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Important Policy Information, Limitations and Exclusions



Workers' Compensation Classification Guide

KENTUCKY
ASSOCIATED
GENERAL
CONTRACTORS
SELF
INSURERS'
FUND

P.O. Box 436949
Louisville, Kentucky 40253-6949

Phone (502) 245-2007
Fax (502) 245-6062

www.kyagscif.com



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INTRODUCTION

Since 1979, the Kentucky AGC/SIF has met the Workers' Compensation Insurance needs of the Kentucky Construction/Contractor Industry.

The intent of this manual is to answer any questions that you may have as well as explain current policies and procedures of the KY AGC/SIF in the areas of Underwriting, Safety and Claims.

After reviewing the manual, should you have any additional questions, we urge you to please contact the Fund Office, JV Resources, or Ladegast & Heffner Claims Service, Inc. for assistance. Also, for your convenience, a complete KY AGC/SIF and Ladegast & Heffner **STAFF DIRECTORY** can be found on page 3a.

The Fund Office

Kentucky AGC/SIF
P.O. Box 436949
Louisville, Kentucky 40253-6949
(502) 245-2007 • FAX: (502) 245-6062
www.kyagcsif.com

JV Resources, Inc.

301 Middletown Park Place, Suite E
Louisville, Kentucky 40243
(502) 245-8485 • FAX: (502) 245-5625

Ladegast & Heffner Claims Service, Inc.

P.O. Box 436949
Louisville, Kentucky 40253-6949
(502) 245-8395 • FAX: (502) 245-2850

In order to further serve your needs, the following is a list of the participating **TRADE ASSOCIATIONS**, the Trustee(s) and Association Executive for each, and a listing of the Agents on the Agents' Advisory Committee.

AGC of Kentucky

632 Comanche Trail • Frankfort, Kentucky 40601
P.O. Box 457 • Frankfort, Kentucky 40602
(800) 456-0215
www.agcky.org

(Trustee - David Jackson)

(Trustee - Doug Hacker)

(Association Executive - Richard Vincent)

AGC of Western Kentucky

2201 McCracken Blvd. • Paducah, Kentucky 42001
(270) 744-6261
www.agcwkky.org

(Trustee - Bruce Chester)

(Trustee - Dennis Smith)

(Association Executive - Chris Nelson)

continued

Builders Exchange of Kentucky

2300 Meadow Drive • Louisville, Kentucky 40218
P.O. Box 5398 • Louisville, Kentucky 40255-0398
(502) 459-9800
www.bxkentucky.com

(Trustee - Paul Clements)

(Association Executive - John Kelly)

Home Builders Association of Kentucky, Inc.

1040 Burlington Lane
Frankfort, Kentucky 40601
(800) 489-4225
www.hbak.com

(Trustee - John Pohlman)

(Trustee - Jim Skaggs)

(Association Executive - Bob Weiss)

Kentucky Association of Highway Contractors, Inc.

119 West Broadway • Frankfort, Kentucky 40601
P.O. Box 637 • Frankfort, Kentucky 40602
(502) 223-3422
www.kahc.org

(Trustee - Mark Mathis)

(Association Executive - Charles Lovorn)

Kentucky Association of Plumbing, Heating & Cooling Contractors

142 Consumer Lane
Frankfort, Kentucky 40601
(502) 352-2575
www.kaphcc.com

(Trustee - Erv Klein)

(Association Executive - Hank Hancock)

Kentucky Crushed Stone Association

119 W. Broadway • Frankfort, Kentucky 40601
P.O. Box 326 • Frankfort, Kentucky 40602
(502) 223-2379
www.kycsa.org

(Trustee - Kevin Woosley)

(Association Executive - Ron Gray)

AGENTS' ADVISORY COMMITTEE

- Steve Church, Logan Lavelle Hunt Insurance - (502) 499-6880
- Jeff Duncan, Wells Fargo Insurance (Louisville) - (502) 425-9444
- Norman Fallot, Brown & Brown of Kentucky, Inc. - (502) 241-7072
- Ron Fey, Buckley & Co. - (859) 269-8002
- Patty Freeman, Western Rivers Corporation - (270) 442-3533
- Steve Garrett, Garrett-Stotz Company - (502) 415-7000
- Stan Logan, Logan Lavelle Hunt Insurance - (502) 499-6880

Any information contained in this booklet is subject to change without notice by the Kentucky AGC/SIF Board of Trustees.

STAFF DIRECTORY

ADMINISTRATION: (502) 245-2007

- Ladegast & Heffner - Third-Party Administrators (TPAs)
- >Larry Ladegast, Jr. - Administrator
- >Paul T. Heffner - Administrator
- >Karl T. Ladegast - Administrator
- >Mary Margaret Sutherland - Administrator

AUDIT DEPARTMENT: (502) 245-2007

- >Jess Ellis - Audit Manager
- >Trina Haggard - Outside Auditor
- >Nicole Tully - Inside Audit Reviewer
- >Marrissa Barr - Inside Audit Reviewer
- >Julie Lee - Inside Audit Reviewer

CLAIMS DEPARTMENT: (502) 245-8395

- >Mary Margaret Sutherland - Director of Claims / Administrator
- >Dina Green - Claims Supervisor
- >Sandy Alvarez - Senior Claims Adjustor
- >Laura Ernspiker - Adjustor
- >Kris Goldener - Adjustor
- >Debbie Smith - Adjustor
- >Barbara Taylor - Adjustor
- >Desireé Payton - Adjustor
- >Terri Whiting - Adjustor
- >Carrie Berry - Adjustor
- >Christina Sharp - Adjustor
- >Veada Metcalf - Claims Technician Supervisor
- >Carrie Downs - Claims Technician
- >Nancy Jaggers - Claims Technician
- >Kelsey Ramey - Claims Technician
- >Beth Stewart - Claims Technician
- >Tina Piccolo - EDI

PREMIUM DEPARTMENT: (502) 245-2007

- >Julie Lee - Premium Coordinator
- >Dana Hardin - Processor
- >Rita Runner - Processor

SAFETY ENGINEERING: (502) 245-8485

- >John VanDyke - President
- >Lois VanDyke - Vice President

UNDERWRITING DEPARTMENT: (502) 245-2007

- >Karl T. Ladegast - Director of Underwriting / Administrator
- >Chris Hickman - Underwriting Manager
- >Dana Hardin - Special Events Coordinator
- >Nicole Tully - Membership Compliance Director
- >Marrissa Barr - Senior Underwriter
- >Angela Bartee - Underwriting Assistant
- >Theresa Recktenwald - Underwriting Assistant
- >Rita Runner - Underwriting Assistant

FUND MEMBER RESTRICTIONS

- No prospective members are accepted with annual normal premiums under \$1,000.00. Current members with annual normal premiums under \$1,600.00 must be **on an annual billing basis**.
- *All policies are subject to a \$1,000.00 minimum yearly normal premium regardless of paying method (annual or monthly).* Policies cancelled before the end of the year expiration date will be subject to a pro-rated minimum normal premium based on the \$1,000.00 yearly minimum normal premium times the percentage of the year the policy was effective. The minimum premium and/or pro-rated minimum premium is **not subject to an experience rating modification**.
- For a new submission, the submission **must have a governing class code that is contractor related**. Any secondary exposures which may not be contractor related must be **incidental to the overall operation**. For a listing of acceptable governing classifications, please contact the Fund Office or visit the Fund's website at: www.kyagcsif.com.

Upon acceptance into the Fund:

- New members must tender a 25% deposit before coverage begins. The deposit is based on your normal annual premium that has been modified and discounted. This deposit is **not** used as premium, but is maintained in escrow until such time the member leaves the Fund. Upon clearance of all additional premiums due to the Fund and satisfactory compliance with all obligations (audits after cancellation), the deposit will be returned (minus any amounts due the Fund).
- The 25% deposit must be on account with the Fund at all times. Amounts of deposit may be reviewed and updated on an annual basis.
- **Surcharge payment:** All members are required to pay a \$100.00 surcharge annually. The surcharge is collected once every calendar year. New members are required to pay the surcharge upon acceptance into the Fund. The amount due is **not** proratable. The gross amount of \$100.00 is required regardless of the date in the year joined. The surcharge is not considered premium and is not added to payments received for premium obligations.
- The date we receive the deposit check (**certified or agency check**) and all requested additional information is the date coverage is bound (unless a later coverage date is requested). **Coverage cannot be bound orally, by voice mail or by e-mail. NO EXCEPTIONS!** All policies provide coverage through December 31st of each year and are automatically renewed on January 1st. All other members are on a January 1st through December 31st policy period with automatic renewal on January 1st or until cancellation date.
- If accepted on a monthly pay basis, the first month's premium is due within 30 days of acceptance.
- **RETURNED CHECKS FOR DEPOSITS AND/OR PREMIUM PAYMENTS.** Should your deposit and/or premium check be returned for **insufficient funds**, all further checks **must be certified**. Failure to comply with the aforementioned policy may result in **cancellation**.

KENTUCKY AGC/SIF DIVIDEND AND ASSESSMENT PLAN

DIVIDEND PLAN:

1. Determine the total amount of dividend to be paid.
2. Determine employers that are eligible for a dividend:
 - a. Must be current members (must be current in all of their obligations to the Fund and to the association to which they belong).
 - b. Their premium exceeds their losses (paid and reserved) for the dividend year.
 - c. Must have been a member in the year for which the dividend is being paid.
3. Determine the sum of all eligible employers' excesses (sum of each employer's premiums minus their losses).
4. Determine the DRF (Dividend Return Factor) by dividing #1 result by #3 result.
5. Determine each member's dividend by multiplying its excess by the DRF.
6. Determine each member's Funding Commission tax refund by multiplying the dividend by the appropriate Funding Commission tax rate (ex: 6.5%).
7. Determine the total amount to be returned to each member by adding #5 and #6.

EX: Total Dividend to be paid = \$8,500,000
Sum of all eligible employers' excesses (premiums minus losses) = \$15,000,000
DRF = 0.5667 (8,500,000/15,000,000)
Member's excess = \$5,000
Member's dividend = \$2,833.50 (0.5667 * \$5,000)
Tax refund = \$184.18 (assume 6.5% Funding Commission rate for dividend year)

Member's total dividend refund = \$3,017.68 (\$2,833.50 + \$184.18)

ASSESSMENT PLAN:

1. Determine the total amount of the assessment to be levied by Trustee Resolution.
2. Determine the loss ratio for the entire Fund for the year of the assessment. (FLR)
3. Determine each member's loss ratio (Total Incurred/Premium). (MLR)
4. Apply the following formula to determine each member's assessment:

$(0.3 + \text{MLR}) / (\text{FLR}) * (\text{Member Premium} / \text{Total Fund Premium}) * \text{Total Assessment}$.

EX: Total assessment = \$10,000,000
Fund loss ratio = 1.2 (120%)
Member loss ratio = .5 (50%)
Member premium = \$20,000
Total Fund premium = \$60,000,000

Member's Assessment = $(0.3 + .5) / (1.2) (20,000 / 60,000,000) (10,000,000) = \$2,222.22$

Ex #2: (0% loss ratio) = $(0.3) / (1.2) (20,000 / 60,000,000) (10,000,000) = \833.33

* (Note: Both the Dividend and Assessment Plans were approved by the Kentucky Department of Insurance in November of 2005.)

Kentucky AGC/SIF Safety & Educational Training Program

On November 29, 2004, the Kentucky AGC/SIF Board of Trustees unanimously approved a Safety and Educational Training Program Policy for the Fund. **Please be advised that failure to comply with any one (1) of the mandatory requirements listed below will result in termination of workers' compensation insurance through the Fund.**

The program requirements are as follows:

- The owner or officer of a *new* member company will be required to view the Fund's safety video "Avoiding Jeopardy - Safety Pays" within 30 days of receiving it in their new member packet.
- Effective 1/1/06 and each year thereafter, as a condition of continued membership, each Fund member with an effective date prior to January 1st of the current year shall be required to attend a Trade Association sponsored safety seminar offered through one of the Fund's seven (7) participating Trade Associations, or a quarterly safety training seminar offered through the Fund's loss control representative, J.V. Resources, Inc., **at least one (1) time per calendar year.**
- Effective 1/1/06 and each year thereafter, as a condition of continued membership, each Fund member who has a loss ratio of equal to, or greater than, the predetermined loss ratio established annually by the Fund pursuant to the Watch List, *and* who receives a Regular Warning Letter, Shock Loss Warning Letter or notification that a 150% adder is being applied, shall be required to complete a continuing education program called P.R.O.W.L. (Personal Review Of Watch List).

Please contact the Fund Office should you have any questions regarding the Kentucky AGC/SIF Safety & Educational Training Program.

KENTUCKY AGC/SIF POLICY ON SUBCONTRACTORS

Policy on Contractors and Subcontractors

The AGC/SIF charges premium on every subcontractor who has not provided our member with a Certificate of Workers' Compensation Insurance for the period worked. There are no waivers, form 4's, or other contractual agreements that can be submitted that are acceptable to the Fund. Only proper certificates for the time period the work is performed excludes these subcontractors. This includes but is not limited to sole proprietorships and partnerships with **no** employees, other subcontractors, independent contractors, and contract/casual laborers with **no** employees and/or **no** certificates of workers' compensation insurance. See your policy, Part Five-Premium, Section C, #2 located on page 6 or Endorsement #2 for additional details.

Coverage

The Workers' Compensation coverage for uninsured subcontractors is automatically provided under the AGC/SIF policy issued to the AGC/SIF member with premium charged accordingly for the coverage of the uninsured subcontractor to the AGC/SIF member.

Premium Computation For Uninsured Subcontractors

If the contractor does not provide satisfactory evidence that the subcontractor had **workers' compensation insurance** in force covering the period the work was performed, additional premium shall be charged as follows:

The full subcontract price will be used for premium computation purposes unless:

- 1) A complete payroll record of the employees of the uninsured subcontractor is provided. If provided, the actual payroll will be based on the **classifications which would have applied if the employees of the subcontractor had been employees of the contractor. Note: Subcontractors working for your Uninsured Subcontractors are not automatically covered under your AGC/SIF Workers' Compensation policy. Please contact the Fund Office for clarification if needed.**
- 2) If invoices submitted to the contractor from the uninsured subcontractor disclose that a definite amount of the full subcontract price represents payroll, such amount shall be the payroll for the additional premium computation. In contracts for labor and material, **the payroll shall not be less than 50% of the subcontract price. Invoices must be on the subcontractors own letterhead, providing actual breakdowns. Only actual invoices are acceptable, not letters stating or estimating material costs.** Estimated percentage breakdowns are not acceptable. Additional premium will be based on the **classifications which would have applied if the employees of the subcontractor had been employees of the contractor.**
- 3) If an experience modification factor has been established for the contractor, such experience modification factor shall be applied to the premium developed for the uninsured subcontractor.

Contract or Casual Laborers

All workers hired and paid without tax deductions are considered contract laborers or casual laborers. If an accident occurs, these laborers may be eligible for Workers' Compensation benefits. As a result of this, additional premium is developed based on total amounts paid to these laborers. Additional premium will be based on the **same classifications which apply to your employees based on work performed.**

If your company hires a subcontractor from out-of-state, a certificate of insurance from the subcontractor must specify coverage for the state of Kentucky (if the work was performed in Kentucky). If not, the subcontractor will be treated as an uninsured subcontractor.

VOLUNTEER LABORERS

All Volunteer Laborers may be eligible for workers' compensation insurance benefits if a work-related injury occurs. Therefore, payroll must be reported and premium paid on Volunteer Laborers based on the average wages paid to your regular employees who perform similar or like work.

Please contact the Fund Office should you have any questions regarding Volunteer Laborers.

OUT-OF-STATE COVERAGE

Since January 1, 1994, the Kentucky AGC/SIF has afforded **Out-of-State Workers' Compensation Coverage** for its members **without** the 30-day limitation imposed in prior years **but** with the continuing requirement that its members must use **Regularly Employed Kentucky Employees**, with no exceptions. The Kentucky AGC/SIF is interested in providing Workers' Compensation coverage to companies with **regularly** employed Kentucky employees.

The definition of a Regularly Employed Kentucky Employee is as follows:

An employee who is a resident of Kentucky and/or employed by a resident Kentucky employer or is hired from a resident Kentucky union hall and performs work within the scope of said employment for said employer for a minimum period of eight (8) hours in the Commonwealth of Kentucky prior to performing any work in any other state, excluding Florida, Illinois, New Jersey and New York, with said period evidenced by payroll records from said employer. This statement shall not conflict with KRS 342.670 (1) (a,b,c, or d).

EXCEPTIONS

Exceptions to the above coverage are in the states of **Florida, Illinois, New Jersey and New York.**

If you are or will be performing any work in Florida, Illinois, New Jersey or New York, you must secure separate Workers' Compensation policies from carriers that are admitted in Florida, Illinois, New Jersey and New York.

As a result, the AGC/SIF **cannot** directly provide Florida, Illinois, New Jersey or New York Workers' Compensation coverage for you **under any circumstances**, and you are not to report any payroll for any work performed in Florida, Illinois, New Jersey or New York.

Please contact your agent to secure alternative means of coverage if work is being performed in the states of Florida, Illinois, New Jersey or New York.

OTHER STATES (CROSS-BORDERS) COVERAGE

The Kentucky AGC/SIF partners with the **Safety National Casualty Corporation (Safety National)** to provide an Out-of-State (OOS)/Cross-Borders Program solution for its membership population (NOTE: The Kentucky AGC/SIF continues to provide OOS coverage for its members who use Regularly Employed Kentucky Employees in states where the Kentucky AGC/SIF is permitted to do so).

In order to obtain access to the program, the following general underwriting criteria must be met:

- Must be a member of the Kentucky AGC/SIF (*or plan to join*)
- Class codes contemplated for the OOS/Cross-Borders Program must be the same as those class codes contemplated by the member's Fund policy
- Members must have a loss ratio of $\leq 60\%$ for the past three (3) years (*exceptions may be considered on a case-by-case basis*)
- Designated states only
- Limited out-of-state exposure (*generally 40% or less of total annualized payroll*)

In order to begin procuring a quote for the OOS/Cross-Borders Program, the following information will be needed:

- ACORD application (*Completed in its entirety*)
- Detailed description of the job or work being performed out-of-state
- Proposed effective date
- Estimated payroll by class code
- Three years of Kentucky and applicable out-of-state experience
- Large loss details on all losses over \$50,000
- Current NCCI workers' compensation Experience Mod Worksheet
- Loss control reports for the most recent two inspections

Should you have any questions regarding the OOS/Cross-Borders Program, please contact the Fund Office Underwriting Department at (502) 245-2007 or (800) 928-7135.

THE FUND'S EXCESS INSURANCE

The Kentucky AGC/SIF purchases Statutory Excess insurance to protect it from specific catastrophic losses and Employers' Liability with four million dollars per occurrence with no aggregate limit. This, in effect, guarantees the Fund a stop loss threshold for specific occurrences in a given year and generally satisfies the underlying limit requirements of most umbrella carriers for employers' liability.

LONGSHORE AND HARBOR
WORKERS' COMPENSATION
COVERAGE

Since January 1, 1997, the Fund has afforded Longshore and Harbor Workers Coverage (also known as: Longshoremen's or USL & H coverage) for those Fund Members with

> INCIDENTAL EXPOSURE ONLY <

For purposes of this limited scope of coverage, the Fund **defines** an “**incidental exposure**” as: A work-related exposure comprising no more than 10% of the total annualized payroll for the policy year in which the exposure exists.

For more information regarding Longshore and Harbor Workers Coverage please contact the Fund Office for details.

FUND DISCOUNTS

Fund members are automatically entitled to a **premium volume discount** if their annual modified premium exceeds \$3,000.00 as shown below:

STANDARD PREMIUM	DISCOUNT
\$ 0 - \$3,000	0 %
3,001 - 4,000	1
4,001 - 5,000	2
5,001 - 6,000	3
6,001 - 7,000	4
7,001 - 8,000	5
8,001 - 9,000	6
9,001 - 10,000	7
10,001 - 11,500	8
11,501 - 13,000	9
13,001 - 15,000	10
15,001 - 17,500	11
17,501 - 20,000	12
20,001 - 22,500	13
22,501 - 25,000	14
Over 25,001	15

At the beginning of each year (or at policy inception), annual and estimated billings are provided with ESTIMATED DISCOUNTS based on payroll estimates. The final audit determines ACTUAL discounts afforded as the estimated discount is adjusted according to the above schedule.

New Members who join the Fund after 1/1 of each year:

The discount as applied to this policy is based on an estimated twelve (12) months of payroll and premium. The discount is adjusted to the level of estimated normal premium for the pro-rated twelve (12) month policy, which expires on 12/31 despite the effective date. (Please note that all Kentucky AGC/SIF policies expire on 12/31 and automatically renew on 1/1.) The final audit determines ACTUAL discounts afforded as the estimated discount is adjusted according to the above schedule. This policy has remained unchanged since the Fund's inception. (Any policy to which a 150% "Adder" has been applied to the experience mod will not be eligible for a premium discount until such time as the member company's final payroll audit (year-end or cancellation) is completed. Upon completion of the final audit, the premium discount will be reinstated but determined only by the modified premium for the time period in which the adder was not in effect.

LOSS EXPERIENCE

The Kentucky AGC/SIF's Watch List was amended effective 9/30/2003. The Watch List is generated on a calendar quarter basis and is used to identify Fund members with Adverse Experience.

Adverse Experience is defined as a loss ratio of equal to, or greater than, a predetermined loss ratio which is established annually by the Fund.

Loss Ratio is defined as total incurred losses (paid and reserved) divided by earned normal premiums.

To **identify** adverse experience, the loss ratio is calculated using the most recent five (5) years of losses and premiums, or since the coverage effective date, whichever is less, with the current year's premium being pro-rated through the end of the current year.

The Fund's Watch List contains a "**Shock Loss**" provision defined as a single loss occurrence that does not exceed \$200,000 total incurred (claims paid + reserved amounts) and which if removed, would make the five (5) year loss ratio less than the predetermined loss ratio. If further loss ratio deterioration occurs due to increased totals incurred and subsequent to the shock loss, or the single loss occurrence exceeds a total incurred of \$200,000, either of which results in an increased overall loss ratio, consideration for a shock loss is removed and regular Watch List actions are applicable.

If the trigger loss ratio (determined annually by the Fund) is reached or exceeded, the following actions will occur based upon the member's overall loss ratio since the policy inception date or 1987, whichever is less:

Overall loss ratio of 0 - 80%: Regular Warning Letter or Shock Loss Warning Letter sent to member.

Overall loss ratio of 81% - 90%: 150% Adder is applied to e-mod and any premium discount is removed for the period in which the adder is in effect. Exception is shock loss provision.

Overall loss ratio of greater than 90%: Cancellation of the workers' compensation policy for continued adverse claims. Exception is shock loss provision.

COVERAGE FOR SOLE PROPRIETORS AND PARTNERSHIPS

SOLE PROPRIETORSHIPS and PARTNERSHIPS: The owner/partners are *not* included for premium computations and are *not* covered under the policy. If coverage is desired, an **ORIGINAL ELECTION NOTICE** must be filled out and submitted to the Fund Office to afford coverage. If this coverage is elected, the premium will be based on a flat standard payroll amount of \$37,500 (2012) for the owner or for each partner who elects coverage. This flat payroll amount is used regardless of the actual amount paid to you by your company. To rescind a previous election, the insured must complete and submit an **ORIGINAL NOTICE TO RESCIND ELECTION** to be excluded from coverage. Either notice is only valid once received in the Fund Office and can not be backdated.

Please Note: The Flat Standard Payroll Amount is set yearly by the State of Kentucky. If there are questions concerning the current year's flat payroll amount, please call the Fund Office.

IMPORTANT: If your company changes its entity status (i.e. change from a partnership to a corporation), **CONTACT THE FUND OFFICE IMMEDIATELY.** Failure to do so could result in additional premiums being assessed for officers who did not want to be covered under this policy.

LIMITED LIABILITY COMPANIES (LLC'S)

Members are **NOT COVERED AUTOMATICALLY**. For members to be covered, an **ORIGINAL ELECTION NOTICE** must be filled out and submitted to the Fund Office. If this coverage is elected, charges will be the same as the preceding page concerning Sole Proprietorships and Partnerships.

IMPORTANT: If your company changes its entity status, **CONTACT THE FUND OFFICE IMMEDIATELY**. Failure to do so could result in additional premiums being assessed for officers who did not want to be covered under this policy.

CORPORATIONS

(INCLUDING SUB-CHAPTER S and OTHER TYPES)

If your company is incorporated, the officers of the corporation are employees of that company and ***are included*** for coverage and premium development. The minimum and maximum payroll that can be used for premium computation purposes for 2012 are:

Minimum: \$700.00/week or \$36,400/year (amounts change yearly)

Maximum: \$2,900.00/week or \$150,800.00/year (amounts change yearly)

If you are on a monthly reporting basis, begin excluding payroll on your monthly reports for officers after they receive \$150,800.00 in the year.

Instructions for Officers Written Notice of Rejection or “Form - 4”

Pursuant to KRS 342.395, a Rejection Notice does not become effective until the **original** of the Form 4 is received and accepted for filing by the Department of Workers’ Claims. The only way for an officer to reject workers’ compensation coverage is by the use of the Form 4. The mailing address is: **Department of Workers’ Claims, ATTENTION: Enforcement Branch, Prevention Park, 657 Chamberlin Avenue, Frankfort, KY 40601. Also, please send a copy to the Fund Office.**

The employer must keep file copies of all Rejection Notices signed by current officers. The Department of Workers’ Claims has the authority to conduct an investigation at any time.

To be accepted by the Department of Workers’ Claims, a Form 4 must be complete in all respects and the date of the officer’s signature and the date of the notary’s signature must be the same.

An officer has the right to withdraw the rejection of coverage by notifying the employer of his or her decision to withdraw the rejection. A Form 5 must be filed with the Department of Workers’ Claims. Please notify the Fund Office of this change so we may verify the date of filing.

IMPORTANT: If your company changes its entity status, **CONTACT THE FUND OFFICE IMMEDIATELY.** Failure to do so could result in additional premiums being assessed for officers who did not want to be covered under the policy.

FORM 4 - EMPLOYEE REJECTION NOTICES

As a reminder to all Kentucky AGC/SIF Members and Participating Agents, the Fund charges premium on ALL employees and does **NOT** accept: ***Form 4s (Written Notice of Rejection of the Workers’ Compensation Act), waivers, or any other contractual agreements*** that may suggest a waiver of the Workers’ Compensation Act for employees. Additionally, Form 4s are **ONLY** recognized for Officers or Owners of a company and when filed correctly. (Please note that a Form 4 Rejection Notice does not become effective until the original of the Form 4 is received from the employer and accepted for filing by the Department of Workers’ Claims.)

If you are *not* currently reporting payroll for an employee in which a Form 4 or other waiver has been filed, please take prompt action to report said payroll in order to avoid any unnecessary differences upon the completion of the year - end Final Payroll Audit.

Please note that the above policy has remained unchanged since the inception of the Kentucky AGC/SIF in 1979.

Should you have any questions regarding any of the above information, please contact the Kentucky AGC/SIF Office (*502* 245-2007) at your convenience.

PREMIUM COLLECTION PROCEDURES & MONTHLY INTERIM PAYROLL REPORTS

If your premium is paid on an ANNUAL basis, you are required to pay the total annual premium by the **10th of February each year**. You can pay your total annual premium bill online by electronic check or credit card at www.kyagcsif.com.

If your premium is paid on a MONTHLY basis, you will file monthly reports based upon your prior month's payroll figures. You can file your monthly reports and pay your monthly premium online by electronic check, credit card or mail-in (mail-in allows you to file your monthly report online, but send in a check).

If you should choose to pay your annual or monthly premiums by check, please make checks payable to KY AGC/SIF and mail to PO Box 436949, Louisville, KY 40253-6949. Please include your policy number with any correspondence.

10th of each month - payroll report and payment due for previous month's payroll. **If you have no payroll, a monthly report must be filed showing zero payroll and premium due.**

20th of each month - if payroll report and payment due have not been received, a delinquent notice will be issued to the member.

27th of each month - if payroll report and payment due have not been received in the Fund Office, a thirty (30) day **CANCELLATION NOTICE** will be sent to the member.

Members who do not pay their monthly payments on time result in increased business expenses to the Fund. To help maintain current rates, please pay promptly!

Overtime

Figure workers' compensation premium due on all overtime hours worked at the **straight time rate**.

COMPLETING MONTHLY PAYROLL REPORTS:

The easiest and most convenient method to complete your monthly payroll reports is file them online. Register at www.kyagcsif.com.

If you choose to manually complete monthly payroll reports, please follow the steps below:

1. Enter payroll amount in column 3 for each code and classification.
2. To calculate premium, take Payroll X Rate equals Premium (an easy way to do this as the rate is per \$100.00 of payroll is to move the decimal point of the payroll over two (2) places to the left and then multiply it by the rate).
3. Add the premium column down, this will be the "Total Manual Premium".
4. The next step is to multiply the Total Manual Premium by the Experience Modification. One of the following three examples will apply:

continued

- If the Exp. Mod. is a 1.00, the Total Manual Premium and the Total Standard Premium will be the same.
- If the Exp. Mod. is more than a 1.00, multiply the Total Manual Premium by the Exp. Mod. **Do not add or subtract this amount**, the figure calculated is what the Total Standard Premium is and should be greater than the Total Manual Premium.
- If the Exp. Mod. is less than a 1.00, multiply the Total Manual Premium by the Exp. Mod. **Do not add or subtract this amount**, the figure calculated is what the Total Standard Premium is and should be less than the Total Manual Premium.

Discount: If a discount applies, multiply the Total Standard Premium by the discount rate to get the Total Normal Premium.

KY Assessment Tax: The KY Assessment Tax is determined annually by the KY WC Funding Commission. Please refer to your Estimated or Annual Billing for the current rate.

If the Total Amount Due and the amount of the check are not the same, please explain why there is a difference so that we may process your account accordingly.

PLEASE NOTE: MONTHLY REPORTING IS A PAYMENT PLAN ONLY. The amount of payroll reported, use of classifications, and assignment of employees, casual laborers, or uninsured subcontractors to classifications are subject to change at audit.

WHAT IS TO BE INCLUDED AND EXCLUDED ON PAYROLL REPORTS

The following list of items are to be *included* when reporting payroll:

Gross payroll including:

- 1) Wages or salaries including retroactive wages or salaries.
- 2) Total cash received by employees for commissions and draws against commissions.
- 3) Bonuses including stock bonus plans.
- 4) Pay for holidays, vacations, or periods of sickness.
- 5) The rental value of an apartment or a house provided for an employee based on comparable accommodations.
- 6) Payments to employees on any basis other than time worked, such as piece work, profit sharing or incentive plans.
- 7) The value of lodging, other than an apartment or a house as in (5) above, provided as a part of pay.
- 8) The value of meals received by employees as a part of pay to the extent shown in the payroll records.
- 9) Idle time, traveling time and wages for time not worked.
- 10) Payments for salary reduction, employee savings plans, retirement or cafeteria plans (**IRC 125**) which are made through employee-authorized salary reductions from the *employee's* gross pay.
- 11) Davis - Bacon wages or wages from a similar prevailing wage law paid to employees as listed in their gross pay before deductions. (Prevailing wages)
- 12) Annuity plans.

The following list of items are to be *excluded* when reporting payroll:

- 1) Tips and other gratuities received by employees.
- 2) Payments by an employer to group insurance or group pension plans for employees. (These payments would not show up in the employee's gross payroll before deductions.)
- 3) Dismissal or severance payments *except for time worked or accrued vacation*.
- 4) Payments for active military duty.
- 5) Expense reimbursements to employees to the extent that an employer's records substantiate that the expense was incurred as a valid business expense.
- 6) Supper money for late work.
- 7) Work uniform allowances.
- 8) Sick pay paid to an employee by a third party such as an insured's group insurance carrier which is paying disability income benefits to a disabled person.
- 9) Employer provided perquisites ("perks") such as:
 - a) An automobile.
 - b) An airplane flight.
 - c) An incentive vacation (i.e., contest winner).
 - d) A discount on property or services.
 - e) Club memberships.
 - f) Tickets to entertainment events.
- 10) Premium Overtime (See page 14 - Overtime section).
- 11) Payments by an **Employer** into third-party pension trusts for the Davis-Bacon Act or a similar prevailing wage law may be excluded, provided the pension trust is qualified under **IRC Sections 401(a) and 501(a)**. **Note: 401(k) and IRC 125 plan contributions by EMPLOYEES are still INCLUDED** for premium computations.

If there is ever any question if an item is to be included or excluded, please contact the Fund Office.

MAINTAINING ADEQUATE RECORDS

Premium savings can be obtained by way of proper record keeping. For construction or erection companies, the payroll of an individual employee may be divided and allocated to more than one classification (subject to the rules and limitations of each individual classification). If payroll records are not maintained providing these divisions, payroll for these employees must be assigned to the **highest** rated classification representing any part of their work.

Another example of premium savings through proper record keeping would be the exclusion of premium overtime. Records should be maintained to show premium overtime by individual and/or classification. If overtime is not properly maintained in your records, this deduction cannot be used.

Thus, it is very important to maintain adequate records. Some examples of the records needed to be maintained for the premium audit include but are not limited to:

- **Payroll journals or other type records:** Proper records will maintain gross payroll by company, individual, and classification. Overtime will be maintained providing a year to date breakdown by classification and/or employee. Other deductions will be separated in the records for deduction by the auditor. (Examples are: Tips for restaurants, hand tools allowances, automobile allowances, among others.) If the records do not indicate these separations, these deductions cannot be allowed. Consequently, if classification payroll breakdowns are not maintained, all payroll is assigned to the highest rated classification on your policy. **Estimated payroll breakdowns are not acceptable to the Fund.**
- **Quarterly Federal & State Wage Reports (If filed by your company):** Should be provided to the auditor at the time of the audit. Auditors must verify gross payroll by way of a second source of records other than journals or other type of records. If there is a discrepancy between the audited records and Quarterly reports, the auditor will, on some occasions, use a third source of records to determine the gross payroll of your company or an individual's payroll. Some examples of a third source for payroll verification could be: W-2's and W-3's, 1040 Federal Tax Returns, Corporate Tax Returns, among others.
- **Cash Disbursements Journals:** Used by the auditor to: 1) verify payroll amounts if other records are not maintained or available, and 2) used to procure and/or verify payments made to contract or casual laborers. Contract or casual labor is chargeable for Workers' Compensation purposes. A number of claims are filed by these laborers every year and premium must be developed for this exposure. If cash disbursements journals are not maintained by your company, other examples of records the auditors might request are: check book registers, 1099's, 1096's, etc.
- **Subcontractor Costs and Certificates of WC Insurance:** A yearly summary for subcontractors should be maintained providing the following information:
 - Name, total contract cost, and type of work performed for each subcontractor, monthly if possible.
 - Certificates of Insurance (COI) for **Workers' Compensation coverage**. If the subcontractor does not have coverage, invoices (on the subcontractor's own letterhead) providing materials/labor breakdowns should be provided to the auditor. A good rule all companies should implement is: Certificates of Insurance should be on file before a subcontractor begins the job. If they are uninsured, bills providing a materials/labor breakdown should be procured. Obtaining Certificates of Insurance will avoid any surprises at audit time and protect your company if an unfortunate accident were to occur.

continued

- **For other information pertaining to the charging of uninsured subcontractors, please see the uninsured subcontractor section of this manual.**
- Please note: If you are on a monthly reporting basis: Your monthly reports do not constitute adequate records for classification breakdowns. Auditors will develop payroll from the records you used to develop the amounts on your monthly reports. Records other than the monthly payroll records must be maintained or all payroll will be placed in the highest rated classification.

PREMIUM AUDITS

A premium audit will be conducted on every member yearly with the exception of the following members:

- New members who joined the Fund after December 15

New members who join the Fund between 11/1 - 12/15 will be subject to either a voluntary (mail) audit or a physical audit at the discretion of the Audit Department.

Audits for the preceding year begin in February of each year. Due to the number of members, audits are usually not completed until October. This is due to all policies having an ending date of December 31.

Cancellation audits: For those members who leave the Fund, a cancellation audit will be conducted for the portion of the year the former member was in the Fund. This will be conducted as soon as possible after the cancellation date, but no less than 45 days after cancellation.

Audit discrepancies: A **Final Audit Invoice** will be mailed to the member after the audit has been reviewed and/or corrected by our internal audit review staff. Any discrepancies **MUST** be reported to the Fund Office (by mail, fax, phone or e-mail) no later than 10 days after the invoice date. Discrepancies will be reviewed and/or corrected as soon as possible. If a reaudit becomes necessary, the Fund Office or an auditor will contact you to arrange an appointment. If no changes can be made to the **Final Audit Invoice**, you will be contacted by phone or letter. Please pay the invoice promptly after the discrepancy is corrected. Any discrepancies reported after 10 days of the audit invoice date may not be considered for review, and further changes will be at the discretion of the Audit Department.

Premium audits adjust your final premium due. The following are examples of changes that can be made at audit:

- Overpayment of premium during the policy period.
- Underpayment of premium during the policy period.
- Incorrect classification usage.
- Individual employees mis-assigned to classifications.
- Uninsured subcontractors used but not reported.
- Contract or casual laborers used but not reported.
- Additional classifications added due to work performed during the period.
- Under reporting of payroll on monthly reports (if on a monthly reporting basis).
- Estimated discount factor adjusted to correct premium for the period.

Refunds: If the premium audit results in a refund due to your company, a **Final Audit Invoice** will be sent indicating the amount of refund due. Refund checks are usually mailed within thirty days after the audit has been processed. No refund checks will be processed until all outstanding audits have been satisfied.

TIPS ON CLASSIFICATION

Abbreviations and trade terms used

NPD - No payroll division

NOC - Not otherwise classified

Governing Classification - The classification other than a standard exception classification that produces the greatest amount of payroll.

Standard Exception Classifications are:

(a) Clerical - Code 8810

(b) Drafting - Code 8810

(c) Drivers, chauffeurs, messengers and their helpers - Code 7380

(d) Salespersons or collectors - outside - Code 8742

Employees within the definition of a Standard Exception Classification are not included in a basic classification unless the basic classification specifically includes those employees.

Classifying miscellaneous employees

The NCCI Manual provides the following definition for miscellaneous employees: “Miscellaneous employees are those who perform duties conducted in common for separate operations which are subject to more than one basic classification. The payroll of any miscellaneous employees shall be assigned to the classification with the majority of payroll (governing classification). Such employees include general superintendents, maintenance or power plant employees, shipping or receiving clerks and yard workers.” Janitors, who clean your office or building, are also considered miscellaneous employees and are assignable to the governing class.

Interchange of labor

Some employees who are not miscellaneous employees, may perform duties directly related to more than one classification. An example is an employee who from time to time interchanges between operations subject to more than one classification. When there is such an interchange of labor, the entire payroll of employees who interchange shall be assigned to the highest rated classification representing any part of their work. An exception to this is: For construction, erection, stevedoring or part time aircraft operations (in connection with Code 7421), the payroll of an individual employee may be divided and allocated to more than one classification (unless specifically prohibited by the individual classes the work was performed in), provided proper records providing the payroll breakdowns are maintained. **AN ESTIMATED OR PERCENTAGE ALLOCATION OF PAYROLL IS NOT PERMITTED.**

The following classes MUST be specifically accepted by the KY AGC/SIF:

- A. 0106 - Tree Pruning, Spraying, Repairing - All Operations & Drivers
- B. 1164 - Mining NOC - Not Coal - Underground & Drivers
- C. 1624 - Quarry - NOC & Drivers
- D. 1803 - Stone Cutting or Polishing NOC & Drivers
- E. 3726 - Boiler Installation or Repair - Steam
- F. 5037 - Painting - Metal Structures - Over Two Stories in Height & Drivers
- G. 5040 - Iron/Steel Erection - Frame Structures
- H. 5057 - Iron/Steel Erection - NOC
- I. 5059 - Iron/Steel Frame Erection - Frame Structures Not Over Two Stories in Height
- J. 5069 - Iron/Steel Erection - Construction of Dwellings Not Over Two Stories in Height
- K. 5160 - Elevator Erection or Repair
- L. 5222 - Concrete Construction in connection with Bridges or Culverts
- M. 5551 - Roofing - All Kinds & Drivers
- N. 5610 - Cleaners - Debris Removal

continued

- O. 5703 - Building Raising or Moving
- P. 6003 - Pile Driving
- Q. 6204 - Drilling NOC & Drivers
- R. 6252 - Shaft Sinking - All Operations
- S. 7419 - Aircraft - Surcharge
- T. 7421 - Aviation - Transportation of Personnel In Conduct of Employer's Business - Flying Crew
- U. 7538 - Electric Light or Power Line Construction & Drivers
- V. 7601 - Telephone, Telegraph or Fire Alarm Line Construction & Drivers
- W. 7611 - Telephone or Cable TV Line Installation - Contractors Underground & Drivers
- X. 7612 - Telephone or Cable TV Line Installation - Contractors Overhead & Drivers
- Y. 7613 - Telephone or Cable TV Line Installation - Contractors Service Lines, Connections & Drivers

The above class codes may NOT be added to your policy until Special Acceptance has been granted by our Excess Carrier. Call the Fund Office for details.

Class 7380 - Drivers

Demands careful attention. If any other classification on your policy reads "*and drivers,*" class 7380 cannot be used and the payroll goes into the classification that includes drivers.

Superintendents and Foremen

Those employees who provide direct supervision of the employees at the job site **DO NOT** qualify for class 5606 - Executive Supervisor. Payroll shall be applicable to the proper construction classification.

HOW TO LOCATE CLASSIFICATIONS

Classifications are indexed alphabetically on pages 23-28. Once you have found the classification you need, then determine its Code number. You may then locate a description of the classification by using the Code number as a reference guide since all classifications are listed in numerical order by Code number.

IN NEED OF A RATE???

Should you be in need of a rate for a particular class code, please contact the KY AGC/SIF Office at (502) 245-2007 or visit our website at: www.kyagcsif.com.

Alphabetical Listing of Classification Descriptions

Acoustical ceiling installation	5020
Air conditioning installation & service (Non-portable units)	5537
Air conditioning installation and service-portable units only	9519
Aluminum paneling or sheet metal facing/erection	5535
Aluminum or Vinyl Siding Installation:	
Detached one or two family dwellings	5645
Multi - family buildings	5651
All other buildings or structures	5403
Architect or engineer, consulting only	8601
Asphalt workers & Drivers	1463
Auctioneers & salespersons, solicitors & Drivers	8017
Automatic sprinkler installation & Drivers	5188
Automobile salespersons	8748
Auto sales, service & Drivers	8380
Aviation - Flying Crew	7421
Awning erection, removal or repair & Drivers - canvas or vinyl fabric	5102
Awning erection or repair & Drivers - metal	5535
Boiler Installation or Repair-Steam	3726
Boiler or steam pipe insulating & Drivers	5183
Brick cleaning	5022
Brick or Brick Veneer Installation	5022
Bridges - Concrete	5222
Bridges - Iron or steel - erection	5040
Bridges - Wood	5403
Buildings - NOC - Operations by owner or lessee	9015
Building Operation by owner, lessee, real estate firms	9012
Building material dealer (new material): Store employees	8058
All other employees & yard, warehouse & Drivers	8232
Building material yards - Secondhand materials	8204
Building Raising or Moving	5703
Burglar Alarm Installation or Repair & Drivers	7605
Cabinet Works - with power machinery	2812
Carpentry - Cabinet or interior trim installation, wooden floors	5437
Carpentry - Detached one or two family dwellings	5645
Carpentry - Multi - Family Dwellings	5651
Carpentry - Shop only & Drivers	2802
Carpentry - NOC (includes commercial structures)	5403
Carpet Installation	5478
Carpet, Rug, or Upholstery Cleaning & Drivers	2585
Ceiling Installation - Suspended Acoustical Grid Type	5020
Ceramic Tile Work - inside of buildings	5348
Ceramic Tile Work - outside of buildings	5022
Chimney Construction - not metal (commercial or industrial)	5222

BOLD FACE CODES indicate the need for **SPECIAL ACCEPTANCE** by the Underwriting Department and Excess Carrier. Please contact the Fund Office for more information.

Chimney Construction - Residential	5022
Claims adjusters or special agents, insurance company	8742
Cleaners, Watchmen & timekeepers (see description for use)	5610
Cleaning or Renovating Building exteriors & Drivers	5213
Clerical Office Employees (must meet description requirements)	8810
Clothing Mfg	2501
Collectors or Salespersons - Outside (see description)	8742
Concrete - in connection with Bridges or Culverts	5222
Concrete Construction NOC	5213
Concrete or cement work - Driveways, yards or sidewalks & Drivers - Includes asphalt driveways	5221
Concrete - All concrete work incidental to construction of one or two family dwellings	5215
Concrete swimming pools	5223
Concrete Products Mfg. & Drivers	4034
Concrete - Ready Mix Dealers & Drivers	8232
Conduit Construction & Drivers	6325
Construction or Agriculture Machinery Mfg.	3507
Contractor Executive Supervisor (Must meet description requirements)	5606
Contractors Machinery Dealer NOC - Store or yard & Drivers	8107
Contractors Permanent Yard	8227
Conveyor Mfg.	3507
Crane and Hoisting Service Contractor All operations, including yard employees & Drivers	9534
Cultured Marble Products Mfg. - Sinks, etc.	4036
Cutlery Mfg. NOC	3114
Demolition: Buildings or Structures - Not Marine	CALL THE FUND OFFICE
Door, Door Frame or Sash Erection - Metal or Metal Covered	5102
Door Mfg. (wood) & Drivers	2802
Drafting Employees	8810
Drainage or irrigation system construction & Drivers - includes excavation work	6229
Drilling NOC & Drivers	6204
Drivers, chauffeurs, messengers & helpers, NOC (cannot be used if another class on the policy includes Drivers)	7380
Electrical apparatus Mfg. - NOC	3179
Electrical apparatus installation or repair & Drivers	3724
Electrical Line Construction & Drivers	7538
Electrical Wiring within Buildings & Drivers	5190
Electronic Equipment - Installation, Service or Repair - Shop and Outside & Drivers ..	9516
Elevator Erection or Repair	5160
Emery Works & Drivers	1747
Engineer or Architect - Consulting only	8601
Engraving	4352
Erection - Exterior metal, frame structures two stories or less	5059
Erection - Exterior metal, frame structures over two stories, bridges (iron or steel)	5040
Erection, Iron or Steel NOC	5057
Excavation NOC & Drivers	6217

BOLD FACE CODES indicate the need for **SPECIAL ACCEPTANCE** by the Underwriting Department and Excess Carrier. Please contact the Fund Office for more information.

Executive Supervisor - Construction or erection companies only (must meet description requirements)	5606
Exterminators & Drivers	9014
Farm Machinery Dealer - All Operations & Drivers	8116
Farm NOC - Farm Field Crops & Sod farmer	0037
Farm: Cattle or Livestock Raising NOC & Drivers	0083
Farm: Nursery Employees & Drivers	0005
Farm: Florist & Drivers	0035
Farm: Machinery Operation by Contractors & Drivers	0050
Fence Installation & Repair - Metal, Vinyl, Wood, or Prefab Concrete	6400
Fertilizer Manufacture & Drivers	4583
Fire Alarm Installation or Repair & Drivers	7605
Floor Tile Installation: ceramic or marble	5348
Floor Tile Installation: vinyl, rubber or asphalt	5478
Florist: Store & Drivers	8001
Flying Crew - Transportation of Personnel - In Conduct of Employer's Business	7421
Furniture - Wood - Mfg.	2883
Garage Door Installation (Overhead)	3724
Garbage Works	7590
Garden Supply Store	8010
Gas Main or Connection, Construction & Drivers (Includes excavation work)	6319
Glass Merchant	4130
Glass Window Mfg. Stained or Art Glass	4133
Glazier - Away from shop & Drivers	5462
Grading or Excavation & Drivers	6217
Guniting - Not chimneys - All Operations & Drivers	5213
Gutter Installation - Metal, Plastic, or Fiberglass	5535
Hardware Store	8010
Heating: Installation, service, repair, shop, yard & Drivers	5537
Boiler Installation or Repair - Water or Steam	3726
Home Improvement Center: New Materials Only - Store Employees	8058
All Other Employees & yard, warehouse & Drivers	8232
House Furnishings Installation	9521
Household Appliances - Electrical - Installation, service, repair & Drivers	9519
Inspection for Insurance Purposes	8720
Instrument - Mfg., NOC	3685
Insulation - Steam pipe or Boiler & Drivers	5183
Insulation Work NOC & Drivers (specialist contractors only)	5479
Iron/Steel Construction of Dwellings not over two stories	5069
Iron/Steel Erection NOC	5057
Iron/Steel Erection - Frame Structures / Metal Bridges	5040
Iron/Steel Erection - Frame Structures / two stories or less	5059
Iron/Steel Erection - Decorative, non-structural - Interior	5102
Iron Works - Shop - Decorative & artistic & Drivers	3041
Iron/Steel works - Shop - Ornamental & Drivers	3040
Iron/Steel works - Shop (Structural steel) & Drivers	3030
Iron/Steel window frame fabrication - Shop only	3040
Iron or Steel Scrap Dealer & Drivers	8265

BOLD FACE CODES indicate the need for **SPECIAL ACCEPTANCE** by the Underwriting Department and Excess Carrier. Please contact the Fund Office for more information.

Irrigation or Drainage System Construction & Drivers	
Includes excavation work	6229
Janitorial, Services by Contractors - Window Cleaning - Ground Level	9014
Janitorial, Services by Contractors - Window Cleaning - Above Ground Level	9170
Landscape Gardening & Drivers	0042
Lathing, includes Drivers	5443
Lawn Sprinkler Installation (underground) & Drivers	5183
Lawn Mowing - Commercial or Domestic & Drivers	9102
Lumber yard - New Material only - Store Employees	8058
All Other Employees, yard, warehouse, & Drivers	8232
Machine Shop NOC	3632
Machinery Dealer NOC: Includes store operations, yard, & Drivers	
(Contractors equipment rental stores)	8107
Manufactured, Modular, or Prefabricated Home Manufacturing -	
Shop Work - All Operations & Drivers	2797
Manufactured, Modular, or Prefabricated Home Setup, Hookup, or Installation at	
Building Site	2799
Marble, tile, mosaic, terrazzo or stone setting - Inside	5348
Marble, tile, mosaic, terrazzo or stone setting - Outside	5022
Masonry (brick, block, etc.)	5022
Meat, grocery & provision Stores: Retail	8033
Messengers, Drivers, Chauffeurs and their Helpers	7380
Metal Building Construction (Prefabricated):	
Frame - metal (two stories or less)	5059
Frame - metal (over two stories)	5040
Frame - wood	5403
Roofing	5551
Metal Clad Walls	5535
Masonry Walls	5022
Millwright	3724
Mining - NOC - (Not Coal)	1164
Mobile Crane or Hoisting Service Contractor - NOC - All Operations	
Including yard Employees and Drivers	9534
Motel/Hotel: All Other Employees & Salespersons, Drivers	9052
Office Machine Installation, Inspection, Adjustment or Repair	5191
Oil or Gas Pipeline Construction & Drivers	6233
Overhead (Garage) Metal Door Installation	3724
Oxygen or Hydrogen Mfg. & Drivers	4635
Paint Mfg.	4558
Painting NOC & Shop operations and Drivers	
Also Film Window application	5474
Painting - Shop only & Drivers	9501
Painting - Metal Structures (Including Bridges) - Over Two Stories in Height	5037
Paper Goods Mfg.	4279
Paper Hanging & Drivers (no painting operations)	5491
Park NOC - All Employees & Drivers	9102
Parking areas - Asphalt paving & Drivers	5221
Parking areas - stripe or line painting & Drivers	5474
Paving or repaving - Street & road construction & Drivers	5506
Paving or repaving of: Floors, driveways, yards, or sidewalks & Drivers	5221
Permanent Yard - Contractor (construction or erection only)	8227
Pile Driving & Drivers	6003
Plastering NOC & Drivers	5480
Plaster Board or Block Mfg., includes prefab paneling & Drivers	4036

BOLD FACE CODES indicate the need for **SPECIAL ACCEPTANCE** by the Underwriting Department and Excess Carrier. Please contact the Fund Office for more information.

Plastic Mfg. - Fabricated Products - NOC	4452
Plastic Molded Products	4484
Plumbers' Supply Dealer & Drivers	8111
Plumbing NOC & Drivers	5183
Printing or lithographing	4299
Quarry NOC & Drivers	1624
Radio or Television Installation, Service or Repair & Drivers	9516
Railroad Construction: Laying or Relaying Track.....	7855
Ready Mix Concrete Dealer & Drivers	8232
Real Estate Agency or Real Estate Appraisal Co. Outside Employees & Collectors	8721
Refuse, ashes or garbage collection & Drivers	9403
Restaurant NOC	9082
Rock Excavation - Street or Road & Blasting	5508
Roofing - All Kinds - Drivers	5551
Roofing - Commercial - General Contractor completing a new building or structure	5551
Roofing - Residential - General contractor completing a new dwelling	
Detached One or Two Family Dwellings	5645
Multi-Family Dwellings Three stories or less.....	5651
Roofing - Residential - Re-roofs and repairs	5551
Rubber Goods Products	4410
Salespersons or Collectors - Outside (See description)	8742
Sand or Gravel Digging & Drivers	4000
Sash or Door Mfg. - Wood & Drivers	2802
Screw Mfg.	3145
Septic Tank Cleaning & Drivers	9402
Septic Tank Installation & Drivers, includes excavation work	6229
Sewage Disposal Plant Operation & Drivers	7580
Sewer Cleaning & Drivers	9402
Sewer Construction - All Operations & Drivers	
(Includes excavation work)	6306
Shaft Sinking - All Operations	6252
Sheet Metal Products Mfg. - Shop Only	3076
Sheet Metal Work - Installation & Drivers	5535
Sheet Metal Products Mfg. Shop - In Connection with Installation	3069
Shop Carpentry	2802
Siding Installation (Aluminum or Vinyl):	
Detached One or Two Family Dwellings	5645
Multi - Family Buildings	5651
All Other Structures or Buildings	5403
Sign Painting & Lettering - Shop Only & Drivers	
(No outside Installation or repair work)	9501
Sign Mfg. - Erection, Repair or Maintenance - & Shop, Drivers	9554
Snow Removal	9402
Sprinkler Installation - Automatic & Drivers	5188
Steam Mains or Connections, Construction & Drivers	6319
Steam or Pipe or Boiler Insulating & Drivers	5183
Steam Boiler Installation & Repair	3726
Stone Cutting or Polishing NOC & Drivers	1803
Storage Warehouse - Furniture & Drivers	8293

BOLD FACE CODES indicate the need for **SPECIAL ACCEPTANCE** by the Underwriting Department and Excess Carrier. Please contact the Fund Office for more information.

Store - Hardware	8010
Store - Retail NOC	8017
Store - Wholesale NOC	8018
Street Cleaning & Drivers - Includes Snow Removal	9402
Street/Road Construction: Rock excavation & Drivers - Includes Blasting	5508
Street/Road Construction: Paving or Repaving & Drivers	5506
Street/Road Construction: Sub-surface Work & Drivers	5507
Stucco or Plastering Work - Outside of Buildings	5022
Surveyors	8601
Swimming Pool Construction - Not Iron or Steel & Drivers	5223
Telephone, Telegraph or Fire Alarm Construction and Drivers	7601
Telephone or Cable TV Line Installation contr - Underground and Drivers	7611
Telephone or Cable TV Line Installation contr - Overhead and Drivers	7612
Telephone or Cable TV Line Installation - serv. lines and connections & Drivers..	7613
Tent, Awning or Canvas Goods Erection & Drivers	5102
Tile, Stone, Terrazzo, or Mosaic Work - Inside	5348
Tile, Stone, Terrazzo, or Mosaic Work - Outside	5022
Tool Mfg., NOC	3114
Tool Mfg. - Not Drop or Machine forged NOC	3113
Tree Cutting (10 or more trees at a job site)	CALL THE FUND OFFICE
Tree Pruning, Spraying, Repairing, All Operations	
& Drivers (10 or fewer trees cut down at each job site)	0106
Trucking (applicable to the transportation of goods not owned by a member)	7228
Vending Machines - Installation, Service or Repair & Drivers	5192
Vinyl or Aluminum Siding Installation:	
Detached one or two family dwellings	5645
Multi - Family buildings	5651
All other buildings and structures	5403
Wall Covering or Metal Ceiling Installation & Drivers	5535
Wallboard Installation Within Buildings & Drivers (See description)	5445
Water Main Construction NOC & Drivers (includes excavation work)	6319
Water Works Operation & Drivers	7520
Waterproofing:	
By brush or hand caulking gun	5474
Excavation work necessary or incidental to	6217
Exterior walls or subterranean structures by apparatus inserted into ground	9014
Exterior - with a trowel	5022
Interior - with a trowel	5480
By spray gun, cement gun or other pressure apparatus	5213
Welding or Cutting NOC & Drivers	3365
Wood Turned Products & Mfg., NOC	2841
Wooden Ware Mfg., NOC	2841
Wrecking: Buildings or Structures - Not Marine	CALL THE FUND OFFICE
YARD Workers & Miscellaneous Employees	See Page 20

BOLD FACE CODES indicate the need for **SPECIAL ACCEPTANCE** by the Underwriting Department and Excess Carrier. Please contact the Fund Office for more information.

CLASSIFICATION & DESCRIPTION

0005 Farm: Nursery Employees & Drivers

Includes incidental landscape gardening. The classification includes retail or wholesale sales conducted from the nursery location.

0035 Farm: Florist & Drivers

Applies to cultivating & gardening. Incidental farm store operations are included under this classification.

0037 Farm: Field Crops & Drivers

Applies to all acreage devoted to the raising of various crops. These crops generally have a long growing season.

0042 Landscape Gardening & Drivers

Includes laying out ground, planting trees, shrubs, flowers, or lawns. Excavation, filling or back-filling to be separately rated as 6217 - Excavation NOC. Also, this code shall be used for sodding, seeding, planting, and similar work necessary for the beautification of the roadside in connection with road construction by whomever performs this work.

0050 Farm Machinery Operation By Contractor & Drivers

Applies to contractors engaged in the rental and operation of agricultural machinery and equipment at their customers' locations.

0083 Farm - Cattle or Livestock Raising NOC & Drivers

Applies to all acreage or facilities devoted to the breeding and/or raising of cattle or livestock which is not otherwise classified.

0106 Tree Pruning, Spraying, Repairing - All Operations & Drivers

*This class contemplates tree trimming and occasional tree cutting and removal. If a particular job contemplates the cutting of ten (10) trees or less, use class 0106. **If more than ten (10) trees are being cut down, please call the Fund Office.***

1164 Mining NOC - Not Coal - Underground & Drivers

Applies to all employees engaged in underground mining involving the extraction of ores, stone, clay or other minerals. This classification includes: construction, repair or maintenance of all buildings, structures or equipment and the installation of machinery.

1463 Asphalt Works Operated by Paving Contractors - Permanent Location & Drivers

Includes grinding, pulverizing or mixing asphalt. Digging, mining, or quarrying to be separately rated.

1624 Quarry NOC & Drivers

Quarrying contemplates excavation for rock including various building materials. Sand or gravel may be excavated by means of hand tools or with power shovels, draglines, etc. Includes operation of crushers; construction, repair or maintenance of all buildings, structures or equipment; installation of machinery.

Slate Splitting or Roofing Slate Mfg. & Drivers

Includes quarrying, construction, repair or maintenance of all buildings, structures or equipment; installation of machinery.

1710 Stone Crushing & Drivers

No quarrying. Includes construction, repair or maintenance of all buildings, structures or equipment and the installation of machinery. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to 1710 are conducted as a separate and distinct business.

1747 Emery Works & Drivers

Applies to crushing or grinding. Digging, mining or quarrying to be separately rated.

1803 Stone Cutting or Polishing NOC & Drivers

Quarrying or mining to be separately rated. Stone cutting in quarries to be rated as 1624 - Quarry.

2501 Cloth, Canvas and Related Products MFG. NOC

The installation, removal or repair of awnings, tents or other canvas products away from shop to be rated under Code 5102 - Awning Erection. Unless payroll records are accurately maintained showing the amount of payroll expended for the shop work, the entire payroll shall be assigned to Code 5102 - Awning Erection.

2585 Laundry NOC & Route Supervisors & Drivers

Includes carpet, rug or upholstery cleaning.

2797 Manufactured, Modular, or Prefabricated Home Manufacturing - Shop Work - All Operations & Drivers

Code 2797 is assigned to insureds that manufacture or fabricate manufactured, modular, or prefabricated homes at a factory site only.

2799 Manufactured, Modular, or Prefabricated Home Setup, Hookup, or Installation at Building Site

Code 2799 is assigned to the setup and installation of manufactured and modular homes.

2802 (1) Carpentry - Shop Only - & Drivers

Applicable to insureds whose operations consist of the manufacture and/or assembly of wood products in a shop. This code is not applicable to the shop operations set up for construction projects. It is applicable to contractors who have a central carpentry shop set up away from job sites.

(2) Door, Sash or Assembled Millwork Mfg.

2812 Cabinet Works - With Power Machinery

Applies to insureds engaged in the manufacture of wood cabinets, showcases and store and office fixtures. A division of payroll is permitted for employees engaged in the cabinet installation operations away from the shop, provided proper payroll records are maintained.

- 2883 Furniture (Wood) Mfg. - NOC**
Including assembling and finishing. Refer to Class 2812 for cabinet works operations.
- 3030 Iron or Steel Works - Shop - Structural & Drivers**
This code is restricted to a permanently located shop in which an insured engages in the fabrication or assembly of structural iron or steel products such as bars, I-beams, channels, angles, tees, plates and other large metal members of a structure.
- 3040 Iron Works - Shop - Ornamental & Drivers**
Not fabricating or assembling structural steel. Includes fabricating, assembling or mfg., ornamental brass, bronze or iron work, railings, balconies, fire escapes, staircases, iron shutters, or other non-structural iron works. Blast furnace or convertor operations, casting of steel or rolling mills to be separately rated. The erection of balconies, fire escapes, staircases and fireproof shutters on the outside of buildings is classified under Code 5040. The installation of these non-structural products inside of buildings is classified under code 5102.
- 3041 Iron Works - Shop - Decorative or Artistic & Foundries & Drivers**
Applies to the mfg., fabricating or assembling of decorative or artistic brass, bronze or iron work. Codes 3041 and 3040 iron works shall not be assigned to the risk unless the operations described by these classifications are conducted as separate and distinct businesses.
- 3069 Sheet Metal Work Products Mfg.**
If installation work is performed, those operations must be classified under code 5535. To be used in connection with code 5535.
- 3076 Sheet Metal Products Mfg. - Shop Only**
Includes metal furniture, filing equipment and incidental woodworking. Separately rate: mfg. of fireproof doors or shutters which are wood, covered with metal, or structural or reinforcing materials.
- 3113 Tool Mfg. - Not Drop or Machine Forged NOC**
Code 3113, a “not otherwise classified” classification, is applied to insureds that manufacture tools, dies, jigs and machine fixtures which are not drop or machine forged.
- 3114 Tool Mfg. - Drop or Machine Forged - NOC: Machining - Finishing of Tools or Die Making Operations**
A “not otherwise classified” classification applied to insureds that manufacture tools, dies, jigs and machine fixtures which are drop or machine forged.
- 3179 Electrical Apparatus Mfg. - NOC**
A “not otherwise classified” classification applied to insureds that manufacture electrical apparatus, hardware or wiring devices.
- 3365 Welding or Cutting NOC & Drivers**
Applies to both shop and outside work and includes incidental machining operations. Shall not be assigned at a single job or location to a risk engaged in operations described by another classification.

- 3400 Metal Stamped Goods Mfg. - NOC**
Applicable to mass production manufacturing of stamped metal articles including, but not limited to: license plates, tags, toys, buckets, and numerous other items.
- 3507 Construction or Agricultural Machinery Mfg.**
Manufacturing and fabrication of screw and belt type conveyors.
- 3612 Pump Mfg. - Foundry Operations to be Separately Rated.**
Applicable to the manufacture of all types of pumps excluding the manufacture of automobile fuel pumps. Pump installation, service or repair at a customer's premises is classified to Code 3724 for work performed at a commercial or industrial location. For work performed at domestic or residential locations, use Code 5183.
- 3620 Boilermaking**
Applies to insureds engaged in manufacturing various types of plate steel tanks, gas holders, whiskey stills, pressure vessels, smokestacks, heat exchangers, gas dehydrators, garbage dumpsters and air cleaning equipment.
- 3632 Machine Shop - NOC**
Foundry operations to be separately rated. Additional operations assigned to this class include but are not limited to: lawnmower and snowmobile repairs, chainsaw repairs, etc.
- 3681 TV, Radio, Telephone or Telecommunication Device Mfg. NOC**
Covers the manufacture of apparatus related to the telephone, telegraph, radio and television industries and related electronic products.
- 3685 Instrument Mfg. - NOC**
Applies to professional or scientific instruments.
- 3724 (1) Millwright Work - NOC & Drivers**
Erection, hooking up, making connections and repairs of machinery on the premises of others. This does not include: Work described by more specific classes such as Elevator Erection-5160 and Office Machines, etc.-5191, nor does it apply to work in connection with certain classes which specifically include the installation of machinery such as Mining, Quarries, Sand or Gravel Digging.
- (2) Electrical Apparatus Installation or Repair & Drivers**
Includes installation of such equipment-possibly more than one horse power and not of the plug in type that would come under Code 5190. This does not include power line construction nor the installation of transformers on poles.
- (3) Overhead Door Installation & Drivers**
Except if the doors are installed by the builder of an entire residence, the appropriate carpentry code is assigned.
- (4) Underground Gasoline Tank Installation and/or Removal**
Includes excavation operations necessary for tank installation and/or removal.
- 3726 Boiler Installation or Repair - Steam or Water**
Includes the construction or repair of foundations.

- 4000 Sand or Gravel Digging & Drivers**
Includes construction, repair or maintenance of all buildings, structures or equipment and the installation of machinery. No canal, sewer or cellar excavation or underground mining.
- 4034 Concrete Products Mfg. & Drivers**
Applies to shop or yard work only. Includes the manufacturing of concrete blocks, bricks, poles, piles, beams, sewer pipes, tile, or similar products, and may be applied only when the operations described are conducted as a commercial enterprise at a permanent location. Not available at a construction site or for any plant established or operated in connection with construction work.
- 4036 Plasterboard or Plaster Block Mfg. & Drivers**
No crushing or grinding. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to 4036 are conducted as a separate and distinct business.
- 4130 Glass Merchant**
Includes bending, grinding, beveling or silvering of plate glass. Employees engaged in delivery and installation away from the shop or store are properly classified to Code 5462 - Glazier - Away From Shop & Drivers.
- 4133 Cathedral or Art Glass Window Mfg.**
Assigned to insureds engaged in the manufacture of cathedral or art glass windows or stain glass windows.
- 4299 Printing**
Includes incidental assembling, stapling or binding circulars, pamphlets or catalogs. Artists, designers, proofreaders, editors or clerical office employees to be separately rated as 8810 - Clerical. Reporters, advertising or circulation solicitors to be separately rated as 8742 - Salespersons. Please see descriptions of classes 8810 and 8742 to determine eligibility.
- 4352 Engraving**
Applicable to the preparation of metal plates and the making of impressions upon paper stock.
- 4410 Rubber Goods Mfg. - NOC**
Rubber reclaiming.
- 4452 Plastics Mfg.-Fabricated Products NOC**
Applicable to manufacturers of plastic goods by such operations as machining, bending, buffing or polishing, using raw materials in the form of sheets, rods or tubes.
- 4484 Plastics Mfg. - Molded Products NOC**
Applicable to the mfg. of plastic goods by injection or compression molding. Includes die making and all the machining, finishing, assembling and forming operations in connection with the molded products.

- 4511 Analytical Laboratories or Assaying - Including Lab., Outside EE's, Collectors of Samples & Drivers**
Includes laboratory and outside employees. Shall not be assigned to a business engaged in operations described by another classification unless the operations subject to Code 4511 are conducted as a separate and distinct business. Laboratories established for purposes of supporting an entity's principal business are not classified to Code 4511.
- 4558 Paint Mfg.**
Pigment or lead compound mfg. to be separately rated.
- 4583 Fertilizer Mfg. & Drivers**
Applicable to the manufacture of wet or dry fertilizers.
- 4583 Fertilizer Mfg. & Drivers**
Applicable to the manufacture of wet or dry fertilizers.
- 4635 Oxygen or Hydrogen Mfg. & Drivers**
Code 4635 is applicable to the recovery of oxygen and hydrogen from the air or water. Gases are usually stored in tanks.
- 5020 Ceiling Installation - Suspended Acoustical Grid Type**
Applies to specialist contractors engaged in the installation of suspended acoustical grid-type ceilings.
- 5022 (1) Stucco or Plastering Work**
Outside of Buildings
- (2) Masonry NOC**
Includes the laying of bricks, cement blocks, hollow tile, stone, etc. It will also include the erection of incidental scaffolds and the mixing and distributing of mortar, making of concrete blocks at construction sites.
- (3) Wrecking: Masonry Buildings or Structures**
- (4) Brick Cleaning**
- (5) Waterproofing: Building Exteriors**
By use of trowels.
- (6) Stone, Mosaic, Terrazzo, or Ceramic Tile Work - Outside of Buildings**
- 5037 Painting: Metal Structures Over Two Stories and Drivers**
Includes shop operations. This classification also includes metal bridge painting of all types, regardless of height.
- 5040 (1) Iron or Steel Erection - Frame Structures Over Two Stories**
Code 5040 is applicable to the erection of iron or steel frame structures and iron works on outside of building, including erecting of balconies, fire escapes, staircases, fireproof shutters, and erecting iron or steel frame structures if the height of the building exceeds two stories, erecting iron or steel radio or television towers, water towers, smokestacks or gas holders.
- Note:** Erection of precast or prestressed beams, members, or slabs including sidings shall be assigned to the appropriate iron or steel classifications. The appropriate concrete classification applies if erected by a concrete contractor.*

(2) Iron or Steel Erection - Metal Bridges

Applicable to the erection of iron or steel bridges.

Welding operations whether performed by principal or specialist contractors, are considered incidental to the main iron or steel erection work and are included in class 5040.

5057 (1) Iron or Steel Erection NOC

Applicable to the erection of iron or steel. It is never applicable to the erection of iron or steel framework for building. Types of iron or steel erection work properly assignable to this classification include the erection of welded, bolted or riveted tanks, football or baseball field lighting standards. The erection of carports, service station or drive-in canopies, covered walkways and the erection of steel floor beams for apartments that have car storage spaces on the ground shall be rated under Code 5057.

Welding operations whether performed by principal or specialist contractors, are considered incidental to the main iron or steel erection work and are included in class 5057.

(2) Vault Construction or Installation

Applies to fire or burglar proof vaults.

(3) Demolition: Iron or Steel Buildings or Structures

5059 Iron or Steel Erection - Frame Structures Not Over Two Stories in Height

Code 5040 iron or steel erection-frame structures shall not be assigned at the same job or location to which Code 5059 applies.

Should a firm confine its operations entirely to the fabrication and erection of pen metal or similar light weight structural steel products whose gauges fall in the sheet metal category, not to exceed 1/8 inch thickness-gauge 11, shop operations are assigned to code 3069 and erection to code 5535. On the other hand, if a firm handles both lightweight structural metals and regular structural steel, shop fabrications should be assigned to Code 3030 and the erection split between Code 5535 and 5059, based on whatever is erected.

Welding operations, whether performed by principal or specialist contractors, are considered incidental to the main iron or steel erection work and are included in class 5059.

5069 Iron or Steel Construction of Dwellings Not Over Two Stories in Height

Welding operations, whether performed by principal or specialist contractors, are considered incidental to the main iron or steel erection work and are included in class 5069.

5102 (1) Interior Metal Work

Includes the installation of interior metal work which is not an integral part of the structural walls, floor or roof of a building. This would include steel stairs, railings,

stair treads. In other words, all such work inside buildings which is of a light non-structural or ornamental nature: Steel window frames, steel door frames and metal or metal covered doors, Interior fire doors or bulkheads.

The installation of modular style partitions in commercial buildings are properly classified under Code 5146. This includes the covering, which might be sheetrock, etc. as long as the entire job is performed as one contract. If different phases of the overall job are performed separately, Code 5445 would be used for the installation of sheetrock.

If the inside stairway is iron or steel and part of the frame structure of the building, Code 5040 would be applicable on buildings over two stories in height and Code 5059 would apply to those buildings up to two stories. If the stairway is not part of the structure and is installed after the structure is erected, Code 5102 would apply whether it is performed by the general contractor or a subcontractor. The outside stairway or fire escape would be classified under Code 5040 or 5059 depending on the height of the building if erected by the general contractor.

(2) Door, Door Frame or Sash Erection - Metal or Metal Covered

Installation of storm sash to be separately rated as 5645 - Carpentry. Overhead door installation to be separately rated as 3724 - Millwright.

(3) Canvas Goods, Awning or Tent Erection, Removal or Repair & Drivers

Applies to operations away from the shop.

5146 Furniture or Fixtures & Installation-Portable NOC

Applies to installation in offices or stores.

5160 Elevator Erection or Repair

Applies to the erection of elevators and escalators including the installation of all electrical and wiring in connection therewith.

5183 (1) Plumbing, NOC-Gas, Steam, Hot Water or Other Pipe Fitting & Drivers

Including house connections, shop operations, drivers. Automatic sprinkler installation to be separately rated. This classification includes the following: Shop operations; Store operations, if only incidental part of the business. Drivers, chauffeurs and helpers; Gas, steam water or other pipe fitting in houses or building installation and repair of hot water heaters, furnaces, gas or oil burners, stoves, ranges and other devices of the so-called domestic type; Digging of trenches, laying of pipe and pipe connections between houses or buildings and the water gas or sewer mains; Installation of yard sprinkler systems.

The following operations are not included in Code 5183 operations and must be separately rated:

Classification

5188 Automatic Sprinkler Installation, Fire Control

3726 Boiler Installation or Repair

6319 Gas Mains and Water Mains

6306 Sewer Mains

- 5183 (2) Boiler or Steam Pipe Insulation & Drivers**
Includes shop. Applies to the applications of cork or other non-conduction materials.
- 5188 Automatic Sprinkler Installation & Drivers**
Applicable to insureds engaged in the installation of various types of automatic systems.
- 5190 Electrical Wiring-Within Building & Drivers**
Includes the installation or repair of wiring or fixtures within buildings. It would include the installation or hook-up of electric machinery or apparatus of the type that would operate from the so-called light socket. It does not include: Installation of heavier electrical machinery or apparatus-3724; Power line construction-7538.
- 5191 Office Machine Installation, Inspection, Adjustment or Repair**
Includes shop. Mfg. operations to be separately rated. Also applied to specialists installing telephones and telephone systems.
- 5192 Vending or Coin Operated Machines - Inst., Ser. or Repair & Salespersons, Dr.**
Contemplates those insureds engaged in the installation, service or repair of all types of vending or coin operated machines.
- 5213 (1) Concrete Construction NOC**
Construction of concrete structures, such as building foundation, walls, self-supporting concrete floors, beams, columns, etc. This will include the making up, setting, removing, and cleaning of forms; the erection of any falsework or scaffolding; the setting of reinforcing steel, and the patching, distributing, pumping and pouring of concrete and installation of precast concrete slabs. All concrete construction work not described by Codes 5221, 5222, 4034, and 5215 is assignable to Code 5213. Excavation, pile driving, all work in sewers, tunnels, subways, caissons or coffer-dams to be separately rated. NPD with 5222 concrete construction in connection with bridges or culverts or with 5506 or 5507 street or road construction.

Ground supported floors are assignable to class 5221 or 5215.

(2) Cleaning or Renovating Building Exteriors & Drivers

(3) Guniting-Not Chimneys - All Operations & Drivers

Guniting on chimneys to be separately rated as 5222 chimney construction. Gypsum, Light Weight Aggregate Deck Roofing applied by means of a spray gun, concrete gun or other pressure apparatus.

(4) Wrecking: Concrete or Concrete Encased Buildings or Structures

5215 Concrete Work - Private Residences

Includes all concrete or cement work incidental to private residences for occupancy by one or two families and not exceeding three stories in height, and includes concrete work in construction of private garages built in connection with such residences. This class will include all form work, reinforcing, concrete pumping, etc.

5221 (1) Concrete or Cement Work - Inside & Drivers

Construction of concrete or cement floors which are on the ground in buildings. It includes all form work, setting reinforcing iron or mesh, etc.

(2) Concrete or Cement Work-Outside & Drivers

Construction of cement sidewalks, driveways or yard surfacing, including all form work, setting reinforcing iron or mesh. This does not include the following: Sidewalks, etc. being put in at private residences where other types of concrete work are being performed by the same contractor (5215). Sidewalks being built by street and road contractor along with road work (5506). Construction of airport runways is classified as street or road construction or reconstruction, etc. (5506).

(3) Paving or Repaving - Floors, Driveways, Yards or Sidewalks & Drivers - Asphalt

Applies to private or public property, residential or commercial. It includes line painting for parking spaces or traffic flow when performed by the paving contractor. Not for use in connection with street or road construction, surfacing or airport runways.

5222 (1) Concrete Construction in Connection with Bridges or Culverts

Applies only when clearance is more than 10 feet at any point or entire distance between terminal abutments exceeds 20 feet. Includes: Making, setting up or taking down forms, scaffolds, false work or concrete distributing apparatus; the mfg. of concrete into hollow steel piles. Excavation, pile driving, all work in tunnels, subways, caissons or coffer-dams to be separately rated.

All concrete work, structural or non-structural, being performed on a bridge is properly classified in Code 5222. Sidewalk construction or repair is not separately rated.

(2) Chimney Construction - Not Metal (of a commercial or industrial nature)

Includes foundation and applies to stone, brick or concrete chimneys. Also includes guniting and lining operations.

5223 Swimming Pool Construction - Not Iron or Steel - & Drivers

NPD with 5213 "Concrete Construction NOC." Excavation to be separately rated as 6217 - Excavation NOC. Construction of iron or steel pools to be separately rated as 5069 - Iron or Steel Erection.

5348 (1) Marble or Stone Setting - Inside

Applies to interior construction only.

(2) Tile, Stone, Mosaic or Terrazzo Work - Interior Construction Only

Installation of ornamental or facing tile, terrazzo or mosaic work. This is a specialized type of work and is seldom carried on while other construction or finishing work is being done.

5403 (1) Carpentry - NOC

This will include the construction of wooden building frames, flooring, millwork, joists, platforms, walkways, etc.

*a. Code 5403 - Carpentry to cover building of wood frames and supports for all **commercial** buildings which are not of steel frame construction, installation of wooden floors, sidewalks and runways and any other carpentry work of any nature.*

Class 5437 - Carpentry cannot be used where the carpentry contractor is performing any other type of carpentry at the same job or location, regardless of any time lapse between the two types of work or if the different type of carpentry work were performed by different crews employed by the contractor. For additional stipulations, see the description under class 5437.

b. Carpenters employed for the building of forms in connection with concrete construction are to be assigned to the appropriate concrete classification rather than carpentry.

(2) Wrecking: Wooden Buildings or Structures

Including those designed for dwelling occupancy.

(3) Aluminum or Vinyl Siding

Installation by specialist contractors.

For One or Two Family Dwellings - Code 5645.

For Multi - Family Dwellings - Code 5651.

(4) Termite Repair Work

Wood repair due to damage from termites (including dwellings).

5437 Carpentry - Installation of Cabinets or Interior Trim

This classification is available for the installation of cabinet work, interior trim or parquet or finished wooden flooring but only to specialists in such work. It may NOT be used for any contractor engaged in any other carpentry operations at the same job or location. If the carpentry contractor is also engaged in other carpentry work at the same job or location, then the entire carpentry payroll must be assigned to the applicable carpentry construction classification. This procedure is true regardless of any time lapse between the two types of work or if the different types of carpentry work were performed by different crews employed by the same contractor.

“Crews” in addition to employees of the contractor, include uninsured subcontractors and contract or casual laborers.

5443 Lathing - Including Drivers

Applies to contractors engaged in interior or exterior lathing work.

5445 Wallboard, Sheetrock, Drywall, Plasterboard, or Cement Board Installation - Within Building & Drivers

The installation of drywall, plasterboard, and sheetrock in private residences or commercial buildings. This does not apply to exterior work, including “dryvit.” In the

event drywall, plasterboard or sheetrock is installed in a private residence by a general contractor responsible for the entire dwelling construction project, the applicable dwelling construction code such as Code 5645 or Code 5651 is applicable to the wallboard installation. Uninsured subcontractors and contract or casual laborers providing wallboard installation for a general contractor building a residence would also be assignable to Code 5645 or Code 5651.

5462 Glaziers Away from Shop & Drivers

Installation of glass in windows, doors or skylights. The installation of metal window frames by those who also set glass in place is considered incidental to glazier work and is included in this classification.

5474 (1) Painting - NOC & Shop Operations, Drivers

Includes the painting of metal storage tanks, fire escapes, staircases, balconies, shutters, window frames or sash. Painting ship hulls, metal structures over two stories in height or bridges to be separately rated.

This class also includes shop operations when exterior painting activities are also involved.

(2) Parking Lot - Stripe Painting

By hand or machine. When performed by a separate painting contractor.

(3) Waterproofing

By brush or hand pressured caulking gun.

5478 Floor Coverings Installation - Resilient Flooring - Carpet & Laminate Flooring

Applicable to the installation of floor coverings commonly referred to as resilient flooring, carpet and laminate flooring.

5479 Insulation Work - NOC & Drivers

Includes the installation or application of acoustical or thermal insulating materials in buildings or within building walls. Applies only when insulation or acoustical work is performed as a separate operation not part of, or incidental to, any other construction performed by the same contractor at the same job or location.

5480 Plastering - NOC & Drivers

Includes plastering of walls and ceilings. This does not include: Plastering or stucco work on outside of buildings - 5022.

5491 Paperhanging & Drivers

Applies only to insureds engaged exclusively in paper hanging.

5506 Street or Road Construction: Paving or Repaving & Drivers

Applies to all kinds of paving or repaving, surfacing or resurfacing or scraping, including airport runways or warming aprons. Separately rate: clearing right of way, earth or rock excavation, filling or grading, tunneling, bridges or culvert building, quarrying and stone crushing. (Use 5507 for new excavation, clearing right of way, filling and grading.)

The painting of lines or stripes which separate traffic lanes on streets, roads, or highways, is also included in Code 5506. Parking lot painting is assigned to Code 5474.

5507 Street or Road Construction: Sub-Surface Work & Drivers

Applies to clearing right of way, earth excavation, filling or grading. Separately rate: Rock excavation, tunneling, bridge or culvert building where clearance is more than 10 feet at any point or the entire distance between terminal abutments exceeds 20 feet; quarrying and stone crushing.

5508 Street or Road Construction: Rock Excavation & Drivers

Includes blasting, incidental quarrying or stone crushing. No tunneling.

5535 Sheet Metal Work - Installation & Drivers

Code 5535 includes outside sheet metal installation. This classification contemplates the installation of items such as sheet metal furnaces, skylights, spouting and flashing. Code 5535 also applies to the erection of metal awnings as well as silo erection when the silo is constructed from metal or glass fused to steel.

Exceptions:

1. Code 5535 applies to the entire sheet metal work, roof and sides of a Quonset-type metal building. A roofing classification is not applicable to this type building as there is no distinction between the sides and roof (a continuous curve). The entire construction operation is classified to class 5535.

2. Sheet metal decking on which is placed a built-up roof sheet metal is rated as 5535 and the roof as 5551. (See discussion under Roofing). The installation of galvanized or aluminum sheeting or paneling to the side of buildings is assignable to Code 5535-Aluminum Paneling. The steel framing to which paneling is attached is classified under Code 5059 or 5040. The wood framing to which the paneling is attached is classified under Code 5403. Laying of concrete floors for such building is assignable to the appropriate concrete classification.

5537 Heating, Ventilation, Air-Conditioning and Refrigeration Systems - Installation, Service, Repair, Shop, Yard & Drivers

This classification applies to the installation, service, and repair of heating, ventilation, air-conditioning, and refrigeration systems. In terms of an HVAC system, "refrigeration" means the refrigeration in an air-conditioning system. Code 5537 is an all-inclusive classification for nonportable air-conditioning, ventilation, forced warm air, evaporative cooling, and energy recovery systems. It includes any electrical wiring, cleaning, oiling and adjusting, and plumbing or sheet metal work connected with the operation.

5551 Roofing - All Kinds - Drivers

This classification includes all roofing by roofing companies or roofing contractors on any type of building, including private residences, whether the materials used are wood shingles, composition shingles, "build-up" materials, or sheet metal. It includes all roofing or re-roofing of new or old buildings, whether the work is done by the contractor or the owner.

The installation or laying of wood, composition, or other kinds of materials on roofs of new frame private residences is considered incidental to carpentry, when such roofing work is done by the contractor building the house, and the payroll should be assigned to Code 5645-Carpentry. (An uninsured roofing subcontractor would be included in our insured's payroll under these circumstances and would be classified as 5645.) Sheet metal installation work normally associated with roofing, such as ridgerows, flashings, valleys, etc. is properly assignable to Code 5551 even if separate crews perform the installation. Many contractors have their own fabricating shops for these and other sheet metal items such as gutters, down spouts, and louvers which are classified as Code 3069-Sheet Metal Products Mfg.

The only exceptions where Code 5535 may be used for installation or erection of these items are:

- 1. Jobs where there is no roofing performed by the contractor.*
- 2. Sheet metal roof decking, on which is placed light weight aggregate concrete, is rated as Code 5535 if the metal does not exceed 1/8 inch in thickness (U.S.S. Gauge No. 11). Otherwise Code 5057 would apply to the metal roof decking.*

Codes 5645 and/or 5403 are not applicable to roofing contractors even though separate payrolls are kept for the necessary minor repair or replacement of cornices, eaves, fascia boards and decking.

5606 Executive Supervisor - Construction or Erection Only

This code is a highly restricted classification and can be used only for classifying an employee when all of the following qualifications are met:

(1) Third Level of Supervision

*For an employee to be classified under Code 5606, he must “**exercise supervision through superintendents and foremen - no direct supervision.**” If he does any supervisory work at a job where there is no superintendent, he becomes the superintendent and cannot be rated at 5606.*

- a. If any supervisory work is done at a job where there is no superintendent, the employee then becomes the superintendent and cannot qualify as an Executive Supervisor.*
- b. When a contractor subcontracts every job, his supervisory employee(s) is eligible for Code 5606. However, if the contractor employs even one construction worker, such as a cleaner or general laborer, the supervisory employee must take the highest rated classification which applies to the job or location where the operation is performed.*
- c. When a contractor assigns one of his employees permanently to a site to supervise that site, he becomes in essence a “project manager” and is not eligible for Code 5606. However, a person who supervises various “project managers” would qualify for Code 5606.*

(2) Size of Operation

If a firm has only one large job at a time, it will be quite unusual to have a person in the firm that can be assigned to Code 5606. Normally an executive supervisor will be responsible for coordinating the operations of several job superintendents; unless the one major job is very extensive and spread out the firm would not have a person eligible for this classification.

(3) Salary

An executive supervisor will be one of the highest paid employees of the firm.

(4) Time in Office

An executive supervisor is one who will spend 90% or more of his time in the office or in contact with clients. Less than 10% of his time will involve visits to the job site.

(5) This is executive level supervision and not day-to-day routines of job directions.

Footnotes: *Superintendents or foremen in charge of construction or erection work watchmen, timekeepers or cleaners shall be assigned to the highest rated classification. Code 5606 is not available for division of a single employees payroll with any other classification.*

5610 Watchmen, Timekeepers & Cleaners

(Debris Removal) Construction or Erection Only

Not applicable to the payroll for watchmen, timekeepers, or cleaners except when the payroll for watchmen, timekeepers and cleaners is more than all other payroll of the insured which is subject to construction or erection classifications at the same job or location. Watchmen, timekeepers or cleaners shall be assigned to governing classification when Code 5610 is not applicable.

Payroll for uninsured subcontractors, contract or casual laborers are considered the insured's payroll in determining if Code 5610 exposures exceed construction or erection payrolls.

Code 5610 does not contemplate "miscellaneous employees." The term "miscellaneous employees" in this context refers to employees who assist various tradesmen at a job site. They may run errands, deliver material and equipment, or engage in direct construction or erection labor of a varied nature. Employees of this type are assigned either to the governing classification or various construction or erection codes if proper payroll records are maintained.

5645 (1) Carpentry-Detached One or Two Family Dwelling

Includes garages constructed in connection with the dwellings.

*When all of the carpentry work in connection with the construction of the dwelling is performed by the same contractor, all work including the construction and erection of the sill, rough framework, rough floor, studs, joists, rafters, roof decks, all types of roofing materials, sidewall sheathing, siding, doors, and **wallboard installation** is assigned to Code 5645. Lathing, windows, stairs, finished flooring, cabinet installation and all interior wood trim is also assignable to Code 5645. **Carpentry repair or remodeling of private residences is also included in this classification.***

Uninsured subcontractors, casual or contract laborers are assignable to this classification if the work performed was listed above.

Class 5437 - Carpentry - Cabinet Installation or Interior Trim may not be used if any other carpentry operations are performed at the same job or location regardless of a time lapse between types of carpentry operations.

(2) Aluminum or Vinyl Siding Installation - By specialist contractors

For Multi-Family Dwellings - Code 5651.

For Commercial Buildings - Code 5403.

(3) Replacement Window Installation - Detached One or Two Family Dwellings

For commercial buildings - Code 5403

For multi - Family Dwellings - Code 5651

5651 Carpentry - Dwellings - Three Stories or Less - Multiple Family Dwellings

Applicable only to buildings designed primarily for multiple dwelling occupancy and includes garages constructed in connection there with. Carpentry in the construction of detached private dwellings for occupancy by one or two families to be rated as Code 5645-Carpentry.

*When all of the carpentry work in connection with the construction of a dwelling three stories or less is performed by employees of the same contractor, all work including the construction and erection of the sill, rough framework, rough floor, studs, joists, rafters, roof decks, all types of roofing materials, sidewall sheathing siding, doors, **wallboard installation**, and all interior wood trim is assignable to Code 5651. **Carpentry repair or remodeling of dwellings three stories or less is also contemplated under this classification.** Uninsured subcontractors, contract or casual laborers are assignable to this classification if the work performed was listed in the class description.*

Class 5437 - Carpentry - Cabinet Installation or Interior Trim may not be used if any other carpentry operations are performed at the same job or location regardless of a time lapse between types of carpentry operations.

5703 Building Raising or Moving

Includes incidental shoring, and removal or rebuilding of walls, foundations, columns, or piers, all excavation, carpentry and masonry work involved in the raising and resetting of the building.

6003 Pile Driving

Includes pile driving operations in connection with building foundations and timber wharf building. The mfg. of concrete piles at the job location or the pouring of concrete into hollow steel piles shall be rated as concrete construction. Pile driving operations performed in connection with caisson work to be separately rated as Code 6252.

6204 Drilling NOC & Drivers

Shall not be assigned at a single job or location to a risk engaged in operations described by another classification. This classification includes shot hole drilling, core drilling, drilling of saltwater disposal wells, grouting, and water wells when the water wells are not drilled by an oil well drilling contractor as the water supply for a steam operated rig.

6217 Excavation & Drivers NOC

Includes borrowing, filling or back-filling. Mass rock excavation, grading or excavation in connection with street or road construction, dam or lock construction, pile driving, shaft sinking, caisson or coffer-dam work to be separately rated. Specialty contractors who do only the trench work, with no pipe installation in sewer, water and pipe line and conduit construction are rated under Code 6217.

*Tree removal operations using mechanical equipment is contemplated in class 6217. This is restricted to ten (10) or less trees at a specific job or location. If ten (10) or more trees are removed, **call the Fund Office.***

6229 Irrigation or Drainage System Construction & Drivers

Pile driving, dredging, tunneling or dam or sewer construction to be separately rated. Code 6229 includes the excavation of open ditch drainage systems. Sometimes the open ditch is concrete lined and the excavation as well as the concrete construction is classified under Code 6229. It does not include Pile Driving-6003, Sewer construction-6306, Tunneling-6251 or Bridge Construction. Concrete Box Type drainage systems, not covered by earth, are classified as Code 6217 Excavation NOC and 5213 Concrete Construction NOC.

Code 6229 also applies to specialist contractors engaged in the installation of septic systems including all related excavation work.

6233 Oil or Gas Pipeline Construction & Drivers

*This classification covers contractors engaged in cross country construction of oil or gas pipelines and contractors engaged exclusively in the clearing of new right-of-ways for such construction. Excavation in connection with the pipeline construction **cannot** be separately rated.*

6306 Sewer Construction - All Operations & Drivers

Including tunneling at street crossings when not performed under air pressure. All other tunneling jobs to be separately rated. Some plumbing companies undertake sewer construction jobs. In such cases sewer construction payroll should be allocated to this classification and not to Plumbing-5183. This classification includes all operations to completion of sanitary and storm type sewers. It includes all excavation, concrete and back fill. Street repair, if performed by a sewer contractor to restore the street to its original condition, would also be classified as Code 6306. This classification contemplates both sanitary and storm sewer construction except:

A. Concrete box type storm sewers are rated as Code 6217 - Excavation and Code 5213 - Concrete Construction.

B. Open ditch drainage system rated as Code 6229 - Irrigation or Drainage Construction.

*Excavation in connection with sewer line construction **cannot** be separately rated.*

6319 (1) Steam Mains or Connections Construction & Drivers

Includes water mains.

(2) Gas Mains or Connection Construction & Drivers

Includes tunneling at street crossing when not performed under air pressure. All other tunneling to be separately rated. Separately rate: The construction of pipelines between natural gas producing fields and points of connection with local distributing systems. Such cross-country pipeline construction shall be rated 6233 oil or gas pipeline construction NPD with 7502 gas works.

*Excavation in connection with this construction **cannot** be separately rated.*

6325 Conduit Construction - For Cables or Wires & Drivers

Code 6325 applies to the erection of railway signal systems and/or highway guard-crossing systems, as well as the installation of traffic signals, “auto-stops” and ornamental street lights.

6400 Fence Installation and Repair - Metal, Vinyl, Wood, or Prefabricated Concrete Panel Fence Installed by Hand

Code 6400 is applied to specialist contractors engaged in the erection of all types of fences.

7228 Trucking: Local Hauling Only - All Employees & Drivers

Truckers engaged in hauling under contract, whether for one or more individuals or concerns, shall under no circumstances be classified and rated except in accordance with the appropriate “Trucking” classification. Each classification includes miscellaneous employees such as terminal employees, garagemen and repairmen.

Note: Code 7228 is applicable to the transportation of goods not owned by an insured. This is “hauling goods for others” only.

7380 Drivers, Chauffeurs, Messengers, and Their Helpers - NOC - Commercial

Subject to the Standard Exception Manual Rule. All employees engaged in such duties or in connection with vehicles. This classification also includes garage employees, stable hands and employees using bicycles in their operations. In some instances the policyholder may lease vehicles under the contract with chauffeurs and/or their helpers furnished by the owner of such vehicles. If such is the case, special consideration must be given to the payroll of such drivers, chauffeurs and helpers.

1. If the owner of such vehicles does furnish evidence that Workers Compensation Insurance is provided for the chauffeurs, then the payroll of the chauffeurs is excluded from the insured’s premium calculations.

2. If no evidence of Workers Compensation can be furnished by the owner of such vehicles, then the payroll of the drivers must be included in computing the premium for the named insured. If such payroll is not available, then 1/3 of the total contract price for the vehicles shall be considered as payroll for the drivers, chauffeurs, and helpers. This same rule would apply to the owner of a vehicle furnished under contract, that is, his payroll should be included unless he furnishes evidence of Workers’ Compensation Insurance.

*Use of this classification is restricted. If your policy has any classification that reads “**and drivers**”, the driver payroll goes into that classification and Code 7380 is not applicable.*

7419 Aircraft - Surcharge

A per passenger seat surcharge, subject to a maximum surcharge per aircraft, shall be charged in addition to the premium otherwise determined under this classification. Commercial aircraft operation to be separately rated.

7421 Transportation of Personnel in Conduct of Employer's Business - Flying Crew

Applies to the payroll of pilots and all members of the flying crew. Also applies to the payroll of executive officers or other employees who engage in the operation of aircraft in the conduct of the employer's business. If the records of the employer clearly indicate the weeks in which flying is performed by such employees: (1) only the payroll for each week during any part of which the employee has engaged in flight duties shall be assigned to this classification unless the classification applicable to the employee's non-flying operations carried a higher rate in which event such classification shall apply. (2) The payroll for each week in which no flying has been done shall be assigned to those classifications which would otherwise apply. If the records of the employer do not clearly indicate the weeks in which flying is performed by such employees, the entire payroll for such employees shall be assigned to this classification, unless the classification applicable to the employee's non-flying operations carries a higher rate, in which event such classification shall apply.

Commercial aircraft operation to be separately rated.

7520 Waterworks Operation & Drivers

Includes store employees and meter readers. Construction of aqueducts, buildings, dams or reservoirs to be separately rated.

7538 Electric Light or Power Line Construction & Drivers

Cross-Ref. Floodlighting of Stadiums, Parks & Drivers.

Applied to contractors engaged in electric light or power line construction. This code contemplates all work normal and incidental to the construction of electric light or power lines when undertaken by a contractor at a particular job or location. Code 7538 includes drivers, the setting of poles or towers including the excavation and concrete work incidental to such tower work, the overhead stringing of high tension wires or cables and the installation of circuit breakers and transformers on poles or towers. Code 7538 is applicable to these operations whether the operations are performed by separate crews at separate time intervals or by single crews that engage in all aspects of electric light or power line construction operations.

7590 Garbage Works

Code 7590 is applicable to garbage reduction plants. Code 7590 is applicable to these plants whether they are operated by the public or private sector.

7601 Telephone, Telegraph or Fire Alarm Line Construction & Drivers

Code 7600 - Telephone or Telegraph Company shall not be assigned at the same job or location to which Code 7601 applies.

Code 7601 is applied to contractors engaged in telephone, telegraph or fire alarm line construction. It is an all-inclusive classification in that it applies to all work normal and incidental to the construction of such lines when undertaken by an individual contractor.

7605 Burglar Alarm Installation or Repair & Drivers

Includes Hidden Dog Fencing installation.

7611 Telephone or Cable TV Line Installation - Contractors, Underground & Drivers

Applies to the installation, replacement, removal and maintenance of underground telephone and cable TV main lines by contractors. It also includes the clearing of the right-of-way when performed in conjunction with the above. Conduit construction is to be separately rated. This classification is not applicable to employees of a telephone or cable TV company.

7612 Telephone or Cable TV Line Installation - Contractors, Overhead & Drivers

Applies to the installation, replacement, removal and maintenance of overhead telephone and cable TV main lines by contractors. It also includes the clearing of right-of-ways and the erection of poles, cross-arms and insulators when performed in conjunction with the above. This classification is not applicable to employees of a telephone or cable TV company.

Specialist contractors engaged in the installation of microwave antennae and cables on existing towers for the telecommunications industry are assigned to code 7612.

7613 Telephone or Cable TV Line Installation - Contractors, Service Lines and Connections & Drivers

Applies to the installation, replacement, removal and maintenance of internal and external telephone, cable TV, and internet service connection lines. It also includes incidental line installation within a building. Conduit construction is to be separately rated. This classification is not applicable to employees of a telephone or cable TV company. The terms "service line" or "service connection" refer to the installation of telephone or cable TV wires from a distribution line to an individual customer's location to provide that individual customer with service.

7855 Railroad Construction: Laying or Relaying Tracks or Maintenance - No Work on Elevated Railroads & Drivers

Contemplates the laying of rock, ballast on the grade, the laying of ties and the laying of track.

8001 Store: Florist & Drivers

Includes service away from store premises.

8010 (1) Hardware

Applies to wholesale or retail stores.

(2) Garden Supply Stores

Dealers engaged principally in the sale of garden supplies such as flower pots, fertilizer, sod, birdbaths and statuary with incidental potted plants, trees, shrubs, bulbs, and grass seed shall be assigned to Code 8010-Garden Supply Stores, whether the sales are to retail customers or wholesale customers.

8017 Store Risks - Retail NOC

This classification applies to retail stores which are principally engaged in the selling of merchandise that is not described by a specialty retail store classification in the Manual.

8018 Store Risks - Wholesale - NOC

This classification applies to stores which are engaged in the wholesale selling of merchandise not described by a specialty wholesale store classification in the Manual.

8058 (1) Lumberyard

New Materials only: Store Employees - 8058. All other employees such as yard and warehouse, and drivers are rated as 8232.

(2) Building Material Dealer

New Materials only: Store Employees - 8058. All other employees such as yard, warehouse, and drivers are rated as 8232.

(3) Home Improvement Center

New Material only-Store Employees - 8058. All other employees such as yard, warehouse, and drivers are rated as 8232. Home improvement centers are defined as building materials dealers characterized by an extensive store operation handling a wide variety of products in addition to normal building materials and related hardware items. A home improvement center contemplates both inside sales and outside yard operations.

8107 Machinery Dealer NOC - Store Or Yard - & Drivers

Includes demonstration and service or repair operations at or away from the dealer's premises. Operations such as the erection, installation, disassembly, reassembly or moving of machinery are not contemplated by Code 8107 but are properly classified to Code 3724 - Millwright Work.

Code 8107 contemplates demonstration of products on or away from the premises. An outside salesperson who demonstrates machinery is engaged in duties not contemplated by Code 8742 - Outside Salespersons and is properly classified to Code 8107.

Contractor's Equipment Rental:

The operations of employers renting or leasing contractor's equipment to others shall be classified in the following manner:

- 1. if operator is **not** provided-assign to Code 8107 "Machinery Dealers."*
- 2. if operators are provided-assign to the operators the classification which would apply if the work were performed by the lessees' own employees.*
- 3. if mobile cranes are leased with operator - assign to Code 9534 Mobile Crane Leasing or Rental Service Contractors.*

8111 Plumbers' Supplies Dealer & Drivers

Applied to dealers engaged principally in the selling of plumbers' supplies.

8116 Farm Machinery Dealer - All Operations & Drivers

Includes demonstration.

8204 Building Material Yard & Local Managers, Drivers

Applies to dealer in used, or new and used building materials.

8227 Contractors Permanent Yards - For Maintenance of Equipment or Storage Materials

This classification is applicable only to a permanent yard maintained by a contractor for the storage of material or the maintenance of contractors equipment. It is not available for division of payroll at a construction site. The term "contractor" includes oil contracting risks as well as construction, erection and building contractors. This code cannot be used for stand-by-time, idle time or as a catch-all code for non-productive time. However, if the employees actually work in the permanent yard during these times they may be assigned to 8227. In order for this code to be used, the records must clearly and accurately show the time worked in the shop. It does not include drivers; any time away from the shop must be separately rated to the code that applies to the activity away from the shop. If operating codes do not include drivers, then Code 7380-Drivers would apply.

8232 (1) Building Material Dealers - New Only - Includes Yard, Warehouse & Drivers

Is not applicable to the operations of a policyholder who deals in secondhand materials. Such operations are to be classified as Code 8204 Building Yards-Secondhand. Store and counter salesmen must be classified under Code 8058. Paint and paper stores at separate location are rated as 8017.

When a policyholder maintains a permanent building material yard for the storage and distribution of sand and/or gravel which has been produced at a sand/or gravel production site at a separate location, classification should be assigned as follows:

(1) Code 4000-Sand and Gravel Production

For all production site operations including digging, screening, washing, storing and stacking in stock piles, and delivery from the stock pile or pit to the premises of the buyer.

(2) Code 8232-Building Material Dealers

For operations incidental to the yard including: the delivery of materials from the stock piles at the pit to the yard, delivery of materials from the stock piles to the premises of the buyer, and the delivery of materials from the yard to the premises of the buyer.

(2) Ready Mix Concrete Operations

(A) Trucks operating to supply construction work undertaken by independent contractors either carrying pre-mixed concrete or mixing the ingredients during transit.

(B) Materials owned by the insured while in transit or in other words, where the insured's contract involves payment for material, mixing and trucking; all operations incidental to the pre-mixing of the concrete or the loading of ingredients into trucks which will mix during transit and trucking to location-assign 8232.

(C) Materials not owned by the insured whether in storage or while in transit where insured's contract involves only trucking or pre-mixed ingredients or trucking including the concurrent mixing in transit; all operations incidental to loading of trucks and delivery of concrete-assign 7228.

(3) Sand or Gravel Yard & Drivers

(4) Fuel and Material Dealer - NOC - No secondhand building materials or lumber & Local Managers, Drivers

Applicable to risks dealing in at least three of the following classifications of materials:

- 1. Coal, fuel oil, wood or ice.*
- 2. New building materials including lumber.*
- 3. Hay, grain, feed or seed.*
- 4. Agricultural implements.*

8235 Sash, Door or Assembled Millwork-Dealer & Drivers

Includes incidental assembling, glazing or mfg. of special sizes. Applicable only to concerns which buy and sell finished millwork exclusively (including incidental assembling or glazing and incidental mfg. of special sizes), such as finished flooring, doors, frames, sash, screens, moldings, baseboards, stair trim, columns, paneling, cupboards, shelving or furniture such as kitchen cabinets, ironing boards, breakfast sets, window seats, mantels, wall cabinets or cases. Codes 8235 and 2802-Carpentry - Shop or 8232-Building Material Dealer shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

8265 Iron or Steel Scrap Dealers & Drivers

Wrecking or salvaging to be separately rated.

8292 Storage Warehouse NOC

Applies to general merchandise. Drivers to be separately rated as 7228-Trucking. To be used only for those members who "store merchandise owned by others." Warehousemen used, in connection with warehousing merchandise owned by the insured, are assignable to the governing non-standard exception class.

8293 Storage Warehouse - Furniture & Drivers

Code 8293 is applied to insureds engaged in the warehousing or storage of furniture for individual customers.

8350 Gasoline Dealer & Drivers

Applies to all operations including: store employees, installation, servicing or repair of customer's equipment or appliances. Distribution by gas mains or piping from center tanks to be separately rated as 7502-Gas Distributing.

8380 Automobile Service or Repair Center & Drivers

Includes parts department employees. Automobile salespersons to be separately rated as 8748. Code 8380 and 8392-Automobile Storage Garage shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

*Note: Class No. 8380 is **not applicable** to the repair and maintenance of automobiles and equipment owned by any insured not primarily in the business of automobile repair and maintenance.*

8601 Architectural or Engineering Firm - Including Salespersons & Drivers

This code is an industry classification and contemplates professional engineering services for the general public. It is not available to a contractor or to an operating company. This classification includes surveyors and various professional inspectors of welds in steel erection, inspection of materials in manufacturing plants and structural engineers.

8720 Inspection of Risks for Insurance or Valuation Purposes-NOC

Applicable to insurance inspectors and/or safety engineers, appraisers of fire companies in estimating the salvage value of property including the amount of damage caused by fire.

8721 Real Estate Appraisal Company - Outside Employees

Contemplates real estate appraisal companies. Applies to outside salespersons and collectors of real estate agencies.

8742 (1) Salespersons or Collectors - Outside

Subject to the Standard Exception Manual Rule. Salespersons or Collectors - Outside-Code 8742 are employees engaged in such duties away from the employer's premises. If such employees do other type of work either about the premises or elsewhere, they shall be assigned to the highest rated classification covering their operations. This classification does not apply to employees who deliver merchandise in which case they shall be assigned to the classification applicable to drivers even though they may also collect or sell. If they walk or use public transportation, they shall be assigned to the governing classification.

(2) Claims Adjusters or Special Agents-Insurance Company

Note: CODE 8742 IS NOT AVAILABLE FOR DIVISION OF A SINGLE EMPLOYEE'S PAYROLL WITH ANY OTHER CLASSIFICATION.

8748 Automobile Salesperson

Subject to the Standard Exception Manual Rule, except as respects delivery of automobiles.

8810 Clerical Office Employees

Subject to the Standard Exception Manual Rule. Employees engaged exclusively in bookkeeping, record keeping, correspondence or other office work where books or records are kept. This classification applies to employees who work in areas physically separated from other operations by structural partitions and in which only work of other clerical office employees is performed. If such clerical office employees have any other duties, the total payroll of such employees is assigned to the highest rated classification of any operation which describes the additional duties of such employees.

NOTE: CODE 8810 IS NOT AVAILABLE FOR DIVISION OF A SINGLE EMPLOYEE'S PAYROLL WITH ANY OTHER CLASSIFICATION.

9012 Building Operation By Owner, Lessee, or Real Estate Management Firm: Professional Employees, Property Managers and Leasing Agents & Clerical, Salespersons

*The professional employments included are property managers, leasing agents, model home hosts, clerical staff and outside salespersons; no actual maintenance performed. Not applicable to an owner or lessee of a building who occupies the entire or principal portion of the premises for mfg. or mercantile purposes or to a business described by a Standard Exception classification. Shall not be assigned to an employee engaged in operations described by another classification. Typically this class is used in conjunction with building maintenance operations which are classified to Class 9015. A division of payroll is **NOT AVAILABLE** for employees engaged in duties contemplated by Class 9012 and operations described by another classification. Under these circumstances, the employee's wages are assigned to the higher rated of the two classes.*

9014 (1) Janitorial Services by Contractors - No Window Cleaning Above Ground Level & Drivers

Painting, maintenance or repair at any location where such contractor does not perform janitorial services to be separately rated.

(2) Exterminator

Includes termite control. Carpentry repair or operations involving the use of poisonous gases to be separately rated.

(3) Furnace Cleaning - Vacuum Suction Method & Drivers

(4) Mobile Power or Pressure Cleaning Service - Ground Level

9015 Buildings - Operation by Owner or Lessee or Real Estate Management Firm: All Other Employees

Not applicable to an owner or lessee of a building who occupies the entire or major portion of the premises for mfg. or mercantile purposes. Maintenance or repair work at any location where such owner or lessee does not also perform janitorial services, operation or maintenance of amusement devices to be separately rated.

9082 Restaurant NOC

Includes musicians or entertainers. Restaurants operated by a hotel or motel to be separately rated as 9058.

9102 Park NOC

All Employees & Drivers (Lawn Maintenance, Commercial & Domestic)

9170 (1) Janitorial Services by Contractors - Includes Window Cleaning Above Ground Level & Drivers

Painting, maintenance or repair at any location where such contractor does not perform janitorial services to be separately rated.

(2) Chimney Cleaning - Residential - Includes Chimney Cleaning Above Ground Level & Drivers

(3) Mobile Power or Pressure Cleaning Services - Above Ground Level

- 9402 Sewer Cleaning & Street Cleaning & Drivers**
Includes rental of Port-O-Johns. Includes cleaning of septic tanks.
- 9403 Refuse, Ashes or Garbage Collection & Drivers**
Reduction, rendering or fertilizer plants to be separately rated.
- 9501 (1) Painting, Shop Only & Drivers**
(2) Sign Painting or Lettering - Inside of Building & Drivers
Includes shop operations. NPD with 9554-Sign mfg. or 5474-Painting or Paper Hanging.
- 9516 Electronic Equipment - Installation, Service or Repair - Shop and Outside & Drivers**
Includes shop or outside employees, incidental parts department employees, erection of antennae. Electrical wiring or tower erection to be separately rated.
- 9519 (1) Household Appliances and Commercial Appliances - Electrical - Installation, Service or Repair & Drivers**
Includes shop or outside employees and incidental parts department employees. Electrical wiring to be separately rated as 5190.
(2) Installation and service of Window and Portable Air Conditioning Units & Drivers
- 9521 House Furnishings Installation NOC & Upholstering**
Contemplates the installation of house furnishings such as slip covers, curtains or draperies, window shades, venetian blinds, and wooden window shutters when performed at a customer's premises.
- 9534 Mobile Crane and Hoisting Service Contractors - NOC**
ALL OPERATIONS - Including YARD Employees And Drivers
*Leasing of mobile cranes **without** operators is assignable to Code 8107 Machinery Dealer.*
- 9554 Sign Installation, Maintenance, Repair, Removal, or Replacement NOC & Drivers**
Code 9554 is applicable to the outdoor billboard advertising industry and risks that engage in sign painting or lettering on the outside of buildings or other structures. Shop operations are to be separately classified to the code(s) applicable to the specific operations performed in the shop or, in the absence of applicable classifications, shop operations are to be assigned to the code applicable to the manufacture of the advertising media that is being worked on in the shop.

KY AGC/SIF UNDERWRITING GUIDELINES

1. Review audits for the previous four (4) years. ("DEC" sheet for the current policy.)
 - premium for each year
2. Review loss runs for the previous four (4) years, notably:
 - loss ratios for each year (loss ratio = losses / premium)
 - aggregate loss ratio for all four (4) years
 - loss frequency - upward or downward trend
3. The E-Mod will be calculated with the information from numbers one (1) & two (2) above.
 - An E-Mod of 1.50 or higher requires special acceptance from the Fund's Excess Carrier
4. Review statement of net worth and/or financial statement.
(Per KRS Chapter 304.50 - 095).
5. Any prospective member who uses a restricted classification (see below), will be subject to approval by the Fund's Excess Carrier.
6. Prospective member has 30 days after policy inception date to provide proof of membership to one of the Fund's seven (7) participating Trade Associations. Membership in a Trade Association must be maintained for the duration of membership in the Fund.
7. Soliciting Agent to the Fund is required to have proof of membership to one of the participating Trade Associations.
8. Prospective Members may be subject to a safety inspection by the Fund's Safety Engineer prior to admittance to the Fund.
9. The following payroll class codes are **RESTRICTED** and can only be used if specifically accepted by the Fund's Excess Carrier:
 - 0106 - Tree Pruning, Spraying, Repairing - All Operations & Drivers
 - 1164 - Mining NOC - Not Coal - Underground & Drivers
 - 1624 - Quarry NOC & Drivers
 - 1803 - Stone Cutting or Polishing NOC & Drivers
 - 3726 - Boiler Installation or Repair - Steam
 - 5037 - Painting: Metal Structures Over Two Stories in Height & Drivers
 - 5040 - Iron/Steel: Erection - Frame Structures
 - 5057 - Iron/Steel: Erection - NOC
 - 5059 - Iron/Steel: Erection - Frame Structures Not Over Two Stories in Height
 - 5069 - Iron/Steel: Erection - Construction of Dwellings Not Over Two Stories in Height
 - 5160 - Elevator Erection or Repair
 - 5222 - Concrete Construction in Connection with Bridges or Culverts
 - 5551 - Roofing - All Kinds & Drivers
 - 5610 - Cleaner - Debris Removal
 - 5703 - Building Raising or Moving & Drivers
 - 6003 - Pile Driving

continued

- 6204 - Drilling NOC & Drivers
- 6252 - Shaft Sinking - All Operations
- 7419 - Aircraft - Surcharge
- 7421 - Aviation - Transportation of Personnel - In Conduct of Employer's Business - Flying Crew
- 7538 - Electric Light or Power Line Construction & Drivers
- 7601 - Telephone, Telegraph or Fire Alarm Line Construction & Drivers
- 7611 - Telephone or Cable TV Line Installation - Contractors, Underground & Drivers
- 7612 - Telephone or Cable TV Line Installation - Contractors, Overhead & Drivers
- 7613 - Telephone or Cable TV Line Installation - Contractors, Service Lines and Connections & Drivers

10. Miscellaneous Membership Requirements:

- No prospective member accepted with an annual normal premium under \$1,000.00.
- 25% deposit up front of normal annual premium (modified/discounted) to be held in escrow for duration of membership in the Fund. Fund Members may be subject to an annual deposit update.
- A \$100.00 surcharge must be tendered up front and paid once a year. This processing fee is an annual expense and defrays the cost associated with annual membership expenses (i.e. annual premium audit).
- If the member is a monthly payor, the first month's premium is due within 30 days of acceptance.
- If the member is an annual payor, the premium is due upon renewal date.

11. Quarterly Agent's commission - 10% (effective 1/1/11) on all new *and* renewal business (Note: Commissions are not payable on unallocated deposits.)

12. All members are subject to a final annual premium audit.

- All premiums will be adjusted accordingly by way of a refund or additional billing.

13. Current AGC/SIF "(aggregate/assessment) tax."

- This is subject to change by resolution of the Kentucky Workers' Compensation Funding Commission.

14. Additional general underwriting criteria reviewed for membership consideration:

- Own, operate or lease an aircraft/watercraft?
- Exposure to flammables, explosives, caustics or fumes?
- Exposure to radioactive materials?
- Work performed underground or above 15 feet?
- Work performed on barges, vessels or docks?
- Engagement in any other type of business?
- Use of ANY sub-contractors? (Certificates of Insurance required)
- Subletting without CI's?
- Formal safety program in operation?
- Is group/individual transportation provided?
- Employees under 16 or over 60 years of age?
- Part time employees or seasonal help?

continued

- Employees with physical handicaps?
- Work out of state? (See pages 6 and 6a for out of state exposures.)
- Sponsorship of athletic teams, etc.?
- Requirement of pre-employment physicals?
- Previous declination, cancellation or non-renewal prior to application to the AGC/SIF? If so, what was the reason?
- Any previous OSHA violations and subsequent fines?

15. If a prospective member has NEVER carried workers' compensation insurance before, or if the company has less than four (4) years of workers' compensation insurance experience, the Underwriting Department will need to review the following information before it will further the underwriting process:

- The exact date the company started business. If workers' compensation insurance was carried, please identify the years.
- Work experience of the officers of the company (i.e. 23 years of work experience as a Mason).
- A statement from the owner or officer stating the following (if applicable): The owner, nor any of his/her employees, have ever filed a workers' compensation claim or passed one on to another party. **This statement must be signed and dated.**
- Are sub-contractors used? If so, how much of the total payroll can be attributed to sub-contract labor? Are any uninsured sub-contractors hired? If so, have any claims been filed by these uninsured subcontractors? **(A prospective member with less than one (1) full year of workers' compensation experience whose estimated payroll is attributable to a use of 50% or more subcontract, contract, casual, or 1099 labor, is not eligible for Fund membership.)**
- Prospective members may be subject to a pre-enrollment safety inspection.
- It is important to note that additional information may be requested depending on each individual risk.

16. Please be advised that reapplication for membership to the Fund does not constitute a reinstatement of any previous policies with the Fund.

All FORMER Fund Members REAPPLYING for membership to the Fund **will be subject to identical underwriting criteria reserved for new applicants.** Additionally, any premium disputes arising from a previous policy must be resolved in order to proceed with the underwriting process. Finally, all former Fund members cancelled for continuous adverse claims experience must wait a minimum of two years before reapplying.

17. It is incumbent that the Trustees, Administrators, Staff, Agents and Members understand, to the best of their ability, the Kentucky Laws governing Self Insured Group Funds (KRS Chapter 304.50).

Ownership Changes and Combination of Entities

Please be advised that according to NCCI Rule 3 - Reporting Requirements, a notification of a change in ownership (see explanation below) must be reported to the Fund within 90 days of the date of change. Failure to report the change may be considered modification evasion and as a result lead to policy termination. The following forms of notification are the **only** forms of notification that are acceptable:

- A completed Confidential Request for information Form (ERM-14) or
- The information in narrative form on the letterhead of the insured, signed by an officer of the insured entity

Types of Ownership Changes

An ownership change may be defined as:

- Sale, transfer, or conveyance of all or a portion of an entity's ownership interest
- Sale, transfer, or conveyance of an entity's physical assets to another entity that takes over its operations
- Merger or consolidation of two or more entities
- Formation of a new entity that acts as, or in effect is, a successor to another entity that:
 - a) has dissolved
 - b) is non-operative or
 - c) may continue to operate in a limited capacity
- An irrevocable trust or receiver, established either voluntarily or by court mandate

Other Types of Policy Changes

In addition to ownership changes, the following list represents additional policy changes that must be reported to the Fund Office:

- Address changes
- Name changes
- Officer/member changes
- Legal status changes (corporation, LLC, sole proprietorship, partnership, etc.)
- Addition/removal of named insureds
- Federal Employer Identification Number (FEIN) changes

Should any of the above changes occur with respect to your company, you must report such changes to the Fund Office immediately to insure the appropriate modification of your Fund policy. Please be advised that failure to notify the Fund Office could result in coverage issues.

CLAIMS FILING GUIDE

The Kentucky AGC/SIF now has **ONLINE CLAIMS REPORTING** available through its website making it easier than ever for you to manage your workers' compensation insurance. This feature allows you to file a workers' compensation claim First Report of Injury (FORM IA-1) electronically, saving you time and improving compliance. **By law, workers' compensation claims must be filed within three (3) days from the time an injured worker notifies an employer of a work related injury.** Please take this opportunity to review these procedures/guidelines, and if you have any questions about them or during the course of any particular claim, please contact the Fund's Claims Department (Ladegast & Heffner) at (502) 245-8395.

Ladegast & Heffner requests that all workers' compensation first reports of injury claim forms be filed online. The online reporting is set up to guide you through completing the first report accurately and completely which will avoid delays in claims processing caused by incomplete reports.

Please read the following before you begin filing a FORM IA-1 online:

- You are required to complete ALL mandatory fields.
- Please be sure you have ALL information before beginning the FORM IA-1, as the form cannot be saved for completing later. However, you will be able to print the completed form for your records upon completion and submission.
- The NCCI Job Classification Code required on the FORM IA-1 can be found on your Monthly Interim Payroll Report Forms. The Job Class Code used should be the code which the Injured Worker was working at the time of the accident/occupational illness.
- In the event that an Injured Worker notifies you of an accident/occupational illness, but does not elect to seek medical attention **OR** if you elect to pay a claim versus Ladegast & Heffner handling it, a FORM IA-1 must still be filed with us. Simply answer "YES" to the "FILEDOWN" question at the end of the online FORM IA-1 entry. We will keep the form on file for future reference if developments occur at a later date. It will not be factored into your loss experience. However, if you initially elect to pay a claim but then decide that you want Ladegast & Heffner to handle it, you must notify us **IN WRITING** that you want us to handle the claim. Ladegast & Heffner reserves the right to handle a claim initially filed as a "FILEDOWN" as if we had handled it from the onset. Therefore, any request from you for reimbursement will be subject to our investigation and determination of the claim's validity.

HOW TO FILE A CLAIM ONLINE

If you **do NOT** already have a user name and password, please follow these directions:

Go to www.kyagcsif.com

- Click on **NEED TO SIGN UP** in the top right hand corner of the screen
- Complete the **WEB ACCESS APPLICATION**

User authorization will be provided within 24 hours if requested during regular business hours. As a registered user, in addition to other various premium and loss information/reports, you will have access to file claims online. User roles can be created by employers to assign permissions to their personnel for the workers' compensation online account through the Kentucky AGC/SIF.

If you already have a user name and password, please follow these directions:

Go to www.kyagcsif.com

- Login to your account and from the homepage:
- Click on the **EMPLOYER** tab
- Click on **FILE A CLAIM**
- Click on **FILE A CLAIM ONLINE** to the right of the page
- Complete the **FIRST REPORT OF INJURY or ILLNESS** form
- Click **SUBMIT** at the bottom of the page
- **PRINT** the completed first report of injury for your records

THINGS TO DO AFTER YOU FILE THE CLAIM ONLINE

- Please fax or mail any other claims related information such as medical bills, off work documentation and/or any other information you may have relative to the claim. Additionally, if you doubt the validity of a claim, file the FORM IA-1 as required by law, but please mail or fax your concerns and/or facts to the Claims Department.

Fax any accompanying documents to (502) 245-2850 or mail them to:

LADEGAST & HEFFNER CLAIMS SERVICE, INC.
P.O. BOX 436949
LOUISVILLE, KENTUCKY 40253-6949

IF YOU DO NOT HAVE INTERNET ACCESS AND MUST FILE THE CLAIM BY MAIL OR FAX:

Complete the FORM IA-1 IN ITS ENTIRETY (ALL UNSHADED AREAS). If submitting the claim by mail or fax, have the injured worker read and sign the back of the form.

- Submit the FORM IA-1 within three (3) days of being notified of the injury or occupational illness.
- The form will be returned to the Employer/Insured if **EVERY UNSHADED AREA** on the form is not completed. This could result in a delay of both benefits and timely filing by us to the Department of Workers' Claims.
- The NCCI Job Classification Code required on the FORM IA-1 can be found on your Monthly Interim Payroll Report Forms. The Job Class Code used should be the code which the Injured Worker was working at the time of the accident/occupational illness.
- In the event that an Injured Worker notifies you of an accident/occupational illness, but does not elect to seek medical attention **OR** if you elect to pay a claim versus Ladegast & Heffner handling it, a FORM IA-1 must still be filed with us. Please indicate in writing that you wish for the claim to be a "FILEDOWN". We will keep the form on file for future reference if developments occur at a later date. It will not be factored into your loss experience. However, if you initially elect to pay a claim but then decide that you want Ladegast & Heffner to handle it, you must notify us **IN WRITING** that you want us to handle the claim. Ladegast & Heffner reserves the right to handle a claim initially filed as a "FILEDOWN" as if we had handled it from the onset. Therefore, any request from you for reimbursement will be subject to our investigation and determination of the claim's validity.
- Please fax or mail any other claims related information such as medical bills, off work documentation and/or any other information you may have relative to the claim. Additionally, if you doubt the validity of a claim, file a FORM IA-1 as required by law, but please mail or fax your concerns and/or facts to the Claims Department.

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LOUISVILLE, KENTUCKY 40253-6949

IMPORTANT INFORMATION YOU SHOULD KNOW

- Ladegast & Heffner will fulfill the obligation of transmitting the claims information electronically to the Department of Workers' Claims as is required by law. However, you the Employer are required to file online, mail or fax the FORM IA-1 to us within three (3) days of being notified by the Injured Worker of a claim. Please strictly adhere to this requirement as any penalties/fines imposed by the Kentucky Department of Workers' Claims for late reporting to them could ultimately be charged to the Employer/Insured if it is found that the IA-1 was not received by Ladegast & Heffner within the three (3) day time frame afforded to the Employer/Insured by law.
- Please continue to forward to us throughout the course of a particular claim, any correspondence and/or bills relative to that claim.
- If you have medical bills for a Kentucky Workers' Compensation claim that you have elected to pay yourself, you as the employer, are entitled to pay the bill(s) pursuant to the Kentucky Medical Fee Schedule(s) which usually results in a reduced payment to the medical provider thereby saving you money. Please contact the Claims Department at (502) 245-8395, and we will be glad to assist you in adjusting any such bills.
- All reimbursements to the Employer and/or Injured Worker are subject to all applicable Kentucky Fee Schedules and therefore may not be at 100%.
- Upon notification from the Employer, Injured Worker, or health care facility that Prescription Medication and/or Durable Medical Equipment (Crutches, Walkers, TENS Units, etc.), are required, Ladegast & Heffner reserves the right to obtain these items from a Preferred Provider in order to control/contain costs, but at no hardship to the Injured Worker.
- As a standard procedure, all Temporary Total Disability benefits due an Injured Worker will be mailed to you, the Employer. However, by law, we will mail these checks to an Injured Worker if he/she requests us to do so **IN WRITING**. Therefore, if disability checks cease coming to you, do not assume that benefits have been terminated. Please inquire.
- Loss runs are mailed on a monthly basis for the current and previous year. You can instantly access these and older years' loss runs from the Fund's website at www.kyagsif.com.

