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June 25th, 2025

Circular 2025-06

To: ICRB Members

**Item B-1451—Revisions to NCCI's Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees**

**Purpose**

This item clarifies rules and classifications related to clerical telecommuter employees in NCCI's ***Basic Manual for Workers Compensation and Employers Liability Insurance (Basic Manual)***.

For further details please see the information below.

Sincerely,  
  
Paul E. Keathley  
President & CEO

## Item B-1451—Revisions to NCCI's Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees

### Filing Memorandum

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#### Purpose

This item clarifies rules and classifications related to clerical telecommuter employees in NCCI's **Basic Manual for Workers Compensation and Employers Liability Insurance (Basic Manual)**.

#### Background

In recent years, clerical telecommuting work has become an increasingly viable option for employers and their workers. Due to the COVID-19 pandemic, working from home away from the employer's place of business became a necessity for many businesses to continue operating. While some employers are back to in-person operations, some employers are using a fully remote or hybrid work model. In most states, clerical telecommuter employees whose job duties take place in a clerical work area located within the employee's residence are classified to Code 8871—Clerical Telecommuter Employees. NCCI's **Basic Manual** rules specify that certain conditions must be met in order to qualify for Code 8871.

NCCI has received inquiries related to the classification treatment of clerical employees who telecommute in a state where their employer does not have additional operations. NCCI conducted research and determined that clarifying language should be added to NCCI's **Basic Manual** rules to specify that the clerical telecommuter employee's workstation may be located in the same state where the employer has operations or in a state where the employer does not have additional operations.

Additionally, NCCI has received inquiries related to the classification treatment for clerical telecommuter employees living in a state where the employer has no additional operations but the business is assigned to a classification that includes "clerical" in the phraseology. NCCI reviewed the current **Basic Manual** rules and classifications that address clerical telecommuter employees. Various **Basic Manual** rules support the understanding that it is the business of the employer within a state that is classified and not the individual employments, occupations, or operations of a business. This item adds language to NCCI's **Basic Manual** rules to specify that Code 8871 must not be assigned when the basic classification applicable to the business includes "clerical" in the phraseology.

#### Proposal

This item proposes the following revisions to NCCI's **Basic Manual**:

1. Revise the rule, Code 8871 clerical office telecommuter employee workstations, to
  - specify that the clerical telecommuter employee's duties must take place within their residence or in a shared office space away from any location of their employer
  - specify that the clerical telecommuter employee's workstation may be located in the same state where the employer has operations or in a state where the employer does not have additional operations
  - specify that Code 8871 must not be assigned when the basic classification assigned to the employer includes "clerical" in the phraseology, even if the clerical telecommuter employee's workstation is in a state where the employer has no additional operations, and
  - revise the title of the rule by removing the word "office" for consistency with the phraseology caption for Code 8871—Clerical Telecommuter Employees.
2. Revise the rule, Rule for assigning payroll to the highest rated classification, to make a minor formatting change to the title.
3. Revise various rules to remove the word "office" for consistency with the revisions to Code 8871.

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4. Revise the rule, Rules for assigning Code 8871, to make a minor wording change.
5. Update various rule references.
6. Establish Code 8871 and related rules in Montana, Oregon, and Texas.
7. Revise state rules and/or classifications for Alaska, Arizona, Florida, Idaho, Montana, Oregon, and Texas as described in the Exhibit Comments and Implementation Summary.
8. Update the content to make minor grammatical revisions.

**Impact**

**Multistate**

As a result of this item, an employer's payroll may transfer from Code 8871 to the basic classification assigned to the employer because the changes proposed in this item provide that Code 8871 must not be assigned when the basic classification applicable to the employer includes "clerical" in the phraseology, even if the clerical telecommuter employee's workstation is in a state where the employer has no additional operations. The impact to an individual employer's premium will depend on (a) how much (if any) payroll transfers between Code 8871 and the basic classification assigned to the employer and (b) the loss cost/rate of the codes in relation to each other.

No statewide premium impact is expected from the changes proposed in this item.

**Montana-specific**

The changes in classification treatment for clerical telecommuter employees will result in the creation of Code 8871 in Montana. The initial loss cost and rating values of Code 8871 will be equal to the loss cost and rating values of Code 8810 until Code 8871 has enough experience to be rated on its own. Employers classified to Code 8810 are expected to experience no change in premium due to the transfer of payroll to Code 8871.

No statewide premium impact is expected from the changes proposed in this item.

**Oregon-specific**

The changes in classification treatment for clerical telecommuter employees will result in the creation of Code 8871 in Oregon. The initial loss cost and rating values of Code 8871 will be equal to the loss cost and rating values of Code 8810 until Code 8871 has enough experience to be rated on its own. Employers classified to Code 8810 are expected to experience no change in premium due to the transfer of payroll to Code 8871.

No statewide premium impact is expected from the changes proposed in this item.

**Texas-specific**

The changes in classification treatment for clerical telecommuter employees will result in the creation of Code 8871 in Texas. The initial loss cost and rating values of Code 8871 will be equal to the loss cost and rating values of Code 8810 until Code 8871 has enough experience to be rated on its own. Employers classified to Code 8810 are expected to experience no change in premium due to the transfer of payroll to Code 8871.

No statewide premium impact is expected from the changes proposed in this item.

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**Item B-1451—Revisions to NCCI's Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees**

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**Exhibit Comments and Implementation Summary**

Exhibit	Exhibit Comments	Implementation Summary
1	<p>Displays the following revisions in NCCI's <b>Basic Manual</b>:</p> <ul style="list-style-type: none"> <li>Revisions to the rule, Code 8871 clerical office telecommuter employee workstations (Rule ID: BM-STAN-C4A74)</li> <li>Revisions to the phraseology caption for Code 8871—Clerical Telecommuter Employees. (Phrase ID: BM-8871-CLE61)</li> <li>Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, NE, NH, NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, and WV</li> <li>Refer to state exhibits for FL, MT, OR, and TX</li> </ul>	<ul style="list-style-type: none"> <li>In all states where applicable, except Hawaii and Oregon, this item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.</li> <li>In Hawaii, the effective date is determined upon regulatory approval of the individual carrier's election to adopt this change.</li> <li>In Oregon, this item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on January 1, 2027.</li> </ul>
2	<p>Displays the revisions to the rule, Standard exception classifications (Rule ID: BM-STAN-SF4DC), in NCCI's <b>Basic Manual</b>.</p> <ul style="list-style-type: none"> <li>Applies in: AL, AR, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, NE, NH, NM, OK, RI, SC, SD, TN, UT, VA, VT, and WV</li> <li>Refer to state exhibits for AK, AZ, FL, MT, NV, OR, and TX</li> </ul>	
3	<p>Displays the following revisions in NCCI's <b>Basic Manual</b>:</p> <ul style="list-style-type: none"> <li>Revisions to the rule, Rules for assigning Code 8810 (Rule ID: BM-STAN-R64A7)</li> <li>Applies in: AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, NE, NH, NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, and WV</li> <li>Refer to state exhibits for AK, MT, OR, and TX</li> </ul>	
	<ul style="list-style-type: none"> <li>Revisions to the rule, Rules for assigning Code 8871 (Rule ID: BM-STAN-R6738)</li> <li>Applies in: AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, NE, NH,</li> </ul>	

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# Item B-1451—Revisions to NCCI's Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees

## Filing Memorandum

Exhibit	Exhibit Comments	Implementation Summary
	NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, and WV <ul style="list-style-type: none"><li>Refer to state exhibits for AK, FL, MT, OR, and TX</li></ul>	
4	Displays the revisions to the rule, Code 8810 and Code 8871 clerical job duties and other requirements (Rule ID: BM-STAN-C59F7), in NCCI's <b>Basic Manual</b> . <ul style="list-style-type: none"><li>Applies in: AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, NE, NH, NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, and WV</li><li>Refer to state exhibits for AK, FL, MT, OR, and TX</li></ul>	
5	Displays the revisions to the rule, Rule for assigning payroll to Code 8810 and Code 8871 for interchange of labor (Rule ID: BM-INTL-R1E8B), in NCCI's <b>Basic Manual</b> . <ul style="list-style-type: none"><li>Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, ME, MO, MS, NE, NH, NM, NV, OK, RI, SC, TN, UT, VA, VT, and WV</li><li>Refer to state exhibits for MT and TX</li></ul>	
6	Displays the revisions to the rule, Rule for assigning payroll to the highest rated classification (Rule ID: BM-INTL-R1C79), in NCCI's <b>Basic Manual</b> . <ul style="list-style-type: none"><li>Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, IL, IN, KS, KY, LA, MD, ME, MO, MS, NE, NH, NM, NV, OK, RI, SC, TN, UT, VA, VT, and WV</li><li>Refer to state exhibits for FL, ID, and MT</li></ul>	
<b>State Exhibits</b>		
7	Displays the following revisions in NCCI's <b>Basic Manual</b> for Alaska: <ul style="list-style-type: none"><li>Revisions to the rule, Standard exception classifications (Rule ID: BM-STAN-SF4DC)</li><li>Revisions to the rule, Rules for assigning Code 8810 (Rule ID: BM-STAN-R64A7)</li><li>Revisions to the rule, Code 8810 and Code 8871</li></ul>	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.

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Exhibit	Exhibit Comments	Implementation Summary
	clerical job duties and other requirements (Rule ID: BM-STAN-C59F7) <ul style="list-style-type: none"> <li>Revisions to the rule, Rules for assigning Code 8871 (Rule ID: BM-STAN-R6738)</li> </ul>	
7	Displays the revisions to the rule, Standard exception classifications (Rule ID: BM-STAN-SF4DC), in NCCI's <b>Basic Manual</b> for Arizona.	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.
7	Displays the following revisions in NCCI's <b>Basic Manual</b> for Florida: <ul style="list-style-type: none"> <li>Revisions to the rule, Standard exception classifications (Rule ID: BM-STAN-SF4DC)</li> <li>Revisions to the rule, Rules for assigning Code 8871 (Rule ID: BM-STAN-R6738)</li> <li>Revisions to the rule, Code 8871 clerical office telecommuter employee workstations (Rule ID: BM-STAN-C4A74)</li> <li>Revisions to the rule, Code 8810 and Code 8871 clerical job duties and other requirements (Rule ID: BM-STAN-C59F7)</li> <li>Revisions to the rule, Rule for dividing payroll among classifications (Rule ID: BM-INTL-R71D3)</li> <li>Revisions to the rule, Rule for assigning payroll to the highest rated classification (Rule ID: BM-INTL-R1C79)</li> <li>Revisions to the phraseology caption for Code 8871—Clerical Telecommuter Employees. (Phrase ID: BM-8871-CLE61)</li> </ul>	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.
7	Displays the revisions to the rule, Rule for assigning payroll to the highest rated classification (Rule ID: BM-INTL-R1C79), in NCCI's <b>Basic Manual</b> for Idaho.	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.
7	Displays the following revisions in NCCI's <b>Basic Manual</b> for Montana: <ul style="list-style-type: none"> <li>Revisions to the rule, Standard exception classifications (Rule ID: BM-STAN-SF4DC)</li> <li>Revisions to the rule, Rules for assigning Code</li> </ul>	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.

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Exhibit	Exhibit Comments	Implementation Summary
	<p>8810 (Rule ID: BM-STAN-R64A7)</p> <ul style="list-style-type: none"> <li>Establishment of the rule, Code 8871 clerical telecommuter employee workstations (Rule ID: BM-STAN-C4A74)</li> <li>Establishment of the rule, Rules for assigning Code 8871 (Rule ID: BM-STAN-R6738)</li> <li>Revisions to the rule, Code 8810 clerical job duties and other requirements (Rule ID: BM-STAN-C59F7)</li> <li>Establishment of the rule, Rule for assigning payroll to Code 8810 and Code 8871 for interchange of labor (Rule ID: BM-INTL-R1E8B)</li> <li>Revisions to the rule, Rule for assigning payroll to the highest rated classification (Rule ID: BM-INTL-R1C79)</li> <li>Elimination of the rule, Rule for assigning Code 8810 to telecommuting employees (Rule ID: BM-INTL-R845A)</li> <li>Revisions to the rule, Division of payroll for standard exception operations (Rule ID: BM-INTL-DFCAA)</li> <li>Revisions to the rule, Clerical (Rule ID: BM-WORW-CA2E4)</li> <li>Establishment of Code 8871—Clerical Telecommuter Employees (Phrase ID: BM-8871-CLE61)</li> </ul>	
8	Displays the establishment of Code 8871 in the rule, Montana Table of classifications by hazard group (Rule ID: BM-HAZT-T640A), in NCCI's <b>Basic Manual</b> for Montana.	
7	Displays the revisions to the rule, Standard exception classifications (Rule ID: BM-STAN-SF4DC), in NCCI's <b>Basic Manual</b> for Nevada.	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.
7	<p>Displays the following revisions in NCCI's <b>Basic Manual</b> for Oregon:</p> <ul style="list-style-type: none"> <li>Revisions to the rule, Standard exception</li> </ul>	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on January 1, 2027.

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Exhibit	Exhibit Comments	Implementation Summary
	classifications (Rule ID: BM-STAN-SF4DC) <ul style="list-style-type: none"> <li>Revisions to the rule, Rules for assigning Code 8810 (Rule ID: BM-STAN-R64A7)</li> <li>Establishment of the rule, Code 8871 clerical telecommuter employee workstations (Rule ID: BM-STAN-C4A74)</li> <li>Establishment of the rule, Rules for assigning Code 8871 (Rule ID: BM-STAN-R6738)</li> <li>Revisions to the rule, Code 8810 clerical job duties and other requirements (Rule ID: BM-STAN-C59F7)</li> <li>Revisions to the rule, Clerical (Rule ID: BM-WORW-CA2E4)</li> <li>Revisions to the rule, Exceptions for standard exception classifications (Rule ID: BM-INTL-DFCAA)</li> <li>Elimination of Code 8810—Clerical Telecommuter Employees (Phrase ID: BM-8810-CLE3E)</li> <li>Establishment of Code 8871—Clerical Telecommuter Employees (Phrase ID: BM-8871-CLE61)</li> </ul>	
8	Displays the establishment of Code 8871 in the rule, Oregon Table of classifications by hazard group (Rule ID: BM-HAZT-T640A), in NCCI's <b>Basic Manual</b> for Oregon.	
7	Displays the following revisions in NCCI's <b>Basic Manual</b> for Texas: <ul style="list-style-type: none"> <li>Revisions to the rule, Standard exception classifications (Rule ID: BM-STAN-SF4DC)</li> <li>Revisions to the rule, Rules for assigning Code 8810 (Rule ID: BM-STAN-R64A7)</li> <li>Establishment of the rule, Rules for assigning Code 8871 (Rule ID: BM-STAN-R6738)</li> <li>Establishment of the rule, Code 8871 clerical telecommuter employee workstations (Rule ID:</li> </ul>	This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.

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Exhibit	Exhibit Comments	Implementation Summary
	<p>BM-STAN-C4A74)</p> <ul style="list-style-type: none"><li>• Revisions to rule, Code 8810 clerical job duties and other requirements (Rule ID: BM-STAN-C59F7)</li><li>• Establishment of the rule, Rule for assigning payroll to Code 8810 and Code 8871 for interchange of labor (Rule ID: BM-INTL-R1E8B)</li><li>• Revisions to the rule, Exceptions for standard exception classifications (Rule ID: BM-INTL-DFCAA)</li><li>• Revisions to the rule, Clerical (Rule ID: BM-WORW-CA2E4)</li><li>• Revisions to the rule, Rule for assigning payroll to the highest rated classification (Rule ID: BM-INTL-R71D3)</li><li>• Establishment of Code 8871—Clerical Telecommuter Employees (Phrase ID: BM-8871-CLE61)</li></ul>	
8	<p>Displays the establishment of Code 8871 in the rule, Texas Table of classifications by hazard group (Rule ID: BM-HAZT-T640A), in NCCI's <b>Basic Manual</b> for Texas.</p>	<p>This item is to become effective for new and renewal policies with effective dates on and after 12:01 a.m. on July 1, 2026.</p>

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**Item B-1451—Revisions to Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees**

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**Exhibit 1****Basic Manual**

(Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN,  
KS, KY, LA, MD, ME, MO, MS, NE, NH,  
NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, WV)

**Code 8871 clerical office telecommuter employee workstations****Rule ID: BM-STAN-C4A74***Effective Date: ~~November 1, 2021~~ July 1, 2026*

Workstations for clerical telecommuter employees assigned to Code 8871 must be separate and distinct from any location of the employer.

Clerical job duties for employees assigned to Code 8871 must take place in a ~~clerical work area located within the home of the clerical employee.~~

- clerical workstation located within the residence of the clerical telecommuter employee, or
- shared office space away from any location of the employer.

~~Workstations for employees assigned to Code 8871 must be separate and distinct from the location of the employer.~~

**Note** Code 8871 must not be assigned when the basic classification wording applicable to the employer includes “clerical” in the phraseology, even if the clerical telecommuter employee's workstation is in a state where the employer has no additional operations.

**References**

Refer to

- [Rules for assigning Code 8871](#)
- [Code 8810 and Code 8871 clerical job duties and other requirements, and](#)
- [Clerical.](#)

**Clerical Telecommuter Employees:****Code 8871****Phrase ID: BM-8871-CLE61***Effective Date: ~~March 1, 2023~~ July 1, 2026*

This phraseology is subject to NCCI's **Basic Manual** rule, Rules for assigning Code 8871.

**Item B-1451—Revisions to Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees**

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**Exhibit 2**

**Basic Manual**

(Applies in: AL, AR, CO, CT, DC, GA, HI, IA, ID, IL, IN,  
KS, KY, LA, MD, ME, MO, MS, NE, NH,  
NM, OK, RI, SC, SD, TN, UT, VA, VT, WV)

**Standard exception classifications**

**Rule ID: BM-STAN-SF4DC**

*Effective Date: ~~November 1, 2021~~ July 1, 2026*

Standard exception classifications describe occupations that are common to many businesses. These common occupations are not included in a basic classification unless specified in the classification phraseology.

The standard exception classification codes are

- Code 8810: Clerical Office Employees NOC
- Code 8871: Clerical ~~Office~~ Telecommuter Employees
- Code 7380: Drivers, Chauffeurs, Messengers, and Their Helpers NOC—Commercial
- Code 8742: Salespersons or Collectors—Outside, and
- Code 8748: Automobile Salespersons.

**Item B-1451—Revisions to Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees**

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**Exhibit 3****Basic Manual**

(Applies in: AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN,  
KS, KY, LA, MD, ME, MO, MS, NE, NH,  
NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, WV)

**Rules for assigning Code 8810****Rule ID: BM-STAN-R64A7***Effective Date: ~~November 1, 2021~~ July 1, 2026*

Assign Code 8810 when all of these conditions are met:

- The basic classification wording applicable to the business does not include clerical office employees.
- Other rules do not prohibit the assignment of Code 8810.
- Employees meet the specifications for Codes 8810 and Code 8871 clerical job duties and other requirements, and Code 8810 clerical office employee workstations.

**Rule for assigning Code 8810 to autonomous drone aircraft computer system designers or programmers**

Assign Code 8810 to autonomous drone aircraft computer system designers or programmers who

- qualify as clerical office employees in accordance with Rules for assigning Code 8810, and
- do not pilot or operate drone aircraft.

**References**

Refer to

- Codes 8810 and Code 8871 clerical job duties and other requirements, and
- Code 8810 clerical office employee workstations.

**Rules for assigning Code 8871****Rule ID: BM-STAN-R6738***Effective Date: ~~November 1, 2021~~ July 1, 2026*

Assign Code 8871 when all of these conditions are met:

- The basic classification wording applicable to the business does not include clerical telecommuting telecommuter employees.
- Other rules do not prohibit the assignment of Code 8871.
- Employees meet the specifications for Code 8810 and Code 8871 clerical job duties and other requirements, and Code 8871 clerical ~~office~~ telecommuter employee workstations.

**Rule for assigning Code 8871 to autonomous drone aircraft computer system designers or programmers**

Assign Code 8871 to autonomous drone aircraft computer system designers or programmers who

- qualify as clerical telecommuter ~~office~~ employees in accordance with Rules for assigning Code 8871, and
- do not pilot or operate drone aircraft.

**References**

Refer to

- Code 8810 and Code 8871 clerical job duties and other requirements, ~~and~~
- Code 8871 clerical ~~office~~ telecommuter employee workstations, ~~and~~
- Clerical.

**Item B-1451—Revisions to Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees**

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**Exhibit 4****Basic Manual**

(Applies in: AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN,  
KS, KY, LA, MD, ME, MO, MS, NE, NH,  
NM, NV, OK, RI, SC, SD, TN, UT, VA, VT, WV)

**Code 8810 and Code 8871 clerical job duties and other requirements**

Rule ID: BM-STAN-C59F7

Effective Date: ~~November 1, 2021~~ July 1, 2026

Job duties of employees assigned to Code 8810 or Code 8871 must meet the criteria for acceptable clerical and nonclerical activities.

**Acceptable clerical work activities for Code 8810 and Code 8871**

Duties of employees assigned to Code 8810 or Code 8871 must be limited to one or more of the following work activities:

- Create or maintain
  - employer records
  - correspondence
  - computer programs, or
  - files.
- Perform telephone duties, including telephone sales.
- Perform data entry or word processing.
- Operate a photocopier or fax machine, unless the employer's business provides photocopy or fax services to the public.
- Perform other similar general office work.

**Acceptable nonclerical work activities for Code 8810 and Code 8871**

Employees who meet the requirements of Code 8810 and Code 8871 are permitted to perform certain nonclerical duties. These duties include

- depositing funds in a bank
- picking up or delivering mail
- purchasing office supplies, or
- entering another area of the workplace for clerical purposes, such as to deliver paychecks.

**Unacceptable work activities for Code 8810 and Code 8871**

Employees are disqualified from assignment to Code 8810 and Code 8871 if their job duties involve

- conducting outside sales or meeting with outside representatives
- directly supervising nonclerical employees at a work area that does not meet the criteria described in Code 8810 clerical office employee workstations
- performing physical labor, ~~demonstration, or instruction, or~~
- performing any work in an area exposed to operative hazards, such as a stock or tally clerk, that is necessary, incidental, or related to any operations of the business other than a clerical office, or
- performing work that is included in the basic classification for the employer.

**References**

Refer to

- [Code 8810 clerical office employee workstations](#), and
- [Code 8871 clerical office telecommuter employee workstations](#).

## Item B-1451—Revisions to Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees

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### Exhibit 5

#### Basic Manual

(Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, ID, IL, IN,  
KS, KY, LA, MD, ME, MO, MS, NE, NH,  
NM, NV, OK, RI, SC, TN, UT, VA, VT, WV)

### Rule for assigning payroll to Code 8810 and Code 8871 for interchange of labor

Rule ID: BM-INTL-R1E8B

Effective Date: ~~November 1, 2021~~ July 1, 2026

When an interchange of labor exists between Code 8810 and Code 8871

- assign payroll to Code 8810 when the employee spends 50% or less of the time worked telecommuting as described by the Rules for assigning Code 8871, or
- assign payroll to Code 8871 when the employee spends more than 50% of the time worked telecommuting as described by the Rules for assigning Code 8871.

#### References

Refer to

- [Rules for assigning Code 8810](#), ~~and~~
- [Rules for assigning Code 8871](#), ~~and~~
- NCCI's **Basic Manual User's Guide** for examples.

**Item B-1451—Revisions to Basic Manual Rules and Classifications Related to Clerical Telecommuter Employees**

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**Exhibit 6**

**Basic Manual**

(Applies in: AK, AL, AR, AZ, CO, CT, DC, GA, HI, IA, IL, IN,  
KS, KY, LA, MD, ME, MO, MS, NE, NH,  
NM, NV, OK, RI, SC, TN, UT, VA, VT, WV)

**Rule for assigning payroll to the highest-rated classification**

**Rule ID: BM-INTL-R1C79**

*Effective Date: ~~November 1, 2021~~ July 1, 2026*

The distribution of payroll for the employee may result in no single basic classification that represents the largest amount of that employee's payroll. In such cases, assign the payroll included in the standard exception Code 8810, Code 8742, Code 8748, and Code 8871 to the highest-rated classification that represents any part of the employee's work.

**References**

Refer to NCCI's *Basic Manual User's Guide* for examples.