

Period Class Paragraph Report

Policy: 854636 - University of Oregon Legal Name: University of Oregon

Period: FY20 v1

NCCI Classification Codes for Workers Compensation Insurance

NCCI class codes are 4 digit numerical codes that insurers use to classify employees exposure to risk. The code determines the insurance premium paid by the University to cover workplace injuries or illnesses. An NCCI code must be assigned to each employee for each job they perform.

7380- Drivers/Chauffeurs/Messengers: Drivers, Chauffeurs, Messengers, and their Helpers NOC-Commercial. This classification is assigned to employees who perform work on or in connection with a vehicle. Includes garage employees and employees using bicycles as part of their duties. Professional bus drivers, bus aides, pickup and delivery of supplies and materials, and truck driving instruction away from the classroom. *May not be used if driving operations are contemplated within another classification for your operations. For example: Drivers for child day care drivers are 8869, and camp drivers are 9015*

8868- College/Schools-Professors/Teacher/Clerical Professional & Clerical. Teachers, aides, classroom time. Includes teachers and coaches driving students and/or equipment to a school activity. Professors, administrators, teachers, guidance counselors, social workers, therapists, nurses, athletic coaches, secretaries and bookkeepers for your college or school. Clerical workers working in offices located away from your school and to teachers at agricultural schools, who, as part of their teaching activities, demonstrate various planting techniques on farms operated by your school, provided the farms are not operated as commercial enterprises.

8869- Child Day Care Center and Day Camps- All Employees Including Clerical, Salesperson & Drivers engaged in child care. Employees involved in direct labor, supervision and driving or delivery, who are engaged in the operation, care, custody, and maintenance of your child day care or day camp; office clerical employees and outside sales or public relations personnel.

9015- Overnight Camp Operation & Drivers Direct labor, supervision, driving, camp operations. Employees include counselors, janitors, grounds and maintenance personnel, nurses, housekeepers, instructors, cooks, food service employees, maids, guards, lifeguards, stable persons, drivers, and guides. *Code 9015 does not apply to camps specializing in one activity. Specialty camps are to be classified based upon the activity involved. Separately classify day camps, like a basketball camp, which do not provide overnight sleeping accommodations as Code 8869*

9101 - College/Schools-All Other Employees – Campus Security and CPFM trade. Direct labor and supervision who are engaged in the care, custody, security and maintenance of your college or school buildings, grounds, and equipment. CPFM for those not engaged in administrative roles. *Admin roles are 8868.*

9349 - School-Cafeteria/Kitchen/Dining Direct labor and supervision who are engaged in the operation of your cafeteria or kitchen. Class 9349 applies to cooks, bakers, busboys, waitresses, nutritionists, counterpersons, butchers, and dishwashers. *If working in child care dining/kitchen facility, use 8869.*

Additional helpful information:

Athletics: The head coaches and assistant coaches are assignable to code 8868. Athletic directors or those involved on the business side (marketing, sales) of the sports programs typically work in the office and are assignable to code 8868.

- If the coaches are involved in overnight camps, then it is possible some of their payroll should be reported under class code 9015 (camp operations).
- Sometimes coaches are terminated, but their contract is still being paid out after they leave employment with the university. We would consider this type of pay to be like severance pay and exclude it from premium computation. However, this should still be tracked separately in the payroll records so it can be segregated on the audit.

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Campus security: The personnel employed by schools are classified as Code 9101. These employees' duties generally include, but are not limited to, the patrolling and monitoring of both exterior and interior school areas and the manning of school security check-in points where students may be physically or electronically searched for weapons or other contraband. *The employees who work only in the office or just in dispatch are properly assigned to code 8868.*

Environmental Health & Safety: The employees who work exclusively in the office are properly assigned to code 8868. However, they should be coded under 9101 if their duties expose them to the operative hazards of the university which is not contemplated by code 8868. Some of these duties include the following:

- 9101- Assessing hazards, investigating reports of unsafe conditions, conducting safety training, and frequent visits to laboratory and non-laboratory settings where hazardous materials are stored and used will be required. Inspections performing service calls, equipment maintenance, monitoring workplace safety, investigating health concerns, or training. On- Call response, hazardous materials response, and response to emergency events.
- Independently performs waste pickups, properly handles and categorizes wastes.

Student Workers/Temporary Workers:

The work of the student workers can sometimes be difficult to assess and track in terms of their duties and/or location. However, the location or department where they are working may be a helpful indicator on which code to use even if their duties are not totally specific in the payroll report. *If any work by the student is done outside an exclusively office or academic classroom setting, report as 9101.*

- Administration, clerical, office work: 8868
- Maintenance, custodial, grounds maintenance, campus security: 9101.
- Learning or tutoring centers use 8868 if they are exclusive classroom/office settings.
- Catering, Cafeteria, Dining, Kitchen, UH Food Service, Concessions: 9349
- Child Care, Day Camps, (all employees see above): 8869
- Overnight camps: 9015
- Drivers, Campus Shuttle, Saferide, DDS, mobile shop: 7380
- Resident Assistants, code them as 9101 and be sure to include/report value of meals/lodging if this is part of their remuneration for the duties they are performing.
- Resident Life Coordinators, depends on where they spend their time. If exclusive to an office, then 8868. If they need to go around campus to the dorms, then use 9101

If employee has more than one job, each job will need its own NCCI code. Please have our job description ready and contact HR to discuss proper classification procedure to set up a separate sequence for each job.