

February 23, 2023

**PCRB CIRCULAR NO. 1791**

To All Members of the PCRB:

**Re: APPROVAL OF PCRB FILING NO. 335**  
**BASIC MANUAL HOUSEKEEPING REVISIONS TO SECTIONS 1, 2 and 3**  
**EFFECTIVE APRIL 1, 2023**

The Pennsylvania Insurance Commissioner has approved PCRB Filing No. 335 regarding housekeeping revisions to Sections 1, 2 and 3 of the Pennsylvania Workers Compensation Manual of Rules, Classifications and Rating Values for Workers Compensation and for Employers Liability Insurance (Basic Manual) for policies effective 12:01 a.m., April 1, 2023, or later. The effective date of these changes aligns with the effective date of the PCRB's normal annual comprehensive loss cost revision filing, which was also approved by the Commissioner for policies effective 12:01 a.m., April 1, 2023, or later (refer to PCRB Circular No. 1789). This coordination will consolidate necessary changes that our members and other constituents must make to policies, forms, and systems.

The housekeeping revisions are intended to improve Basic Manual language by making it clearer and less ambiguous. The revisions clarify existing classification procedures and update language defining certain classifications in order to align with verbiage used in other Basic Manual revisions and/or to recognize ongoing technological or industrial changes. The revisions are intended to assist in the administration of the PCRB's uniform classification plan but do not revise the scope of any classification or impact any classification's PCRB loss cost value.

The Manual housekeeping revisions are summarized below:

**Section 1**

- Revision to Rule IV.B. (Classifications) for clarity.

**Section 2**

- Revision to 4 classification descriptions for clarity.
- Addition of 4 new Underwriting Guide entries.
- The Temporary Staffing Contractor entry in the General Auditing and Classification Information section is moved to place it in alphabetical order.

**Section 3**

- Part A.2. of the General Endorsement Notes is revised to delete reference to the Industrial Accident Board.

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Please refer to Filing No. 335, under the “Filings” tab of the PCRB’s website (<http://www.pcrb.com>), for additional information. Please contact Joseph Lombo, Manager of the PCRB’s Classification Section, at (215) 320-4498 or at [jlombo@pcrb.com](mailto:jlombo@pcrb.com) for any questions regarding this circular. The Basic Manual will be updated on the PCRB’s website at a later date.

William V. Taylor  
President

**PENNSYLVANIA WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS LIABILITY INSURANCE**

**Proposed Effective April 1, 2023**

**INFORMATION PAGE** remains unchanged.

**PREFACE** remains unchanged.

**MEMBERSHIP** remains unchanged.

**TABLES OF CONTENTS** remains unchanged.

**SECTION 1 – UNDERWRITING RULES**

**RULE I – GENERAL** through **RULE III – POLICY PREPARATION – INSURED, POLICY PERIOD AND STATE OF OPERATIONS** remains unchanged.

**RULE IV – CLASSIFICATIONS**

**A. GENERAL EXPLANATION** - Remains unchanged.

**B. CLASSIFICATIONS**

Classifications are listed numerically in Section 2 (Classifications) of this Manual. The classification description, if applicable, and Underwriting Guide entry immediately below a classification's title pertain to that classification. ~~The numeric assignment for a temporary staffing classification is a one-to-one match with a direct employment classification. Temporary staffing classifications are identified by a four-digit number that is 2,000 greater than the associated direct employment classification. For example, for direct employment classification 323, the corresponding temporary staffing classification is 2323.~~

~~The classification description, if applicable, and Underwriting Guide entry immediately below a classification's title pertain to that classification.~~ Each temporary staffing classification is a one-to one match with a direct employment classification. Temporary staffing classifications are identified by a four-digit number that is 2000 greater than the associated direct employment classification. For example, for direct employment classification 323, the corresponding temporary staffing classification is 2323.

**1. Direct Employment Classifications**

All classifications in this Manual, other than the standard exception classifications and the temporary staffing classifications, are direct employment classifications. The direct employment classification description, if applicable, and Underwriting Guide entry immediately below a direct employment classification's title pertain to the classification. Direct employment classifications describe an employer's field of business as illustrated in the following examples:

**Examples** – Remain unchanged.

**2. Subclassification – Carrier Option** – Remains unchanged.

**3. Temporary Staffing Classifications**

A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments varying in duration from one day to any period less than one year.

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Subject to specified exceptions, temporary staff provided by a temporary staffing contractor to a client shall be assigned to the temporary staffing classification corresponding to the client's assigned direct employment classification. Each temporary staffing classification is a one-to-one match with a direct employment classification. Temporary staffing classifications are identified by a four-digit number that is 2,000 greater than the associated direct employment classification. The corresponding temporary staffing classification for each direct employment classification, where applicable, is identified in the direct employment classification's entry in the Section 2 – Alphabetic Classification Underwriting Guide. Examples of temporary staffing classifications are shown below:

**Examples** – Remain unchanged.

Refer to the Temporary Staffing Contractors entry in the General Auditing & Classification Information section of this Manual for additional details regarding the classification procedure for temporary staffing contractors.

**SECTION 1, RULE B.4 - STANDARD EXCEPTION CLASSIFICATION through RULE XVIII – PROFESSIONAL EMPLOYER ORGANIZATIONS, PROFESSIONAL EMPLOYER AGREEMENTS AND PROFESSIONAL EMPLOYER SERVICES** remain unchanged.

**SECTION 2 – CLASSIFICATIONS AND BUREAU RATING VALUES**

**TABLE OF CONTENTS** through Classification code 605, **RAILROAD CONSTRUCTION AND MAINTENANCE OF WAY BY CONTRACTORS – ALL OPERATIONS INCIDENT THERETO, EXCEPT TUNNELING AND BRIDGE BUILDING**, remain unchanged.

**606 OIL OR GAS WELL DRILLING**

**OPERATIONS ALSO INCLUDED:**

No change.

**OPERATIONS NOT INCLUDED:**

1. No change.
2. Assign Code 607 to specialist contractors performing oil or gas well services in the well bore. See Code 607 for additional details.

Classification code 607, **DRILLING N.O.C. – BY CONTRACTOR**, through Classification code 663, **PLUMBING – GAS, STEAM, HOT WATER, OR OTHER PIPEFITTING, INCLUDING HOUSE CONNECTIONS – SHOP PAYROLL, IF ANY, MUST BE INCLUDED** remain unchanged.

**664 HEATING, VENTILATING OR AIR CONDITIONING CONTRACTOR**

No change.

**OPERATIONS NOT INCLUDED:**

- 1 – 4. No change

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[5. Separately rate duct fabrication to Code 454.](#)

Classification code 665, **PAINTING AND DECORATING, INCLUDING SHOP**, through Classification code 751, **GAS UTILITY**, remain unchanged.

**752 OIL OR GAS PIPELINE OPERATION**

No change.

**OPERATIONS NOT INCLUDED:**

1 – 2. No Change

3. Assign Code 607 to [specialist](#) contractors performing oil or gas well services [in the well bore. See Code 607 for additional details.](#) ~~including but not necessarily limited to: installation, recovery, or replacement of casing, well cementing, well cleaning or swabbing, well fracturing/formation fracturing or well logging.~~

4. No change

**UNDERWRITING GUIDE** – No change

Classification code 753, **WATERWORKS**, through Classification code 821, **BEVERAGE DISTRIBUTOR, WHOLESALE**, remain unchanged.

**825 AUTOMOBILE STORAGE GARAGE OR PARKING STATION OR LOT – NO AUTOMOBILE REPAIR**

No change.

**UNDERWRITING GUIDE**

[Valet Parking, By Specialist Contractor](#)

Classification code 828, **PARATRANSIT SERVICE**, through Classification code 935, **LUMBER AND/OR BUILDING MATERIAL DEALER – STORE EMPLOYEES- FOR USE IN CONJUNCTION WITH CODE 855 ONLY** remain unchanged.

**936 BROADCASTING STATION – RADIO OR TELEVISION, ALL EMPLOYEES INCLUDING OFFICE**

No change.

**OPERATIONS ALSO INCLUDED:**

No change.

**OPERATIONS NOT INCLUDED:**

No change.

**UNDERWRITING GUIDE**

[Transferring Film, Photos, Videotape, Etc. To Digital Media](#)

**PENNSYLVANIA WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS LIABILITY INSURANCE**

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Classification code 939, **CARNIVAL, CIRCUS, OR AMUSEMENT DEVICE OPERATOR – TRAVELING**, through Classification code 944, **CLUB – COUNTRY, GOLF OR YACHTING – ALL EMPLOYEES EXCEPT OFFICE**, remain unchanged.

**945 HOTEL RESTAURANT EMPLOYEES, ALL EMPLOYEES EXCEPT OFFICE. FOR USE IN CONJUNCTION WITH CODE 973 ONLY.**

No change.

[UNDERWRITING GUIDE](#)  
[Hotel Restaurant Employees](#)

Classification code 948, **MAILING OR ADDRESSING COMPANY – ALL EMPLOYEES INCLUDING OFFICE** through Classification code 956, **LAW FIRM, ALL EMPLOYEES INCLUDING OFFICE**, remain unchanged.

**957 PHYSICIAN OR DENTIST, ALL EMPLOYEES INCLUDING OFFICE**

No change.

**OPERATIONS ALSO INCLUDED:**

No change.

**OPERATIONS NOT INCLUDED:**

No change.

**UNDERWRITING GUIDE**  
[Medical Testing, Mobile/Traveling, By Specialist Contractor](#)

Classification code 958, **REHABILITATION HOSPITAL, ALL EMPLOYEES INCLUDING OFFICE**, through Classification code 0008, **MUSHROOM RAISING**, remain unchanged.

**0011 FLOWER RAISING, CULTIVATING OR GROWING**

No change.

**OPERATIONS ALSO INCLUDED:**

1. No change.
- [2. An employer principally engaged in growing medical marijuana.](#)

**OPERATIONS NOT INCLUDED:**

1. Assign Code 919 to a physically separate and separately staffed [florist](#) store or outlet operated by an employer classified to Code 0011.
- [2. Assign Code 927 to a physically separate and separately staffed medical marijuana dispensary.](#)

**PENNSYLVANIA WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS AND  
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Classification code 0013, **NURSEY**, through 9741, **CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM)** remains unchanged.

**GENERAL AUDITING & CLASSIFICATION INFORMATION**

**AUTOMOBILE DISMANTLING** through **DRIVERS (PAYROLL ALLOCATION)** remains unchanged.

~~TEMPORARY STAFFING CONTRACTOR—A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments in order to supplement the unrelated business workforce. The duration of temporary work assignments varies but typically will not exceed one year.~~

~~Payroll developed by temporary staff shall be assigned to the applicable temporary staffing classification(s), subject to the exceptions listed below. To determine the applicable temporary staffing classification(s), identify the direct employment classification assigned to the client's field of business. Payroll developed by temporary staff provided to that client is then assigned to the temporary staffing classification corresponding to the client's direct employment classification. The corresponding temporary staffing classification for each direct employment classification, where applicable, is identified in the direct employment classification's entry in the Section 2—Alphabetic Classification Underwriting Guide.~~

~~Exceptions to the general procedure for classifying temporary staffing are as follows:~~

**Exceptions:**

~~1. AVIATION—temporary staff provided as flight crew in any capacity shall be assigned to the applicable direct employment aircraft operation classification.~~

~~2. LONGSHORING—temporary staff provided to load or unload vessels shall be assigned to the applicable direct employment stevedoring classification.~~

~~3. SHIP BUILDING—temporary staff providing either ship building and/or ship repair shall be assigned to the applicable direct employment Federal classification.~~

~~4. FARM LABOR—temporary staff shall be assigned to the applicable direct employment agricultural classification except for staff provided to perform harvesting, picking and related activities using mechanized farming equipment. Such staff shall be assigned to Code 007.~~

~~5. COAL MINING—temporary staff provided to mine coal, to staff a coal breaker, or staff a cleaning plant shall be assigned to the applicable Coal Mine Compensation Rating Bureau classification(s).~~

~~6. LEASED EMPLOYEES—the leasing of personnel shall not be construed as temporary staffing.~~

~~7. CLERICAL—all temporary clerical staff shall be assigned to Code 2953 regardless of the client's applicable direct employment classification. See Rule IV.B.2 (“Standard Exception Classification”) in Section 1 of this Manual for the definition of clerical staff.~~

~~8. HOME HEALTH CARE AND HOME CARE—temporary staff performing home health care shall be assigned to direct employment Code 942 and temporary staff performing home care shall be assigned to direct employment Code 943.~~

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~~9. The following classifications are not available as a guide in classifying temporary staffing contractors: 906, 972, 985, 989, 993, 994, 996, 0901, 0902, 0908, 0909, 0912 and 0913.~~

~~10. WORKFARE PROGRAM EMPLOYEES — assign Code 982 for employable recipients of public assistance delegated by the Department of Public Welfare.~~

~~11. PERMANENT STAFF — the permanent staff of a temporary staffing contractor shall be assigned to direct employment Code 951 and direct employment Code 953. See Rule IV.B.4 and 5 for the scope of Codes 951 and 953. Permanent staff of a temporary staffing contractor performing duties that are not included within the definition of either Code 951 or Code 953 shall be assigned to direct employment Code 971.~~

**EXECUTIVE OFFICERS** through **SNOW PLOWING AND/OR REMOVAL** remain unchanged.

**TEMPORARY STAFFING CONTRACTOR** - A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments in order to supplement the unrelated business workforce. The duration of temporary work assignments varies but typically will not exceed one year.

Payroll developed by temporary staff shall be assigned to the applicable temporary staffing classification(s), subject to the exceptions listed below. To determine the applicable temporary staffing classification(s), identify the direct employment classification assigned to the client's field of business. Payroll developed by temporary staff provided to that client is then assigned to the temporary staffing classification corresponding to the client's direct employment classification. The corresponding temporary staffing classification for each direct employment classification, where applicable, is identified in the direct employment classification's entry in the Section 2 – Alphabetic Classification Underwriting Guide.

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Exceptions:

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5. COAL MINING - temporary staff provided to mine coal, to staff a coal breaker, or staff a cleaning plant shall be assigned to the applicable Coal Mine Compensation Rating Bureau classification(s).

6. LEASED EMPLOYEES – the leasing of personnel shall not be construed as temporary staffing.

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7. CLERICAL – all temporary clerical staff shall be assigned to Code 2953 regardless of the client’s applicable direct employment classification. See Rule IV.B.2 (“Standard Exception Classification”) in Section 1 of this Manual for the definition of clerical staff.

8. HOME HEALTH CARE AND HOME CARE – temporary staff performing home health care shall be assigned to direct employment Code 942 and temporary staff performing home care shall be assigned to direct employment Code 943.

9. The following classifications are not available as a guide in classifying temporary staffing contractors: 822, 906, 972, 985, 989, 993, 994, 996, 0901, 0902, 0908, 0909, 0912 and 0913.

10. WORKFARE PROGRAM EMPLOYEES – assign Code 982 for employable recipients of public assistance delegated by the Department of Public Welfare.

11. PERMANENT STAFF – the permanent staff of a temporary staffing contractor shall be assigned to direct employment Code 951 and direct employment Code 953. See Rule IV.B.4 and 5 for the scope of Codes 951 and 953. Permanent staff of a temporary staffing contractor performing duties that are not included within the definition of either Code 951 or Code 953 shall be assigned to direct employment Code 971.

**TIPS VS. AUTOMATIC GRATUITIES** through **WRECKING OR DEMOLITION OR BUILDING MOVING OR RAISING PROJECT** remain unchanged.

**CLASSIFICATION GUIDELINES** through the end of **SECTION 2** remain unchanged.

**SECTION 3 – ENDORSEMENTS**

**General Information**

**(Regarding standard policy, information page, and endorsements)**

**A. GENERAL ENDORSEMENT NOTES**

1. No Change

2. Paragraphs 1 – 3: No change

The policy and endorsements have been filed on behalf of the members of the PCRB and approved by the Insurance Commissioner. Accordingly, individual filings with the Insurance Department ~~or the Industrial Accident Board~~ are not required if a member carrier uses the standard forms filed by the PCRB. Any company which makes other than authorized changes in or additions to such approved PCRB forms must file the forms directly with the Insurance Department in accordance with Chapter 89b of the Pennsylvania Insurance Regulations, providing a copy of such filing to the PCRB. See Filing and Approval of Policy and Endorsements Procedure for specific instructions.

Paragraph 5. No Change

**B. FILING AND APPROVAL OF POLICY AND ENDORSEMENTS PROCEDURE** through the end of **SECTION 3** remain unchanged.

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**Proposed Effective April 1, 2023**

**INFORMATION PAGE** remains unchanged.

**PREFACE** remains unchanged.

**MEMBERSHIP** remains unchanged.

**TABLES OF CONTENTS** remains unchanged.

**SECTION 1 – UNDERWRITING RULES**

**RULE I – GENERAL** through **RULE III – POLICY PREPARATION – INSURED, POLICY PERIOD AND STATE OF OPERATIONS** remains unchanged.

**RULE IV – CLASSIFICATIONS**

**A. GENERAL EXPLANATION** - Remains unchanged.

**B. CLASSIFICATIONS**

Classifications are listed numerically in Section 2 (Classifications) of this Manual. The classification description, if applicable, and Underwriting Guide entry immediately below a classification's title pertain to that classification.

Each temporary staffing classification is a one-to one match with a direct employment classification. Temporary staffing classifications are identified by a four-digit number that is 2000 greater than the associated direct employment classification. For example, for direct employment classification 323, the corresponding temporary staffing classification is 2323.

**1. Direct Employment Classifications**

All classifications in this Manual, other than the standard exception classifications and the temporary staffing classifications, are direct employment classifications. The direct employment classification description, if applicable, and Underwriting Guide entry immediately below a direct employment classification's title pertain to the classification. Direct employment classifications describe an employer's field of business as illustrated in the following examples:

**Examples** – Remain unchanged.

**2. Subclassification – Carrier Option** – Remains unchanged.

**3. Temporary Staffing Classifications**

A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments varying in duration from one day to any period less than one year. Subject to specified exceptions, temporary staff provided by a temporary staffing contractor to a client shall be assigned to the temporary staffing classification corresponding to the client's assigned direct employment classification. Each temporary staffing classification is a one-to-one match with a direct employment classification. Temporary staffing classifications are identified by a four-digit number that is 2,000 greater than the associated direct employment classification. The corresponding temporary staffing

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classification for each direct employment classification, where applicable, is identified in the direct employment classification's entry in the Section 2 – Alphabetic Classification Underwriting Guide. Examples of temporary staffing classifications are shown below:

**Examples** – Remain unchanged.

Refer to the Temporary Staffing Contractors entry in the General Auditing & Classification Information section of this Manual for additional details regarding the classification procedure for temporary staffing contractors.

**SECTION 1, RULE B.4 - STANDARD EXCEPTION CLASSIFICATION through RULE XVIII – PROFESSIONAL EMPLOYER ORGANIZATIONS, PROFESSIONAL EMPLOYER AGREEMENTS AND PROFESSIONAL EMPLOYER SERVICES** remain unchanged.

**SECTION 2 – CLASSIFICATIONS AND BUREAU RATING VALUES**

**TABLE OF CONTENTS** through Classification code 605, **RAILROAD CONSTRUCTION AND MAINTENANCE OF WAY BY CONTRACTORS – ALL OPERATIONS INCIDENT THERETO, EXCEPT TUNNELING AND BRIDGE BUILDING**, remain unchanged.

**606 OIL OR GAS WELL DRILLING**

**OPERATIONS ALSO INCLUDED:**

No change.

**OPERATIONS NOT INCLUDED:**

1. No change.
2. Assign Code 607 to specialist contractors performing oil or gas well services in the well bore. See Code 607 for additional details.

Classification code 607, **DRILLING N.O.C. – BY CONTRACTOR**, through Classification code 663, **PLUMBING – GAS, STEAM, HOT WATER, OR OTHER PIPEFITTING, INCLUDING HOUSE CONNECTIONS – SHOP PAYROLL, IF ANY, MUST BE INCLUDED** remain unchanged.

**664 HEATING, VENTILATING OR AIR CONDITIONING CONTRACTOR**

No change.

**OPERATIONS NOT INCLUDED:**

- 1 – 4. No change
5. Separately rate duct fabrication to Code 454.

Classification code 665, **PAINTING AND DECORATING, INCLUDING SHOP**, through Classification code 751, **GAS UTILITY**, remain unchanged.

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**752 OIL OR GAS PIPELINE OPERATION**

No change.

**OPERATIONS NOT INCLUDED:**

1 – 2. No Change

3. Assign Code 607 to specialist contractors performing oil or gas well services in the well bore. See Code 607 for additional details.

4. No change

**UNDERWRITING GUIDE** – No change

Classification code 753, **WATERWORKS**, through Classification code 821, **BEVERAGE DISTRIBUTOR, WHOLESALE**, remain unchanged.

**825 AUTOMOBILE STORAGE GARAGE OR PARKING STATION OR LOT – NO AUTOMOBILE REPAIR**

No change.

**UNDERWRITING GUIDE**

Valet Parking, By Specialist Contractor

Classification code 828, **PARATRANSIT SERVICE**, through Classification code 935, **LUMBER AND/OR BUILDING MATERIAL DEALER – STORE EMPLOYEES- FOR USE IN CONJUNCTION WITH CODE 855 ONLY** remain unchanged.

**936 BROADCASTING STATION – RADIO OR TELEVISION, ALL EMPLOYEES INCLUDING OFFICE**

No change.

**OPERATIONS ALSO INCLUDED:**

No change.

**OPERATIONS NOT INCLUDED:**

No change.

**UNDERWRITING GUIDE**

Transferring Film, Photos, Videotape, Etc. To Digital Media

Classification code 939, **CARNIVAL, CIRCUS, OR AMUSEMENT DEVICE OPERATOR – TRAVELING**, through Classification code 944, **CLUB – COUNTRY, GOLF OR YACHTING – ALL EMPLOYEES EXCEPT OFFICE**, remain unchanged.

**945 HOTEL RESTAURANT EMPLOYEES, ALL EMPLOYEES EXCEPT OFFICE. FOR USE IN CONJUNCTION WITH CODE 973 ONLY.**

**PENNSYLVANIA WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS LIABILITY INSURANCE**

**Proposed Effective April 1, 2023**

No change.

Underwriting Guide  
Hotel Restaurant Employees

Classification code 948, **MAILING OR ADDRESSING COMPANY – ALL EMPLOYEES INCLUDING OFFICE** through Classification code 956, **LAW FIRM, ALL EMPLOYEES INCLUDING OFFICE**, remain unchanged.

**957 PHYSICIAN OR DENTIST, ALL EMPLOYEES INCLUDING OFFICE**

No change.

**OPERATIONS ALSO INCLUDED:**

No change.

**OPERATIONS NOT INCLUDED:**

No change.

**UNDERWRITING GUIDE**

Medical Testing, Mobile/Traveling, By Specialist Contractor

Classification code 958, **REHABILITATION HOSPITAL, ALL EMPLOYEES INCLUDING OFFICE**, through Classification code 0008, **MUSHROOM RAISING**, remain unchanged.

**0011 FLOWER RAISING, CULTIVATING OR GROWING**

No change.

**OPERATIONS ALSO INCLUDED:**

1. No change.
2. An employer principally engaged in growing medical marijuana.

**OPERATIONS NOT INCLUDED:**

1. Assign Code 919 to a physically separate and separately staffed florist store or outlet operated by an employer classified to Code 0011.
2. Assign Code 927 to a physically separate and separately staffed medical marijuana dispensary.

Classification code 0013, **NURSEY**, through 9741, **CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM)** remains unchanged.

**GENERAL AUDITING & CLASSIFICATION INFORMATION**

**AUTOMOBILE DISMANTLING** through **SNOW PLOWING AND/OR REMOVAL** remain unchanged.

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**TEMPORARY STAFFING CONTRACTOR** - A temporary staffing contractor hires employees and assigns those employees to an unrelated business for temporary work assignments in order to supplement the unrelated business workforce. The duration of temporary work assignments varies but typically will not exceed one year.

Payroll developed by temporary staff shall be assigned to the applicable temporary staffing classification(s), subject to the exceptions listed below. To determine the applicable temporary staffing classification(s), identify the direct employment classification assigned to the client's field of business. Payroll developed by temporary staff provided to that client is then assigned to the temporary staffing classification corresponding to the client's direct employment classification. The corresponding temporary staffing classification for each direct employment classification, where applicable, is identified in the direct employment classification's entry in the Section 2 – Alphabetic Classification Underwriting Guide.

Exceptions to the general procedure for classifying temporary staffing are as follows:

Exceptions:

1. AVIATION – temporary staff provided as flight crew in any capacity shall be assigned to the applicable direct employment aircraft operation classification.
2. LONGSHORING – temporary staff provided to load or unload vessels shall be assigned to the applicable direct employment stevedoring classification.
3. SHIP BUILDING – temporary staff providing either ship building and/or ship repair shall be assigned to the applicable direct employment Federal classification.
4. FARM LABOR – temporary staff shall be assigned to the applicable direct employment agricultural classification except for staff provided to perform harvesting, picking and related activities using mechanized farming equipment. Such staff shall be assigned to Code 007.
5. COAL MINING - temporary staff provided to mine coal, to staff a coal breaker, or staff a cleaning plant shall be assigned to the applicable Coal Mine Compensation Rating Bureau classification(s).
6. LEASED EMPLOYEES – the leasing of personnel shall not be construed as temporary staffing.
7. CLERICAL – all temporary clerical staff shall be assigned to Code 2953 regardless of the client's applicable direct employment classification. See Rule IV.B.2 (“Standard Exception Classification”) in Section 1 of this Manual for the definition of clerical staff.
8. HOME HEALTH CARE AND HOME CARE – temporary staff performing home health care shall be assigned to direct employment Code 942 and temporary staff performing home care shall be assigned to direct employment Code 943.
9. The following classifications are not available as a guide in classifying temporary staffing contractors: 822, 906, 972, 985, 989, 993, 994, 996, 0901, 0902, 0908, 0909, 0912 and 0913.
10. WORKFARE PROGRAM EMPLOYEES – assign Code 982 for employable recipients of public assistance delegated by the Department of Public Welfare.

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11. PERMANENT STAFF – the permanent staff of a temporary staffing contractor shall be assigned to direct employment Code 951 and direct employment Code 953. See Rule IV.B.4 and 5 for the scope of Codes 951 and 953. Permanent staff of a temporary staffing contractor performing duties that are not included within the definition of either Code 951 or Code 953 shall be assigned to direct employment Code 971.

**TIPS VS. AUTOMATIC GRATUITIES** through **WRECKING OR DEMOLITION OR BUILDING MOVING OR RAISING PROJECT** remain unchanged.

**CLASSIFICATION GUIDELINES** through the end of **SECTION 2** remain unchanged.

**SECTION 3 – ENDORSEMENTS**

**General Information**

**(Regarding standard policy, information page, and endorsements)**

**A. GENERAL ENDORSEMENT NOTES**

1. No Change
2. Paragraphs 1 – 3: No change

The policy and endorsements have been filed on behalf of the members of the PCRB and approved by the Insurance Commissioner. Accordingly, individual filings with the Insurance Department are not required if a member carrier uses the standard forms filed by the PCRB. Any company which makes other than authorized changes in or additions to such approved PCRB forms must file the forms directly with the Insurance Department in accordance with Chapter 89b of the Pennsylvania Insurance Regulations, providing a copy of such filing to the PCRB. See Filing and Approval of Policy and Endorsements Procedure for specific instructions.

Paragraph 5. No Change

**B. FILING AND APPROVAL OF POLICY AND ENDORSEMENTS PROCEDURE** through the end of **SECTION 3** remain unchanged.