



October 28, 2022

**VIA SERFF**

The Honorable Trinidad Navarro  
Insurance Commissioner  
Department of Insurance  
State of Delaware  
841 Silver Lake Boulevard  
Dover, DE 19904-2465

**Attention: Tanisha Merced, Deputy Insurance Commissioner**

**RE: DCRB Filing No. 2204 – Proposed Effective December 1, 2022  
Manual Housekeeping Revisions to Sections 1 and 2 of the Basic Manual**

Dear Commissioner Navarro and Deputy Commissioner Merced:

On behalf of the members of the Delaware Compensation Rating Bureau, Inc. (DCRB), we hereby submit the proposed filing for revisions to the DCRB Workers' Compensation Manual of Rules, Classifications and Rating Values for Workers' Compensation and Employers Liability Insurance (Basic Manual). These revisions are proposed for policies with effective dates of 12:01 a.m., December 1, 2022, or later. This proposed effective date is intended to make implementation of these changes concurrent with DCRB's normal annual comprehensive residual market rate and voluntary market loss cost filing, which has been filed with the Department of Insurance. This coordination consolidates necessary changes that our members and other constituents must make to policies, forms, and systems so that they occur once annually. Nothing in the proposed Basic Manual language housekeeping revisions will impact any classification's residual market rate or voluntary market loss cost value or any employer's workers' compensation classification assignment.

Details of this filing are provided in DCRB's June 8, 2022, staff memorandum, which is included in this filing. The memorandum describes the proposed revisions to the Basic Manual language. These proposals are intended to assist in the administration of the DCRB's uniform classification plan and do not revise the scope of any classification. The memorandum and proposals were reviewed by the DCRB Classification and Rating Committee at the Committee's June 8, 2022, meeting. There was no Committee member comment in response to the DCRB's December 1, 2022, Basic Manual Housekeeping Revisions proposal.

The proposed Basic Manual language housekeeping revisions are summarized below:

- Section 1 – Revisions to Rule IV.B. (Classifications) for clarity.
- Section 2 – Revision to the Code 0011, Flower Raising, Cultivating or Growing, class description for clarity.

The Honorable Trinidad Navarro  
State of Delaware  
Department of Insurance  
October 28, 2022  
Page 2

- Section 2 – General Auditing and Classification Information – The entry pertaining to temporary staffing is retitled from “Employment Contractor – Temporary Staffing Contractor” to “Temporary Staffing Contractor” and moved so that this section remains in alphabetical order.
- Underwriting Guide – Addition of five new Underwriting Guide entries.

Thank you in advance for your review and attention to this filing. The DCRB will be pleased to answer any questions you or the Insurance Department staff may have regarding these proposals.

Sincerely,

William V. Taylor  
President

Enclosures: June 8, 2022, Memorandum to the Committee  
Revisions to Section 1 & 2



TO: Delaware Compensation Rating Bureau, Inc. (DCRB)  
Classification and Rating Committee

FROM: Joseph Lombo- Manager- Classification

DATE: June 08, 2022

RE: Proposed Manual Language Revisions to Sections 1 & 2 (Housekeeping)

The proposals discussed in this memorandum are intended to make the Manual language clearer and less ambiguous. The proposed revisions clarify existing classification procedures and update certain classification descriptions in order to align the language used with that in other Manual provisions and/or to recognize ongoing technological or industrial changes. Language changes and/or additions are underlined while language deletions are crossed out.

The Section 1 and Section 2 revisions are provided below. None of the language revisions will impact any classification's proposed December 1, 2022, DCRB loss cost or Residual Market rating value. The DCRB recommends that all Section 1 and Section 2 language revisions proposed herein become effective December 1, 2022.

# DELAWARE WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS, AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS' LIABILITY INSURANCE

Proposed Effective December 1, 2022

## MANUAL RULES

**PREFACE** remains unchanged.

**MEMBERSHIP** remains unchanged.

**TABLE OF CONTENTS** remains unchanged.

**SECTION 1 – UNDERWRITING RULES - RULE I – GENERAL through RULE III – POLICY PREPARATION** 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 2,000 greater than the associated direct employment classification. For example, for direct employment classification, the corresponding temporary staffing classification.~~

~~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

# DELAWARE WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS, AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS' LIABILITY INSURANCE

Proposed Effective December 1, 2022

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 XVII – MEMBER CARRIER DISPUTE (DISPUTE RESOLUTION CONFERENCE)** remain unchanged.

## SECTION 2 – CLASSIFICATIONS AND BUREAU RATING VALUES

**TABLE OF CONTENTS** through Classification code 821, **BEVERAGE DISTRIBUTOR, WHOLESALE,** remain unchanged.

### **825 AUTOMOBILE STORAGE GARAGE OR PARKING STATION OR LOT**

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.

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

**Proposed Effective December 1, 2022**

**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.**

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:**

# DELAWARE WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS, AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS' LIABILITY INSURANCE

## Proposed Effective December 1, 2022

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)** remain unchanged.

## GENERAL AUDITING & CLASSIFICATION INFORMATION

**TABLE OF CONTENTS** remains unchanged.

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

~~EMPLOYMENT CONTRACTOR—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' permanent workforce. The duration of temporary 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 assignment classification, where applicable, is identified in the direct employment classification's entry in Section 2—Alphabetic Classification Underwriting guide.

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

# DELAWARE WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS, AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS' LIABILITY INSURANCE

Proposed Effective December 1, 2022

~~7. 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.~~

~~8. The following classifications are not available as a guide in classifying temporary staffing contractors: 985, 0908, 0909, 0912 and 0913.~~

~~9. 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 – CLASSIFICATION ASSIGNMENT** 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' permanent workforce. The duration of temporary 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 assignment classification, where applicable, is identified in the direct employment classification's entry in Section 2 – Alphabetic Classification Underwriting Guide.

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

6. 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.



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

**Proposed Effective December 1, 2022**

7. 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.

8. The following classifications are not available as a guide in classifying temporary staffing contractors: 985, 0908, 0909, 0912 and 0913.

9. 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.

# DELAWARE WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS, AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS' LIABILITY INSURANCE

Proposed Effective December 1, 2022

## MANUAL RULES

**PREFACE** remains unchanged.

**MEMBERSHIP** remains unchanged.

**TABLE OF CONTENTS** remains unchanged.

**SECTION 1 – UNDERWRITING RULES - RULE I – GENERAL through RULE III – POLICY PREPARATION** remains unchanged.

**RULE I – GENERAL through RULE III – POLICY PREPARATION** 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

# DELAWARE WORKERS COMPENSATION MANUAL OF RULES, CLASSIFICATIONS, AND RATING VALUES FOR WORKERS COMPENSATION AND FOR EMPLOYERS' LIABILITY INSURANCE

## Proposed Effective December 1, 2022

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 XVII – MEMBER CARRIER DISPUTE (DISPUTE RESOLUTION CONFERENCE)** remain unchanged.

## SECTION 2 – CLASSIFICATIONS AND BUREAU RATING VALUES

**TABLE OF CONTENTS** through Classification code 821, **BEVERAGE DISTRIBUTOR, WHOLESALE,** remain unchanged.

### **825 AUTOMOBILE STORAGE GARAGE OR PARKING STATION OR LOT**

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

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

**Proposed Effective December 1, 2022**

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:**

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

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

**Proposed Effective December 1, 2022**

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)** remain unchanged.

**GENERAL AUDITING & CLASSIFICATION INFORMATION**

**TABLE OF CONTENTS** remains unchanged.

**AUTOMOBILE DISMANTLING** 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' permanent workforce. The duration of temporary 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 assignment classification, where applicable, is identified in the direct employment classification's entry in Section 2 – Alphabetic Classification Underwriting Guide.

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. **LEASED EMPLOYEES** – the leasing of personnel shall not be construed as temporary staffing.
6. **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.
7. **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.

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

**Proposed Effective December 1, 2022**

8. The following classifications are not available as a guide in classifying temporary staffing contractors: 985, 0908, 0909, 0912 and 0913.

9. 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.