

ADDENDUM IV



michigan municipal league

Workers' Compensation Fund

I. PAYROLL CLASSIFICATION DESCRIPTIONS

The classifications listed are those most commonly found in Municipal Operations. Questions regarding classification description or definition may be directed to Kathleen Kennedy, Fund Underwriter (248-204-8530 or kathleen.kennedy@meadowbrook.com).

7423	Airport Operations	All airport employees including maintenance of heavy equipment. (Flying crews excluded.)
7380	Ambulance Drivers/ Attendants (Cross Code Reference - Drivers)	Both operators and attendants of an ambulance (rendering of emergency medical service by police or fire departments to be assigned to appropriate department/classification code).
8831	Animal Shelters	Operation of animal shelter, humane officers, veterinary care, etc.
8601	Architects	Consulting only - Does not apply when engaged in actual construction, manufacturing, or installation operations.
8820	Attorneys/Judges	Attorneys, prosecutors, and judges paid from municipal payroll. <i>NOTE: Elected Judges are subject to a minimum annual payroll of \$5,200 and a maximum annual payroll of \$30,000 each. If an elected judge's total payroll is more than the annual minimum, but less than the annual maximum, the total payroll for each shall be indicated.</i>
9015	Building Operations	Operation of owned, leased or occupied buildings, including lawn care and snow removal around municipal buildings, janitorial care and maintenance workers. Exceptions: maintenance within parks (9102); snow removal or lawn care on right-of-way or street (5509); cemetery maintenance (9220). Includes parking lot/garage attendants. Includes ski mill operations.
5403	Carpentry	Carpenters paid from municipal payroll.
9220	Cemetery Operations	Operation and maintenance. Pure administrative/clerical employees assigned to 8810-1. "Sexton" included in this classification.
8810-1	Clerical-Office	Includes employees engaged in office work, i.e., bookkeepers, secretaries, city manager, typists, switchboard operators, receptionists, dispatchers, board of review, zoning board, commission board, election workers, <u>non-elected</u> clerks/deputies, etc. Should such individuals perform duties or have any duties outside the office setting, another classification would apply according to actual activities.

5221	Concrete Work	Applies to any type of ground-supported paving other than paving which is performed on streets, roads or airport runways or warming aprons. Examples include concrete or cement work to floors, driveways, yards or sidewalks.
9103	Crossing Guards	Applies to paid or unpaid persons other than police or students.
7333	Dredging-Inland Waterways	Applies only to work on inland lakes and waterways. This classification applies to dredging operations performed by employees of the named insured only. Dredging operations include cleaning, deepening, or widening an inland body of water. Scooping or suction machinery is generally employed in the process to remove sand, clay, mud or other material from the body of water that is being dredged. Also included are the named insured employees at the shoreline directing the movement of discharge material while retrieved from the dredge. (Operations engaging heavy machinery or cranes shall be separately classified). Includes aquatic weed harvesting operations.
7380	Drivers (Cross Ref Code – Ambulance Drivers/Attendants)	Other than DPW, transit, or Dial-A-Ride drivers.
8810-2	Elected Officials	Elected Officials are subject to a minimum annual payroll of \$5,200 and a maximum annual payroll of \$30,000 each. If any of the elected officials total payroll is more than the annual minimum, but less than the annual maximum, the total payroll for each shall be indicated. NOTE: If an elected official has responsibilities other than that of attending meetings and/or performing clerical tasks, this classification does not apply [i.e., elected sheriffs (7720-1), elected judges (8820), township supervisors with assessing and/or inspecting responsibilities (9410)]. The payroll minimum and maximum reporting requirements still apply.
7539	Electric Distribution	All operations — includes store employees, meter readers, the construction or extension of lines and maintenance of equipment.
8829	Extended Care Facility	Classification is applicable to "all employees" both professional and non-professional of convalescent homes, nursing homes, rest homes and homes for the aged, which provide medical care and daily living assistance to the aged and/or infirm. Individuals with strictly office duties should be 8810-1.
7704-1	Firefighters	All employees in the department, with the following exceptions: clerical (8810-1); building and electronic equipment maintenance (9015); ambulance drivers and attendants (7380). Paid, salaried, and paid officers of rank (chief, captain, etc.).

7704-2 Volunteer/On-Call Firefighters & Underwater diver	When on-call firefighters are employed, in no case shall remuneration of any such firefighter be reported at less than \$500 per person per annum.
9403 Garbage/Refuse Collection	Collection of refuse, garbage, trash and/or brush along with the operation of sanitary landfill. There is no distinction as to the types of garbage or refuse collected.
8395 Garage Operations	All municipal garage employees; includes heavy equipment maintenance and transit garage employees.
8833 Hospital - Professionals	Professional employees (physicians, licensed nurses, lab technicians). <i>Applies to facilities licensed as hospitals by State only.</i>
9040 Hospital - Non-Professionals	All other employees of hospitals including maintenance, janitorial and all non-professional employees. Individuals with <i>strictly</i> office duties should be 8810-1. <i>Applies to facilities licensed as hospitals by State only.</i>
9033 Housing Authorities	All employees of housing authorities including managers. Those employees with <i>strictly</i> office duties may be assigned to 8810-1.
9016 Ice Rinks	Includes all operations of an ice rink facility.
7590 Incineration Operations (Cross Code Reference - Recycling Operations)	Municipal operations where there is garbage reduction or incineration. Drivers to be separately rated as 9403 Garbage/Refuse Collection.
8820 Judges/Attorneys	Attorneys, prosecutors, and judges paid from municipal payroll. NOTE: Elected judges are subject to elected official payroll minimum/maximum requirements.
6217 Landfill	Excavation, including, burrowing, filling or back-filling.
0042 Landscaping	Applicable to new landscaping installation.
8810-3 Libraries/Museums - Professional/Clerical	Includes librarians, curators, professional/clerical assistants. (Bookmobile drivers and other drivers rated as 7380; custodial and maintenance workers rated as 9015.)
9104 Lifeguards	Certified lifeguards.
6834 Marina Operations	Applicable to those principally engaged in providing waterfront facilities for recreational boats of various sizes, including wet and dry berthing, storage, limited repairs, and maintenance.

9410	Municipal Employees (<i>not otherwise classified</i>)	Includes employees engaged in laboratory work, engineers, inspectors (electrical, mechanical, building, zoning, etc.), assessors, dumpsite gate attendant (exception: if the attendant performs manual labor, assign wages to code 7590). This classification is not intended for DPW positions other than those that are strictly supervisory in nature. Includes probation officers without weapon, arrest authority and minimal field work. May also include probation officers that are strictly supervisory in nature, i.e. 100% clerical work. Includes jury, juvenile officer, case specialist planners, court administration.
9060	Municipal Golf Course	All employees, operation of golf course or similar type facilities.
5476	Painting	Applied to outside contractors/subcontractors. NOTE: Activities by municipal employees commencing in a park environment are classified under code 9102, commencing in municipal buildings are classified under code 9015, commencing in street operations are classified under code 5509.
5192	Parking Meters	Installation, service or repair.
9102	Parks and Recreation	All employees that maintain and operate city parks, including the care, custody and maintenance of all buildings within the parks such as administrative buildings, rest houses, pavilions, stables and equipment storage buildings; maintenance of park grounds, trees, shrubs and flowers; maintenance of baseball diamonds, tennis courts and swimming pools; as well as all employees engaged in any form of recreational instruction. Includes maintenance of heavy equipment. Also contemplated the care and maintenance of the grounds, building, team facilities, grandstands and bleachers. Applies to coaches, managers or umpires.
8832	Physicians	Primarily intended to apply to medical providers that operate in a typical doctor's office environment. Code does not apply where in-patient overnight care is provided. Outpatient mental health clinics where full- or part-time psychologists and social workers interview and counsel patients are also within the scope of this classification. Includes dentist/hygienist/assistant.

7720-1	Police Department, Park Rangers	All employees, such as chiefs of police, uniformed and plain clothes officers, probation officers, warrant service guards, juvenile home attendants, police academy students, meter maids, jailers, rangers, corrections officer, cadets, etc. [Exceptions — clerical (8810-1), jail nurse (8835), custodial (9015), building maintenance (9015), electronic equipment maintenance (9015), dispatchers, unless sworn officer (8810-1).] Include probation offers if sworn officer, with weapon.
7720-2	Volunteer/Part-Time Police, Volunteer Park Rangers, Reserve Officers	When volunteer or part-time officers are employed, in no case shall remuneration of any such police officer be taken at less than \$1000 per person per annum.
8835	Public Health Activities	All employees engaged in furnishing nursing or health care services in the homes of individual patients. Employees of this nature are principally engaged in administering medications and injections, checking vital signs of patients, giving physical therapy treatments, etc. Also applicable to organizations engaged in providing homemaker services to persons who are convalescent, aged, acutely or chronically ill or disabled. Services typically provided include preparation of meals, performing light housekeeping chores, providing childcare and companionship Also applicable to visiting jail nurse.
7704-3	Public Safety	A combined police and fire department.
7610	Radio/TV	Radio or television broadcasting station - all employees.
7590	Recycling Operations (Cross Reference – Incineration Operations)	Applies to all operations of a refuse reduction or incineration plant.
9079	Restaurant Operations	Restaurants & Commissaries; includes such operations when conducted for the benefit of an employer's employees or when conducted as part of the operation of hospitals, nursing homes and homes for the aged.
8742	Salespersons - Outside	Applied to outside salespersons, collectors or messengers. [Exceptions: code 8742 is not available for employees who deliver merchandise. These employees are assigned to the driver's classification applicable to the risk even though these employees may also collect or sell.] This code is also applicable to outside social case or welfare workers. DDA director if outside marketing.
8868	Schools-Professionals	Applies to professional employees of schools. Also applicable to professional employees of day nurseries.

7580	Sewer Operations	Class includes all operations of a sewage treatment plant, including line maintenance and laboratory employees. Also includes power rodding, sanitary and storm sewer construction including excavation, concrete, backfills and equipment maintenance.
9180	Snow Making Equipment Operator	Making artificial snow.
9402	Street Cleaning	Street cleaning operations (no repair operations). Also includes beach combing operations.
5509	Street Operations	Applicable to any or all of the following operations: snow removal (plowing), weed or grass cutting, removal of brush, planting on right-of-way, repair or maintenance of culverts, tarring or sanding, patching, road marking, dragging, dust laying, erection and removal of snow fences, road markers, sign or guard rails. Also applicable to street and road construction involving the paving or surfacing, installing of curbs or gutters, scraping of existing surfaces.
9156	Theater Operations	Includes managers, entertainers, stage hands, box office employees, ushers or motion picture operators.
7382	Transit Authority/ Dial-A-Ride Drivers	Bus drivers, including Dial-a-Ride.
0106	Tree Pruning	Applies to tree removal or pruning when clearing the right-of-ways for electric, power, telephone, telegraph, burglar or fire alarm lines. Clearing or removal of brush using mechanical equipment such as bulldozers, hydroaxes, etc.
7520	Water Operations	This classification covers the operation of a water plant. Includes store employees, meter readers, and the construction or extension of lines and maintenance of equipment. Construction or repair of water mains.
9063	YMCA	Includes teachers, instructors and activities commencing inside a municipal building. Activities commencing in a park environment are classified under code 9102