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IRMI Class Cross Reference

**NOTE:** Refer to the state-specific **Scopes Manual** for updates to **Scopes** descriptions due to the approval of the **Basic Manual** effective 2021. The **Basic Manual** has been approved for use for new and renewal policies with effective dates on or after 12:01 a.m. on November 1, 2021, and any in-force policies in effect on and after November 1, 2021.

## Scopes Manual National Scopes

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### 8810

<b>States Not Applicable:</b> Not Applicable	<b>Replaced By:</b> Not Applicable
<b>State Exceptions to the National Code:</b> AK, CA, <u>FL</u> , MA, MT, NJ, NY, OR, TX	
<b>Established:</b> Date Unknown	<b>Retained:</b> Not Applicable
<b>Discontinued:</b> Not Applicable	<b>NCCI Schedule and Group:</b> Schedule 35, Group 350

### PHRASEOLOGY CLERICAL OFFICE EMPLOYEES NOC

(N/A MA, TX)

Note: Subject to the Rule 1-B-2.

#### Description:

Code 8810 is applied to clerical office employees provided they are not otherwise classified in the **Basic Manual**. Clerical employees who perform telecommuting activities may qualify for Code **8871**—Clerical Telecommuter Employees. Refer to Code **8871**'s scope for conditions under which a telecommuting employee's pay should be assigned to this code.

Code 8810 employees are common to so many businesses that they are considered to be Standard Exceptions unless they are specifically included within the phraseology of a basic classification. The duties of a clerical office employee include creation or maintenance of financial or other employer records, handling correspondence, computer composition, technical drafting, and telephone duties, including sales by phone. The clerical office classification continues to apply to a qualified clerical office employee who performs a duty outside of a qualified clerical office area when that duty does not involve direct supervision or physical labor and is directly related to that employee's duties in the office. These duties do not exclude depositing funds at the bank, purchasing office supplies, and pickup or delivery of mail, provided they are incidental and directly related to that employee's duties in the office. However, for purposes of this rule, the definition of clerical duties excludes outside sales or outside representatives; any work exposed to the operative hazards of the business; and any work, such as a stock or tally clerk, which is necessary, incidental or related to any operations of the business other than a clerical office.

A clerical office is a work area separated and distinguishable from all other work areas and hazards of the employer by floors, walls, partitions, counters, or other physical barriers.

A clerical office excludes work or service areas and areas where inventory is located, products are displayed for sale, or to which the purchaser customarily brings the product from another area for payment.

If the principal business of an insured is a clerical operation, the operations of all employees not included in the definition of clerical shall be assigned to the separate basic classification that most closely describes their work.

Certain Internet service providers may also have their principal business described by a clerical classification. Under these circumstances, these Internet service providers are classified in the same manner as described above. These risks usually offer electronic mail services and access to World Wide Web sites, Internet chat rooms, and Internet news groups.

Other employments or operations assigned by analogy to Code 8810 include telephone answering services; designers, proofreaders, and editors of newspaper publishers or magazine printers; employees performing computerized photographic composition or automated platemaking, which is used in the graphic arts industry as well as specialists engaged in such operations; clubs employing only clerical employees; horse and dog racetrack pari-mutuel clerks and cashiers; bus terminal ticket sellers; airline or helicopter ticket sellers and information clerks away from airport or heliport locations; and employees of highway toll roads confined to keeping books and records.

Code 8810 is applicable to traveling auditing, accounting, or other type clerical employees of business concerns such as manufacturers, chain stores, restaurants, hotels, gasoline stations, etc., who perform clerical duties at their temporary location. These traveling clerical employees, sometimes referred to as "internal auditors," may travel to various branches and remain at these branches for a period of several days or weeks, auditing or monitoring procedures at these locations. These employees are not included within the scope of Code 8803—Accountants—Traveling and are assigned to Code 8810. These employees are not classified to Code 8803 since their employers are not in the business of providing auditing or accounting services for others.

### Special Conditions:

In instances where clerical or drafting employees perform any other duties, the total payroll of such employees would be assigned to the highest rated classification representing any part of their work. This is in accordance with Rule 2-G.

### Related Operations Not Classified to Code 8810:

Certain Code 8810 operations are designated as "not otherwise classified" (NOC). These NOC operations will apply to an insured only when no other classification more specifically describes the insured's operations. The following is a representative list of classifications somewhat related in nature to Code 8810 operations that are not assigned to Code 8810:

- 8803—Auditors, Accountant or Factory Cost or Office Systematizer—Traveling
- 8820—Attorney
- 8855—Banks and Trust Companies—All Employees, Salespersons, Drivers & Clerical
- 8861—Charitable or Welfare Organization—Professional Employees and Clerical
- 8856—Check Cashing Establishments—All Employees, Salespersons, Drivers & Clerical
- 8871—Clerical Telecommuter Employees
- 8814—Federal Employer's Liability Act—Clerical Office Employees
- 8723—Insurance Companies—Including Clerical & Salespersons
- 8799—Mailing or Addressing Company or Letter Service Shop—Clerical Staff
- 8800—Mailing or Addressing Co.
- 8901—Telecommunications Co.—Office or Exchange Employees & Clerical

In addition to this representative list, one should review sources such as the alphabetical index in this manual to determine whether a classification other than Code 8810 or a classification other than one on the above list is applicable to the operations being reviewed for classification purposes.

### CROSS-REF. COMPUTER SYSTEM DESIGNERS OR PROGRAMMERS—EXCLUSIVELY OFFICE

(N/A TX)

### CROSS-REF. PUBLIC LIBRARY OR MUSEUM—PROFESSIONAL EMPLOYEES & CLERICAL

(N/A TX)

### Description:

As evidenced by this classification's cross-reference phraseology, professional employees of public libraries or museums operated by any municipality, i.e., village, town, county, city, or state, are assigned by analogy to Code 8810. In addition to clerical employees of public libraries, this classification includes library professionals such as administrators, librarians and their assistants, and page persons. In instances where employees of public libraries operate mobile library units, the drivers are assigned to Code 7380. Librarians who travel in their private automobiles from their homes to mobile library locations where they perform their normal duties are properly assigned to Code 8810 since these duties are the same as those

performed at central or branch public libraries. In addition to clerical employees of public museums, this classification includes museum professionals such as administrators, curators and their assistants, librarians, tour directors, and lecturers, who may at times conduct classes for public education. Museum professionals who prepare various types of exhibits and restore art works are additionally assigned to Code 8810.

It should be noted that even though the above references refer to public libraries and museums, private libraries and museums are classified by analogy in a manner similar to public libraries and museums.

Refer to Code [9101](#) for the classification of all other than professional or clerical employees of libraries and museums.

**CROSS-REF.** RACETRACK OPERATION—HORSE OR DOG—PARI-MUTUEL CLERKS, CASHIERS, AND CLERICAL OFFICE EMPLOYEES

(N/A TX)

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