

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

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

[Personnel]Separate staff at other than camp locations shall be [separately] classified in accordance with the class appropriate to the business at the location.

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

[Includes facilities licensed as a Rest (Residential) Home by the Delaware Board of Health.

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

Payroll developed..... in this Manual.

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

**MARITIME or FEDERAL EMPLOYMENTS**

**(3) *Dredging [Risks] Operations.***

*The rating values published in the Delaware Compensation Manual for Code [713]055 (for dredging of materials on non-navigable waterways) contemplate coverage under the State Act only. If coverage is desired under the U. S. L. Act, the Federal increase factor, shown in Section 2 on Page 9 shall be applied.*

*A single policy may be issued including Delaware Act coverage, U. S. L. [ongshore and Harbor Workers' Act] coverage and Admiralty coverage providing the classification of operations in the policy declarations is subdivided to clearly indicate the classes and [rates] rating values for the Dredging operations subject to:*

(a) [t]The Delaware Act alone or including U.S.L. Act coverage and

(b) Admiralty jurisdiction.

Balance of entry remains unchanged.

## SECTION 5

### Rulings and Interpretations

#### ADDITIONS

#### **LOGGING OR LUMBERING –009**

Applicable to a business engaged in logging or lumbering by any method and regardless of the trees' size. Stump removal incident thereto by the logging business is included.

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.

#### ADDITIONS continued

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

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

#### CHANGES (*New wording is underlined; deleted wording is bracketed.*)

#### **EMPLOYMENT CONTRACTOR – TEMPORARY STAFFING**

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

Code 544 chart unchanged

Code 682 chart unchanged

Code 929 chart unchanged

Code 937 chart unchanged

Code 947 chart **additions:** 012, 880, 882, 887, 890

Code 949 chart **additions:** 903

#### **FURNITURE UPHOLSTERING, SHOP ONLY - 327**

[The following activities shall constitute]An upholstering shop's operations [and are contemplated by Code 327]shall include but are not necessarily limited to: fabric cutting and sewing, spring-up, trimming, and the final assembly of the upholstered materials onto the manufactured frame. [Code 327 does not contemplate any frame manufacturing or frame assembly whatsoever.]

#### **Operations Not Covered:**

1. Furniture frame manufacturing or assembly shall be classified as provided for in this Manual.
2. Upholstering operations conducted at customers' locations is assignable to Code 670.

CHANGES continued

**HEALTH CARE FACILITIES AND NON-MEDICAL RESIDENTIAL FACILITIES**

**Code 960, "NURSING AND CONVALESCENT HOME – with 50 percent or more beds Licensed as Intermediate Care or Higher"**

Applies to concerns..... to Code 974.

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

**Types of facilities to be included in the classification are:**

Convalescent home..... care or higher.

CHANGES continued

**Operations Not Covered:**

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

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

LIFE CARE/RETIREMENT COMMUNITIES..... to Code 974.

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..... care or higher.

**Operations Not Covered:**

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

CHANGES continued

**Code 979, “RESIDENTIAL FACILITY FOR THE ELDERLY – NON-MEDICAL”**

Applicable to..... location/campus.

**Operations Not Covered:**

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

**Code 941, “SOCIAL REHABILITATION FACILITY”**

Applicable to..... separately classified.

**Operations Not Covered:**

[Facilities licensed as Rest (Residential) Homes shall be assigned to Code 979.]

Drug and alcohol ..... assigned to Code 986.

**PHOTOGRAPHIC COMPOSITION**

This pertains to..... thoroughly dry.

Employees engaged in the above described operations, when performed in a physically separated department, shall be [classified as]assigned to [Clerical Office Employees,] Code 953.

Subsequent operations involving the transferring of the copy to the metal plate, except for automatic lithographic platemaking described above [as well as any hot type casting,]shall continue to be assigned to the [insured’s]employer’s governing classification which will normally be either Code 281[, Printing,] or Code 282[, Newspaper Publishing].

[In the case of]Specialist [concerns]businesses whose only activity is the operation of this equipment for [others,]unrelated businesses [it is the ruling that such concerns]shall be [classified as Clerical and]assigned to [Class]Code 953[, Clerical Office Employees].

**Operations Not Covered:**

Employees performing the operations described above in conjunction with a quick print or photocopy enterprise shall be assigned to Code 932[, Copying or Duplicating Service – All Employees Including Office].

CHANGES continued

**PREFABRICATED METAL BUILDING ERECTION – PREFABRICATED SHEET METAL AND  
SILO ERECTION - METAL**

Payroll ..... indicated below.

Code 609[, Excavation,]is applicable to site preparation and to any excavation. Code 654[, Concrete Construction,] is the proper classification for the building of concrete flooring or padding. Payroll developed in the erection of the prefabricated metal building framework is assignable to Code 655[, Iron Erection]. Installation of the sheet metal siding, roofing or interior work for a prefabricated metal building or the erection of metal or fiberglass silo sections is assignable to Code 651[, Carpentry, N.O.C]. Electrical work is assignable to Code 661[, Electrical Wiring – within Buildings,] and plumbing installation is assignable to Code 663[, Plumbing]. For the silo erection Code 675[, Machinery or Equipment Erection or Repair,] is proper for payroll developed in the installation of conveyors or other materials handling equipment and for the service and/or repair of such. Other trade classifications may be extended as warranted.

**SELF- SERVE GASOLINE STATIONS AND CONVENIENCE GROCERS**

In classifying a combination self-service gasoline station and convenience grocer Code 917[, Grocery Store,]shall apply at each location when the sale of merchandise, other than gasoline, exceeds 10% of the total annual receipts for the location.

Self-service gasoline stations exclusively engaged in the retail sale of gasoline or where the cashier may also sell items such as cigarettes and/or snack food only shall be assigned to Code 816[, Automobile Filling Station].

**MEAT DEALER – WHOLESALE – 910**

Applicable to [insureds]employers 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. [, etc.] Such employer may also distribute poultry and/or fish merchandise as an adjunct to his meat merchandise and the operations may include the filleting of the fish and the cutting of poultry carcasses into parts. The employer may further distribute grocery merchandise and/or fresh fruit and vegetables.

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

Where a dealer..... gross receipts.

**Operations Not Covered:**

[Insureds]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.

When a wholesale..... to Code 924

CHANGES continued

**TOOL MFG. – FORGED – 433**

[Applies]Applicable to [payroll developed]businesses principally engaged in the manufacture of tools by use of forging technologies 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 forging are then cooled, trimmed or ground as needed and tempered by heat treating. Includes secondary machining of the forged tools by the forge employer. 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.

**CERAMIC SHOPS**

The operations of..... ceramic hand tools.

Payroll developed in operations as discussed above shall be assigned to Code 928, [, Retail Store, with the standard exception classes 951, Salesmen, and 953, Office, as they may apply.]

**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 removing standing timber regardless of tree size [removal using hand or power tools in bucking, falling or limbing of standing timber] and the incident removal of brush and/or tree stumps [- new rights of ways].
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 not incident to tree removal [- new or existing right-of-ways] 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) 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 [0013]0012 for brush or weed control using chemicals dispensed from portable or mechanical ground spraying equipment [- existing rights-of-ways].



CHANGES continued

**MAILING OR ADDRESSING COMPANY – ALL EMPLOYEES INCLUDING OFFICE**

Applicable to..... to the Post Office.

Clerical is included within the phraseology of this classification. Code 948 does not provide for payroll division with either [standard exception class]Code 951[, Salesmen,] or Code 953[, Clerical Office Employees].

**Operations Not Covered:**

1. [Risks]Employers who may mail catalogs and later receive (by phone or mail) and fulfill customer orders from inventoried merchandise shall be subject to the store classification appropriate to the employer's business.
2. Concerns printing..... the printing enterprise.

**Code 257, BOX MFG. – PAPER**

Applicable to businesses principally engaged in the manufacture of folding and/or set-up boxes. The boxes contemplated by this classification may be made from any non-corrugated paper material (e.g., paper box board or cardboard stock) which is cut, scored, creased and glued to the correct form.

Printing by a box manufacturer on its own products is construed to be incident[al] to the box making enterprise and is not subject to separate classification. There shall be no payroll division between Code 257 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Section 1 of the Manual.

**Code 259, PAPER PRODUCTS MFG., N.O.C.**

Applicable to [insureds]businesses principally engaged in the manufacture of a wide variety of paper products that are not otherwise classified. These products include, but are not limited to: paper towels, toilet tissue, paper plates, tissues, mailing tubes, paper bags or doilies.

Rolls of..... (e.g., paper plates).

Printing by a paper products manufacturer not otherwise classified on its own products is construed to be incident[al] to such enterprise and is not subject to separate classification. There shall be no payroll division between Code 259 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Section 1 of the Manual.

**Code 261, CORUGATED PAPER AND/OR CORRUGATED PRODUCTS MFG.**

Applicable to businesses principally engaged in the corrugating of paper and/or the manufacture of products from corrugated material (e.g., corrugated containers). The [insured]employer receives paper that may have been corrugated by an unrelated source or the [insured]employer receives paper which is corrugated as part of the [insured's]employer's manufacturing process. Corrugation involves paper being slowly passed over a steam or gas heated metal drum, then revolved around a roll covered with silicate of soda which is deposited on the tips of the

CHANGES continued

corrugation. The paper is then moved along until it reaches the paper liner (either a single or double facing), then the corrugated paper and liner(s) travel under pressure where they are combined and dried.

Also applicable..... core flush doors.

Printing operations on the above products by the manufacturer thereof are construed to be incident[al] to the enterprise and not subject to separate classification. There shall be no payroll division between Code 261 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Section 1 of the Manual.

**Code 263, PAPER COATING/FINISHING**

Applicable to [insureds]businesses principally engaged in operations involving various kinds of coatings which are mixed in mixers or agitators and run into troughs of coating machines. Rolls of paper, plastic film or other materials (except rubber or textile fabric) are coated as they pass over the rolls revolving through this mixture. The paper, plastic film or other materials are dried on rolls or stacks, some may be polished or embossed, finished by calendaring, slit to desired widths and rewound or sheeted to size, then labeled and packed. Some products may be printed with advertising material before the coating or on the reverse side, after this operation.

In the manufacture of..... tying into bundles.

Printing operations on the above products by the manufacturer thereof are construed to be incident[al] to the enterprise and not subject to separate classification. There shall be no payroll division between Code 263 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Section 1 of the Manual.

**Code 265, STATIONERY PRODUCTS MFG.**

Applicable to [insureds]businesses principally engaged in the manufacture of stationery and loose-leaf ledgers or notebooks. Cardboard, binders' cloth, leather or imitation leather, canvas, paper, glue, paste, gold leaf, printing and ruling ink, metal rings, posts, screws, separators or fittings are received from unrelated concerns. Cardboard is cut to size and covered with leather, imitation leather or cloth by gluing, pasting and some sewing. Covers are reinforced by stripping and may be embossed in ink or gold leaf and the appropriate fittings are attached to complete the binder. Fillers for the binders are manufactured from paper which is cut to size on either manual or power cutters.

Also applicable..... or envelopes.

CHANGES continued

Paper ruling, [silk] screen[ing]printing or other printing operations on the above products by the manufacturer thereof are construed to be incident[al] to such enterprise and not subject to separate classification. There shall be no payroll division between Code 265 and Code 281 unless the employer fulfills the multiple enterprise criteria delineated in Rule IV, Section 1 of the Manual.

**Operations Not Covered:**

The manufacture of..... metal working class.

**Underwriting Guide**

ADDITIONS

|  |     |
|--|-----|
| Ductile Iron Foundry.....  | 425 |
| Air Conditioner Or Air Conditioner Equipment Mfg. – Home Window Unit Or Central Air, Commercial Or Industrial..... | 456 |
| Air Conditioner Mfg. Home Window Unit.....   | 456 |
| Ventilation Equipment Mfg.....   | 456 |
| Neon Sign Mfg. – Shop Only, No Installation, Service Or Repair.....  | 486 |
| Gas Detection Monitor Mfg.....   | 488 |
| Modular Home Erection, Remodeling Or Repair.....   | 652 |
| French Drain Installation.....   | 663 |
| Lawn Sprinkler Installation.....   | 663 |
| Central Air Conditioning Systems Installation, Service Or Repair.....  | 664 |
| Liquor/Wine Dealer.....  | 924 |
| Wine/Liquor Dealer.....  | 924 |
| Bicycle Assembly At Retail Store Locations – By Specialist Contractor.....   | 925 |
| Liquor Or Wine Store – Retail.....   | 928 |
| Water Ice Store.....   | 928 |
| Wine Or Liquor Store – Retail.....   | 928 |
| Meter Maid – Employed By A Municipality.....   | 980 |

CHANGES (New wording is underlined; deleted wording is bracketed.)

|   |          |
|---|----------|
| Logging – All Methods.....  | 009      |
| Lumbering – All Methods.....  | 009      |
| Lamp [Or Lantern Mfg.] (Floor Or Table) Assembly Only – No Metal Or Wood                |          |
| Woodworking.....  | 319      |
| Upholstering <u>Shop Only</u> , No Furniture Assembling.....                            | 327      |
| Casting Foundry, <u>Ductile Or Grey Iron</u> [And Semi-Steel].....                      | 425      |
| Bushing [And] <u>Or</u> Bearing Mfg. – Nonferrous Metal – Cast.....                     | 447      |
| Nonferrous [Casting Mfg., N.O.C.] <u>Metals Foundry</u> .....                           | 447      |
| Circuit Breaker Mfg.....  | [473]474 |
| Blasting Contactor – <u>Includes Incident Drilling By The Blasting Contractor</u> ..... | 609      |

CHANGES continued

|  |                      |
|--|----------------------|
| Cleaning Outside Surface of Masonry Buildings, <u>Siding Or Decks</u> .....            | 653                  |
| Duct Fabrication And[/Or] Installation - Heating, Ventilating Or Air Conditioning..... | 664                  |
| Borough Employees [- Uniformed] , <u>N.O.C.</u> .....                                  | <del>[985]</del> 980 |
| City Employees [- Uniformed] , <u>N.O.C.</u> .....                                     | <del>[985]</del> 980 |
| Municipal [And] <u>Or</u> County Employees, <u>N.O.C.</u> .....                        | 980                  |
| Water Supply System, [Municipal] – Operated By [Town] <u>A Municipality</u> .....      | 980                  |

DELETIONS

|   |     |
|---|-----|
| Pearlitic Casting Foundry, Malleable Iron.....          | 427 |
| Fan Assembly For Industrial Use.....                    | 445 |
| Boroughs.....   | 980 |
| County Employees – Uniformed.....                       | 985 |
| Town Employees – Uniformed.....                         | 985 |
| Uniformed Borough, City, County And Town Employees..... | 985 |

**5) NEW CLASSIFICATIONS FOR MUSEUMS, LIBRARIES AND LABOR UNIONS**

These new classifications are the result of a study undertaken as part of a continuing effort to limit the use of the standard exception classes (Codes 951 and 953) as field-of-business classifications. The study addressed the feasibility of creating new and separate field-of-business classes for museums, libraries and labor unions and recommended the following:

- Creation of Code 887, Museum, for “all employees including office” of a museum.
- Creation of Code 890, Library, for “all employees including office” of a library.
- Creation of Code 903, Labor Union, for “all employees including office” of a labor union.

Manual revisions are shown below:

**SECTION 2**

ADDITIONS

**887 MUSEUM** – all employees including office.

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

Hazard Group II

ADDITIONS continued

**890 LIBRARY - PUBLIC** – all employees including office.

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

Hazard Group II

**903 LABOR UNION** – all employees including office.

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

Hazard Group III

CHANGE (*New wording is underlined; deleted wording is bracketed.*)

**980 CITY, TOWN, Township or County** – all employees, excluding only the following which must be separately classified as provided in this Manual: Golf Courses, Health Clubs, Housing Authorities, Municipal Authorities, Salaried Police~~[men]~~Officers or Firefighters, Museums, Public Libraries or Clerical Office. Inspectors shall be assigned to Code 951.

**SECTION 5**

**Rulings and Interpretations**

ADDITIONS

**MUSEUM – 887**

An establishment devoted to the procurement, preservation and display of objects of cultural interest. Includes all types of museums (e. g., art, archaeology, children's, history, natural history, or technology). Also includes all of a museum's operations, which may include but are not necessarily limited to: galleries, curatorial space, auditoriums, movie theaters, lecture halls, classrooms for art instruction, storerooms, conservation or restoration laboratories, gift shops or eating facilities.

**Operations Not Included:**

1. A separately staffed and located museum operated by a municipal government (e.g., borough, city or town).

**LIBRARY - PUBLIC – 890**

An establishment in which books, magazines, manuscripts, musical scores, videos, compact audio discs or other literary or artistic materials are kept for use by the general public. Materials may be taken from the library for specified time periods, or they may be restricted to use on the library's premises. Library patrons who wish to borrow library materials are generally library members and may pay an annual fee for that privilege. A library's services may also include but are not necessarily limited to: providing Internet access, sponsoring lectures, workshops or

ADDITIONS continued

seminars, classes in adult literacy, storytelling or summer reading programs for children, providing photocopiers for public use (for a per page fee), providing meeting space for local organizations or bookmobiles.

**Operations Also Included:**

1. A separately staffed and located public library operated by a municipal government (e.g., borough, city or town).

**Operations Not Included:**

1. A library operated by a college or school for its students, faculty and staff will be assigned to the appropriate school classification.
2. A library operated by a company (e.g., hospital, law firm or newspaper) will be assigned to the classification consistent with the employer's business. A library operated by a museum for its staff will be assigned to Code 887.

**LABOR UNION – 903**

Applicable to all employees (e.g., business agents, organizers, clerical, janitorial or instructors in an apprenticeship program) of a labor union. Includes but is not necessarily limited to union locals, union district councils, statewide or national labor union organizations.

**Underwriting Guide**

CHANGES (*New wording is underlined; deleted wording is bracketed.*)

|   |                     |          |
|---|---------------------|----------|
| Museum – [Tour Guides, Professional Staff (i.e. Curators) And Managers] | <u>All Types..</u>  | [951]887 |
| Library – [Messengers]  | <u>Public</u> ..... | [951]890 |
| <u>Public</u> Library [-Librarians].....                                |                     | [953]890 |
| Labor Union [- Organizers].....   |                     | [951]903 |

DELETIONS

|                                    |     |
|------------------------------------|-----|
| Labor Union – Clerical.....        | 953 |
| Museum – Clerical Office.....      | 953 |
| Labor Union – Janitors.....        | 971 |
| Library – All Other Employees..... | 971 |
| Museum – All Other Employees.....  | 971 |

The following are the approved residual market rates, loss costs and related rating values:

| CODE | APPROVED<br>EFF. 6/1/03<br>RESIDUAL<br>MKT. RATE | APPROVED<br>EFF. 6/1/03<br>LOSS<br>COST | RESIDUAL<br>MARKET<br>MINIMUM<br>PREMIUM | EXPERIENCE RATING PLAN<br><u>Expected Loss Factors Table</u> |         |         |
|------|--|---|--|--|---------|---------|
|      |  |   |  | A-1  | A-2     | A-3     |
| 887  | \$ 2.90  | \$ 2.11                                 | \$ 765                                   | \$ 0.92  | \$ 1.03 | \$ 1.09 |
| 889  | 0.60   | 0.44                                    | 340                                      | 0.19   | 0.21    | 0.22    |
| 890  | 0.70   | 0.51                                    | 360                                      | 0.22   | 0.25    | 0.26    |
| 897  | 5.11   | 3.72                                    | 1,175                                    | 1.62   | 1.82    | 1.90    |
| 903  | 0.94   | 0.68                                    | 405                                      | 0.30   | 0.33    | 0.35    |
| 928  | 4.08   | 2.97                                    | 985                                      | 1.29   | 1.45    | 1.52    |
| 951  | 1.20   | 0.88                                    | 450                                      | 0.38   | 0.43    | 0.45    |
| 953  | 0.60   | 0.44                                    | 340                                      | 0.19   | 0.21    | 0.22    |
| 971  | 7.56   | 5.50                                    | 1,630                                    | 2.40   | 2.69    | 2.82    |

These Manual revisions will be updated on our website ([www.dcrb.com](http://www.dcrb.com)) at a later date.

Timothy L. Wisecarver  
President

TLW/kg  
D

***Remember to visit our web site at [www.dcrb.com](http://www.dcrb.com) for more information about this and other topics.***