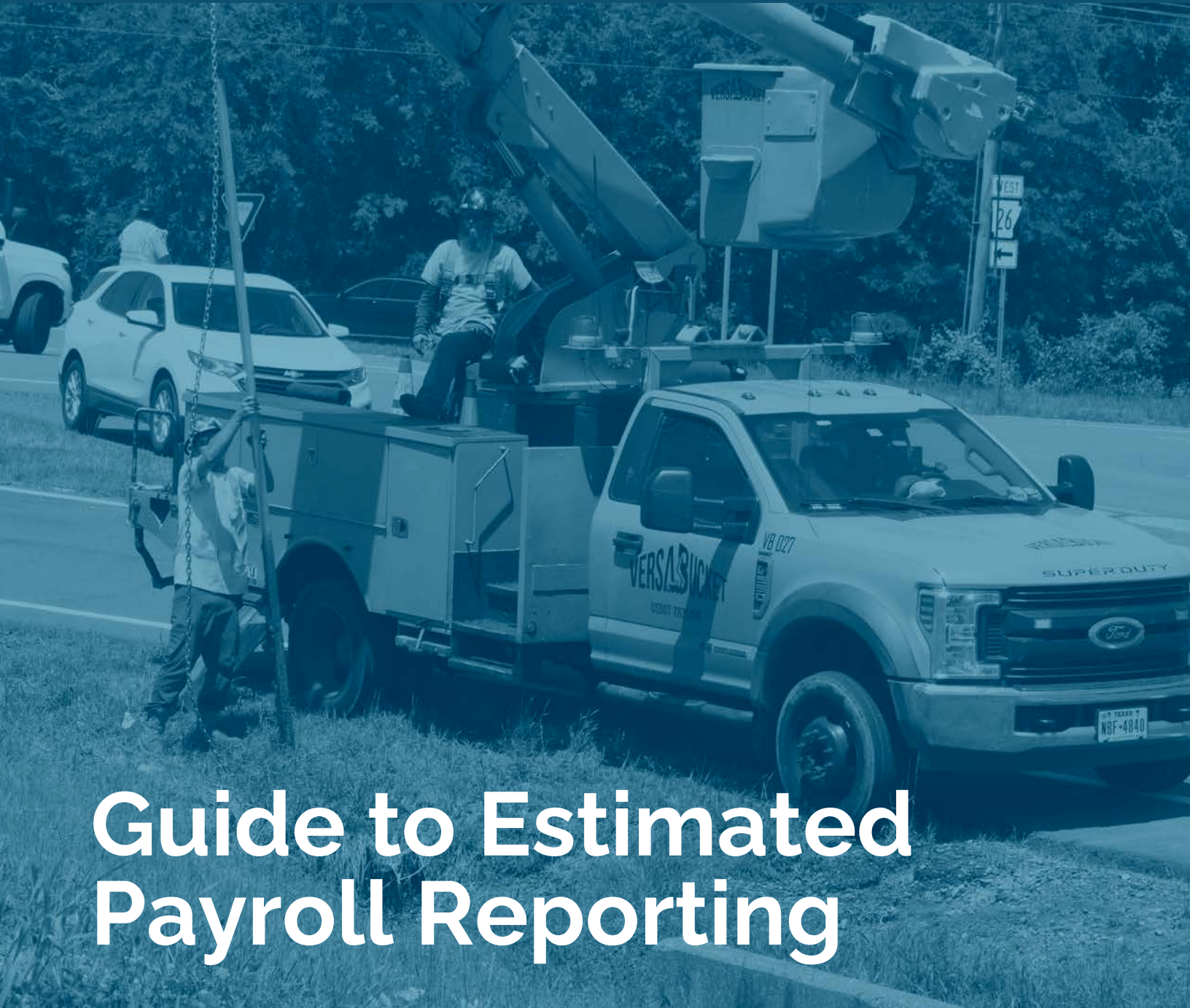




MUNICIPAL **WORKERS COMP**



Guide to Estimated Payroll Reporting



1-501-978-6127

Call for additional assistance.



WELCOME TO THE ESTIMATED PAYROLL REPORTING PROCESS



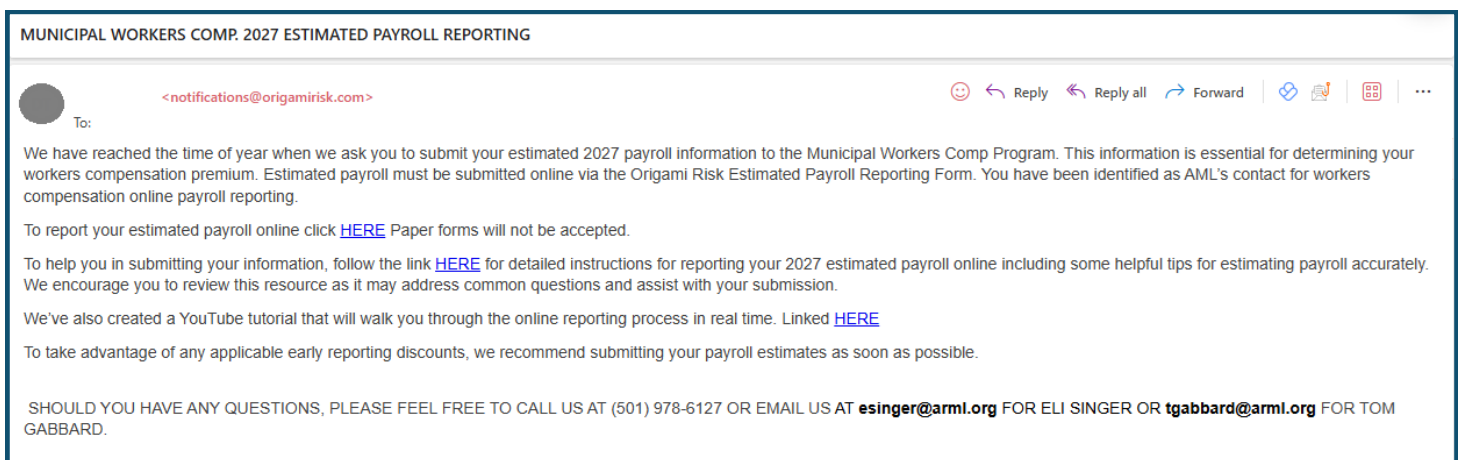
MUNICIPAL WORKERS COMP

You have been assigned to submit the Estimated Payroll Report required by the Municipal Workers Comp Program. Please see below for detailed instructions on how to navigate the new reporting system in our Origami Risk database.

STEP 1: OPEN YOUR ASSIGNMENT EMAIL

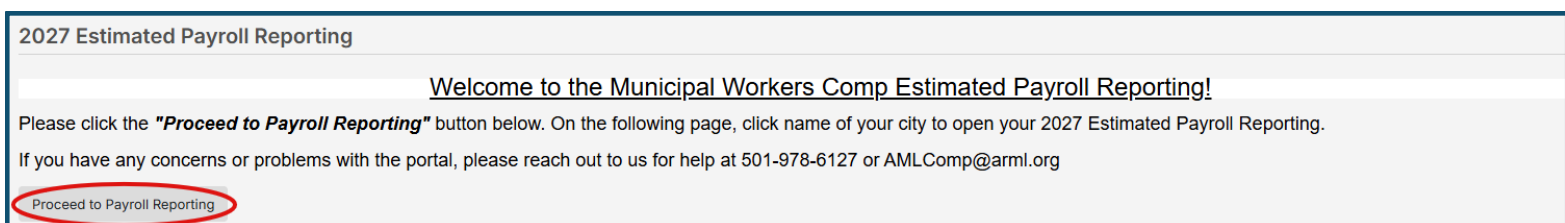
You should have received an email from Notifications@origamirisk.com that indicates you need to complete the Estimated Payroll Report. Click the included link to begin.

- If you did not receive this email and believe you should have, please contact us!



STEP 2: GO TO THE PAYROLL REPORTING WELCOME PAGE

The link will take you to the MWC Estimated Payroll Reporting Welcome page. Click "Proceed to Payroll Reporting."

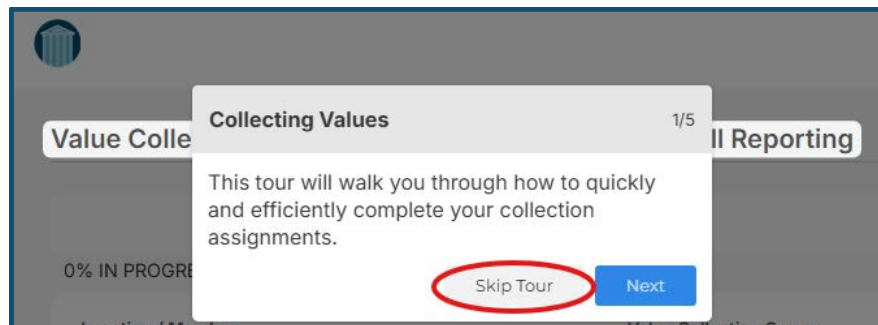


Need additional assistance? Call 1-501-978-6127



STEP 3: SKIP THE OPTIONAL TOUR

A pop-up offering a tour may appear. You can simply click "Skip Tour."



STEP 4: CHOOSE YOUR CITY, TOWN, OR LIMITED SERVICE MEMBER

On the main screen, you'll see a list of the members assigned to you. Click the name of the city, town, or LSM you are reporting payroll for.

- If you report payroll for multiple members, all of them will appear in this list.

Value Collection Assignment - 2027 Estimated Payroll Reporting			
0% IN PROGRESS			
1 TOTAL			
Location / Member	Value Collection Group	Status	Comments
ABC Member	Estimated Payroll	Pending	
1 to 1 of 1			

STEP 5: OPEN THE ESTIMATED PAYROLL REPORTING FORM

After selecting your member, the Estimated Payroll Reporting Form will open. Towards the bottom of the page, you'll see a list of the Job Classification Codes that appeared on your prior year's WC Premium Invoice along with your prior year's estimated payroll data for reference. (If the tour appears again, click "Skip Tour.")

Welcome to the MWC Estimated Payroll Reporting Form!				
Please enter 2027 estimated payroll information below for the Municipal Workers Comp Program. Please calculate the total payroll for each classification and round off to the nearest dollar.				
If you have any questions, please feel free to call us at (501) 978-6127 or email us at esinger@armt.org for Eli Singer or tgabbard@armt.org for Tom Gabbard. Thank you!				
Please select Yes if you would like more information. Thank you!				
Payroll Information? ☐ Yes ☒ No				
Payrolls ⓘ New Payroll				
Job Classification	Prior Year Est. Employees	Prior Year Est. Payroll	Estimated Number Of Employees	Estimated Annual Payroll
8831 - Animal Control	9	357,762.00		
7710 - Firefighters	113	7,878,551.00		
9102 - Parks	101	2,592,003.00		
7720 - Police Officers	140	10,647,877.00		
	363	21,466,273.00		



STEP 6: REVIEW AND UPDATE EACH JOB CLASSIFICATION CODE

Click each Job Classification Code to enter the estimated number of employees and the estimated annual payroll for 2027. Each code should appear only once in the list.

- **Entering Payroll for an Existing Job Classification Code**

- Click the Job Classification Code you want to update
- Enter:
 - Estimated # of Employees
 - Estimated Annual Payroll for 2027
- Click "Save Changes."
 - Note: "Save Changes" and "Save and Close" buttons perform the same function.

Important: Saving may take a few seconds. **Do not refresh your screen.**

EXAMPLE:

TO UPDATE g102 – PARKS, CLICK "g102 – PARKS."

Payrolls ⓘ					⚙ New Payroll
Job Classification	Prior Year Est. Employees	Prior Year Est. Payroll	Estimated Number Of Employees	Estimated Annual Payroll	
8831 - Animal Control	9	357,762.00			✖
7710 - Firefighters	113	7,878,551.00			✖
g102 - Parks	101	2,582,083.00			✖
7720 - Police Officers	140	10,647,877.00			✖
	363	21,466,273.00			

IF YOU HAD 100 PARKS EMPLOYEES WITH A TOTAL PAYROLL OF \$2,500,000, ENTER 100 AND 2,500,000.00. CLICK "SAVE CHANGES."

Save and CloseSave ChangesMore▼Cancel

Proposal:ABCMEM111-43-03 -

Job Classification:g102 - Parks

Prior Year Est. Employees:101

Prior Year Est. Payroll:2,582,083.00

Estimated Number of Employees:100

Estimated Annual Payroll:2,500,000.00

*NOTE: THE 'SAVE AND CLOSE' AND 'SAVE CHANGES' BUTTONS PERFORM THE SAME FUNCTION.



- **Adding a Job Classification Code That Is Not Listed**

- Click "New Payroll."
- In the pop-up window, click the Lookup Tool  next to "Job Classification."
- Choose the correct Job Classification Code from the list.
- Enter the Estimated # of Employees and Estimated Annual Payroll for 2027.
- Click "Save Changes."

Important: Saving may take a few seconds. **Do not refresh your screen.**

EXAMPLE:

IF YOU WANT TO ADD 2 AMBULANCE EMPLOYEES WITH A TOTAL PAYROLL OF \$100,000, CLICK "NEW PAYROLL," THEN CLICK THE LOOKUP TOOL, THEN CLICK "7705."

Payrolls ⓘ					
Job Classification	Prior Year Est. Employees	Prior Year Est. Payroll	Estimated Number Of Employees	Estimated Annual Payroll	
8831 - Animal Control	9	357,762.00	9	400,000.00	✖
7710 - Firefighters	113	7,878,551.00	113	7,878,551.00	✖
9102 - Parks	101	2,582,083.00	100	2,500,000.00	✖
7720 - Police Officers	140	10,647,877.00	140	10,647,877.00	✖
	363	21,466,273.00	362	21,426,428.00	

New Payroll

Member: ABC Member

Proposal: ABCMEM111-43-03 -

Job Classification: 

Prior Year Est. Employees:

Prior Year Est. Payroll:

Estimated Number of Employees:

Estimated Annual Payroll:



Job Classification	
Code	Description
8392	Automobile Storage Garage, Parking Lot or Parking Station
8601	Engineer
9093	Bowling Lane.
9220	Cemetery Operation & Drivers
7403	Airport Operators
7705	Ambulance
4511	Analytic Chemist

IN THE NEW PAYROLL WINDOW FOR 7705-AMBULANCE, ENTER 2 AND 100,000.00. CLICK "SAVE CHANGES."



- **How to Remove a Job Classification Code for 2027**

If a code appears but you do not have employees in that classification for 2027:

- Click the red 'X' for that Job Classification Code.
- Click OK on the "Are you sure you want to delete this payroll record?" popup
- The payroll has been deleted and will now appear with a strikethrough

Important: Saving may take a few seconds. **Do not refresh your screen.**

EXAMPLE:

IF YOU HAD ANIMAL CONTROL EMPLOYEES IN 2026 BUT NONE IN 2027, CLICK THE RED 'X' FOR 8831 – ANIMAL CONTROL.

Payrolls ⓘ					New Payroll
Job Classification	Prior Year Est. Employees	Prior Year Est. Payroll	Estimated Number Of Employees	Estimated Annual Payroll	
7705 - Ambulance	0	0.00	2	100,000.00	X
8831 - Animal Control	9	357,762.00			X
7710 - Firefighters	113	7,878,551.00	113	7,878,551.00	X
9102 - Parks	101	2,582,083.00	100	2,500,000.00	X
7720 - Police Officers	140	10,647,877.00	140	10,647,877.00	X
	363	21,466,273.00	355	21,126,428.00	

IN THE POPUP, CLICK 'OK' TO CONFIRM YOUR DELETION

live.origamirisk.com says

Are you sure you want to delete this payroll record?

OK Cancel

THE DELETED PAYROLL WILL NOW APPEAR WITH A STRIKETHROUGH.

Payrolls ⓘ					New Payroll
Job Classification	Prior Year Est. Employees	Prior Year Est. Payroll	Estimated Number Of Employees	Estimated Annual Payroll	
7705 - Ambulance	0	0.00	2	100,000.00	X
8831 - Animal Control	9	357,762.00			
7710 - Firefighters	113	7,878,551.00	113	7,878,551.00	X
9102 - Parks	101	2,582,083.00	100	2,500,000.00	X
7720 - Police Officers	140	10,647,877.00	140	10,647,877.00	X
	363	21,466,273.00	355	21,126,428.00	



STEP 7: VERIFY YOUR TOTALS

After updating all applicable codes, review the totals at the bottom of the form. They should match your 2027 payroll records.

Exception: Unpaid volunteer firefighters, unpaid auxiliary police officers, and unpaid elected officials must each be reported with \$300 in payroll, which may cause totals to differ slightly from your internal records.

You must enter data for all listed job classifications to save as completed.

Payrolls ⓘ New Payroll				
Job Classification	Prior Year Est. Employees	Prior Year Est. Payroll	Estimated Number Of Employees	Estimated Annual Payroll
7705 - Ambulance	0	0.00	2	100,000.00 ✖
8831 - Animal Control	9	357,762.00		
7710 - Firefighters	113	7,878,551.00	113	7,878,551.00 ✖
9102 - Parks	101	2,582,083.00	100	2,500,000.00 ✖
7720 - Police Officers	140	10,647,877.00	140	10,647,877.00 ✖
	363	21,466,273.00	355	21,126,428.00

STEP 8: ENTER YOUR CONTACT INFORMATION

Before saving your report, enter your name, email address, and title in the fields provided.

Help us connect with you. Please enter your contact details below:

Name: *

Email: *

Title: *

STEP 9: SAVE YOUR REPORT

You have two options:

Save for Later

- Use this if you are not finished.
- You can return to the form anytime using the link in your original assignment email.

Save as Completed

- Use this when your report is fully finished. You must enter data for all listed job classifications to save as completed.
- Once completed, your Estimated Payroll Report will be submitted to MWC for review.



2027 Estimated Payroll Reporting

Save as Completed or Save for Later



STEP 10: FINAL STEPS

- If you only report payroll for one member, click "I'm Finished."
- If you report for multiple members, complete all of them before clicking "I'm Finished."

One More Step...

- You have an option to enter any general comments for your payroll reporting
- Click "Submit" to complete your Payroll Reporting Form
- MWC will review your report and contact you if additional information is needed.

STEP 11: CONFIRMATION

You will see a Thank You screen once your 2027 Estimated Payroll Report has been successfully submitted. You may close the window.

2027 Estimated Payroll Reporting
Thank You!
<u>Thank you for completing the Municipal Workers Comp Estimated Payroll Reporting!</u>
If you have any concerns or questions about your submission, please reach out to us at 501-978-6127 or AMLComp@arml.org.



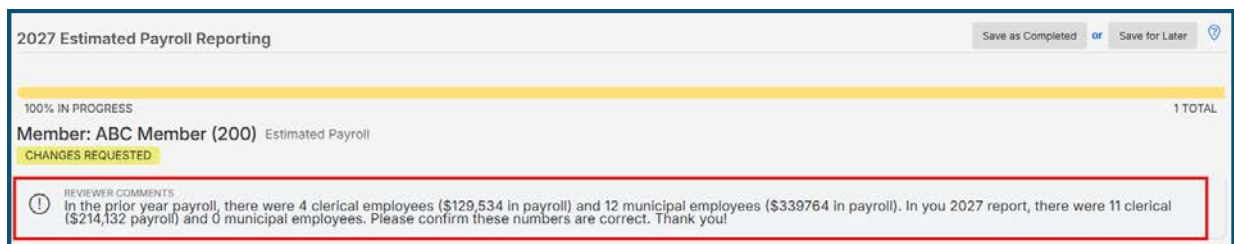
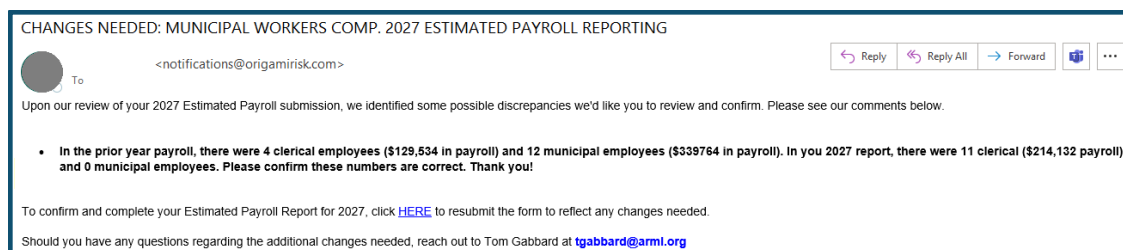
MUNICIPAL
WORKERS COMP

Your 2027 Estimated Payroll Report has been submitted and is now under review by the MWC Program. If any corrections or clarifications are needed, you may receive a follow-up email from Notifications@Origamirisk.com.

Once your report has been reviewed and accepted. You will receive a confirmation email from Notifications@Origamirisk.com containing a copy of the payroll numbers submitted for your records.

FOLLOW UP EMAIL

If your payroll report requires additional review, you may receive an email entitled 'Changes Needed' from notifications@origamirisk.com. Please follow the link to reopen your report where you can review the comments and make changes. Once you have reviewed your information, click "Save as Completed" to resubmit your form.



Need additional assistance? Call 1-501-978-6127



MUNICIPAL
WORKERS COMP

Portal FAQ

Got a question about reporting your 2027
Estimated Payroll Information?

Below are answers to the most frequently
asked questions about payroll reporting.



Q: Do I need an Origami Risk user account to complete payroll reporting?

A: No, payroll reporting will be accessed through a link sent to AML's designated workers comp. contact's email address.

Q: If I need to make changes to my payroll report can I reuse my email link?

A: No, once your form is saved as completed the link will no longer access the form. Please reach out to us at (501) 978-6127 or email AMLComp@arml.org.

Q: What is the best browser to access the portal?

A: The portal can be used on any browser but works best on Google Chrome or Microsoft Edge.

Q: Will I receive a copy of my submission for my records?

A: Yes. Once your report has been reviewed and accepted by MWC, you will receive an email containing a copy of your estimated payroll report.



1-501-978-6127

Call for additional assistance.

MWC



Helpful Hints

I. CALCULATING PAYROLL

Please note that we are asking you to report your projected payroll for the 12 months between January 1, 2027, and December 31, 2027. Please calculate the total payroll for each job classification code and **round to the highest dollar**. Do NOT input cents when reporting the payroll online.

When calculating total payroll, we suggest that you consider a breadth of possibilities, including but not limited to: wages or salaries including retroactive wages or salaries; bonuses; extra pay for overtime work; pay for holidays, vacations, or periods of sickness; pensions; employee contributions to any pre-tax plan (health, savings, retirement, etc.); anticipated salary increases; empty positions being filled; and/or new positions that could be added.

If you have employees who are unpaid, please report an annual salary of \$300.00 for each unpaid employee. This applies to volunteer firefighters, auxiliary police officers, and unpaid elected officials.

II. JOB CLASSIFICATION CODES

A detailed description of the job classification codes is included with this instruction sheet. If you have an employee that falls under more than one job classification code, that person's total salary should be placed under the code with the highest rated classification. If you are not sure which classification is the highest, please contact us for assistance. Please note, there is an exception for volunteer firefighters who also work for the city in another capacity. See below for more information.

For example, an employee might work in the water department but also spends time on the street or road crew. This employee should be placed within the highest rated classification, i.e. street or road work. If you are not sure which classification is the highest, please contact us for assistance.





Helpful Hints

III. FIREFIGHTERS

There are separate job classification codes for paid firefighters (7710) and volunteer firefighters (7711). **If your volunteer firefighters are unpaid, please report a minimum of \$300.00 annual salary for each volunteer firefighter.** For example, if you have 15 volunteer firefighters, the minimum payroll total would be \$4,500.00 or the amount they are actually paid *whichever is greater.*

Volunteer firefighters who also work for the city in another capacity should be rated in addition to their other work activity. For example, if you have a clerical employee with an annual salary of \$20,000.00 and he is also an unpaid volunteer firefighter, you would report that person as an employee under the Clerical code (8810) with the payroll of \$20,000.00 and you would report that person again under the Volunteer Firefighter code (7711) with the payroll of \$300.00.

IF YOU PARTICIPATE IN OUR SUPPLEMENTAL FIREFIGHTER PROGRAM, YOU MUST DECLARE FIREFIGHTERS AND/OR VOLUNTEER FIREFIGHTERS ON YOUR ESTIMATED PAYROLL REPORT SO THEY ARE INCLUDED ON YOUR MWC POLICY.

Please be sure your paid firefighters are municipal firefighters and not solely rural firefighters. Although some firefighters may have coverage under more than one organization, they can recover only the standard benefits. If your firefighters primarily serve the county, it might be wise to cover them under the county, provided that when they fight a city fire the county will provide benefits.

IV. CLERICAL AND ELECTED OFFICIALS

The "clerical" classification includes elected officials whether paid or unpaid. **If your elected officials are unpaid or make less than \$300.00 per year, please report a minimum of \$300.00 annual salary for each elected official.** Please note that the term "elected officials" includes council members, board of directors, aldermen, etc.





Helpful Hints

V. POLICE

Police Officers, code 7720, includes all police officers, jailers or desk officers, **code enforcement officers who write citations, dispatchers, and auxiliary police officers**. Clerical employees of a police department should be classified as code 8810.

To be eligible for Workers' Compensation coverage an Auxiliary Law Enforcement Officer must have completed or be in the process of completing his training for certification by the Arkansas Commission on Law Enforcement Standards and Training. **If your auxiliary police officers are unpaid, please report a minimum of \$300.00 annual salary for each auxiliary police officer.**

VI. LIFEGUARDS & CONCESSION STAND EMPLOYEES

Lifeguards should be reported under job classification code 9015, Building NOC. Concession stand employees should be reported under job classification code 9083, Restaurant/Fast Food.

VII. DEFINITIONS

- NOC - Not otherwise classified.
- A/O - All others
- Buildings NOC - Custodial or janitorial care, including lifeguards; does not include building inspectors (rated under the Municipal Employees).

City Attorneys and Municipal Judges – Generally these positions are not defined as employees, but as sub-contractors. However, if the City Attorney or Municipal Judge is maintained on the payroll as an employee (i.e., with deductions taken for taxes, social security, etc.), please report them and their staff under the appropriate job classification code.

Part-Time & Seasonal Employees – If you report their payroll on your W-3 (not as a 1099), they should be included as employees for rating purposes. Their payroll should be reported under the appropriate job classification code.



2027 Class Code Descriptions

3365	Welding or Cutting	Applies to all types of contract welding or cutting operations that are not otherwise classified. Includes welding or cutting operations performed by specialist contractors doing both shop work or outside work and includes incidental machining operations.
3724	Electrical Installation	Applies to contractors specializing in the erection or repair of heavy machinery or electrical equipment at their customers' locations, which may include plants, factories, and mills. Electrical equipment may include compressors, converters, generators, heavy motors, etc.
4511	Analytic Chemist	Applies to employers that operate analytical laboratories or that perform assaying as a distinct business, providing services for others. Includes collection of samples away from the lab and testing of samples at any location.
5183	Plumbing NOC	Applies to plumbing operations provided that the work performed is "not otherwise classified" (NOC). Includes installation, removal, or repair of equipment that is used to direct gas or water supplies to a destination.
5190	Electrical Wiring	Applies to the installation or repair of electrical wiring systems within buildings and includes the installation of small electrical fixtures such as fuses, plugs, or snap switches.
5192	Parking Meter Collector	Applies to those who install, service, or repair parking meters and vending or coin operated machines which are placed in locations owned or occupied by others.
5403	Carpentry	Applies to the construction of (a) commercial buildings or structures, including mixed-use buildings, with no height restrictions, and (b) multiunit residential buildings that exceed three stories in height.
5506	Street or Road Const	Applies to all kinds of paving or repaving, scraping, or surfacing or resurfacing. Includes airport runways or warming aprons.
6217	Landfill	Applies to specialist contractors who perform general excavation including ditch digging, burrowing, filling, or backfilling, provided that such operations are not otherwise classified.
6306	Sewer Construction	This is an all-inclusive class for employers engaged in sewer construction operations. It applies to the installation of force main-type sewage work, the installation of storm sewer lines including the outfall, construction of drain concrete boxes, catch basins, manholes, laying of pipe, etc.
6319	Water Main Const	Applies to the construction of gas mains, steam mains, water mains or construction that connects these types of mains. Includes tunneling at street crossings when not performed under air pressure. All other tunneling is to be separately rated.
6325	Conduit Const. & Drivers	Applies to those who construct conduits for cables or wires. This is an all-inclusive classification and applies to an entire job, i.e., the erection or installation of auto-stop lights, highway guard-crossing systems, ornamental street lights, railway signal systems, and traffic signals.
7380	School Bus Drivers	Applies to school bus drivers employed by school districts that operate their own buses and to commercial drivers, chauffeurs, messengers, and their helpers provided they are not otherwise classified.

2027 Class Code Descriptions

7382	Drivers	Applies to employers operating bus companies. This includes transit bus lines, charter buses, tour lines, and airport buses
7403	Airport Operators	Applies to ground personnel such as, but not limited to, maintenance and service personnel, cargo and baggage handlers, ticket sellers or information clerks at airports, and security personnel.
7420	Aviation Pilot Dusting	Applies to flying crews who operate fixed-wing aircraft to perform aerial application and seeding operations, such as aerial crop dusting. Also applies to the fixed-wing aircraft flying crew of employers that perform aerial firefighting. This code includes smoke jumpers, but does not include firefighting conducted by helicopter.
7502	Gas Companies	Applies to all who operate natural gas operations, including meter readers, store employees, local distribution of natural gas by gas mains and drivers, or piping to their customers. Does not apply to construction of buildings or gas holders, construction or operation of cross-country pipelines, or drilling or operation of wells.
7520	Waterworks	Applies to those who operate water plants, whether they are operated by a municipal board, commission, or a private company, including the installation, maintenance and repair operations of water plants. Includes meter readers and store employees.
7538	Electric Power Line	Applies to those who perform electric light or power line construction, including overhead and underground cable or line installation operations.
7539	Electric Light Co.	Applies to those who operate public electric light or power companies, provided that such companies are not otherwise classified in the manual. Includes clearing rights-of-way, erecting poles or towers, installing circuit breakers or transformers on poles, laying underground cables, and stringing high-tension wires.
7580	Sewage Disposal	Applies to those who operate sewage disposal plants, which can be operated by a municipal board, a commission, or a private company. Includes pipeline extension, maintenance, and repair.
7600	Telephone Co.	Applies to those in telecommunications companies (Cable TV or Satellite), including the extension, installation, maintenance, and operation of overhead and underground lines and service connections, including line installation within a building. Includes installation of fiber-optic lines.
7705	Ambulance	Applies to Ambulance Service Companies, emergency medical services (EMS) providers and drivers, and those who provide door to door nonemergency medical transportation of patients between medical facilities.
7710	Firefighters	Applies to those who serve the public through firefighting and related fire protection services. Includes firefighters who also perform emergency medical services (EMS).
7711	Volunteer Firefighters	Applies to those who voluntarily service the public through firefighting and related fire protection services. Includes firefighters who also perform emergency medical services (EMS).

2027 Class Code Descriptions

7720	Police Officers	Applies to all police department employees of municipalities, townships, counties, or states. Includes auxiliary police officers, parking meter readers , and dispatchers.
8017	Store Retail	Applies to retail stores that are principally engaged in selling merchandise that is not described by a specialty retail store classification.
8264	Recycling	Applies to dealers who handle secondhand material such as bottles, paper stock, rags, and rubber. These materials can be collected from various sources, such as office buildings, wholesale merchants, manufacturing plants, or junk dealers.
8380	Automobile Service or Repair	Applies to employers the operate automobile service or repair centers, including minor service and major mechanical repair work on automobiles, golf carts, motorcycles, trucks or vans. Includes mechanics and parts department employees. Does not include salespersons, body repair, or towing.
8385	Garage Emp.	Applies to all garage or automobile service employees of employers that operate bus companies, limousine or livery companies, taxicab companies, automobile and truck rental companies, ambulance service companies, and contract school bus companies.
8392	Parking Garage	Applies to employees of automobile storage garages, parking lot or parking stations, valet services, cashiers or counter personnel and drivers. Includes parking lot attendants.
8742	Salesperson	Applies to outside salespersons or collectors that are common to many businesses and considered to be Standard Exceptions. They primarily perform sales and collection duties away from the employers' premises.
8810	Clerical	Applies to clerical office employees provided they are not otherwise classified. Typical job duties include computer composition, creation or maintenance of financial records, handling correspondence, technical drafting, and telephone duties. Clerical work areas must be physically separated from all other work areas and the operative hazards of the employer.
8820	City Attorney	Applies to attorneys or law offices, including city attorneys.
8824	Retirement Living Ctrs - Health Care Employees	Applies to facilities that provide skilled nursing care and other types of residential services for individuals who require medical or nursing care and rehabilitation services. Applies to all employees providing care to residents, including aides, dietitians, nurses, orderlies, pharmacists, physicians, technicians, and therapists.
8826	Retirement Living Ctrs A/O	Applies to facilities that provide skilled nursing care and other types of residential services for individuals who require medical or nursing care and rehabilitation services. Applies to employees (other than clerical and healthcare) who provide food services, maintenance, and operation of these facilities.
8831	Animal Control	Applies to those who operate veterinary hospitals, including animal control officer operations who may work for government agencies and be exposed to harm and injury, such as bites, diseases, and scratches from handling animals.

2027 Class Code Descriptions

8833	Hospital Professionals	Applies to the professional employees of general hospitals, hospitals that treat specific infirmities, private hospitals, and public hospitals. Including physicians, nurses, medical technicians, therapists, counselors, social workers, and administrators. See Code 9040 for all other hospital employees.
8868	School Professionals	Applies to clerical and professional employees of colleges and schools, including academic, trade, or vocational institutions of learning such as online schools, and graduate schools. Includes teachers, administrators, counselors, professors, nurses, social workers, and therapists. See Code 9101 for all other school employees.
8869	Child Day Camp	Includes day camps serving both preschool and school-age children. Does not include camps providing overnight accommodations, child care medical providers, orphanages, cub scouts/brownies, boys & girls clubs, or specialty day camps (riding, skiing).
9015	Building NOC	Applies to the care, custody, and maintenance of facilities or premises, including building or property management employees, and owners, lessees, or real estate management firms that operate office, apartment, tenement, mercantile, or industrial buildings. ***Includes custodial or janitorial care and lifeguards but does not include building inspectors (which go under code 9410)***
9033	Housing Authority	All-inclusive classification applicable to all employees of housing authorities that operate completed public housing projects, including all functional operations such as building and grounds maintenance, inspection, janitorial service, management, and security.
9040	Hospital A/O	Applies to employees of hospitals other than those who qualify under any of the following companion classifications: Code 8833—Hospital Professionals; Code 7380—School Bus Drivers; Code 8742—Salespersons; or Code 8810—Clerical.
9060	Golf Courses	Applies to those who operate clubs where the majority of employees work outdoors performing activities associated with outdoor sports. Includes country clubs, golf and fishing clubs, and ski and yacht clubs operated by a community association or municipality.
9082	Restaurant NOC	Applies to those who operate restaurants, only if no other classification more specifically describes the employer's business. Includes traditional restaurants with wait service.
9083	Restaurant/Fast Food	Applies to employers that prepare and serve food and beverages for on or off premises consumption, also includes concession stand workers .
9093	Bowling Lane	Applies to employers that operate bowling lanes with or without billiard or pool halls. Includes counter employees, general maintenance crews, mechanics, managerial staff.
9101	School A/O	Applies to all employees of academic, trade or vocational institutions of learning other than clerical and professional employees. Includes those who perform duties such as the care, custody, or maintenance of buildings, grounds, or equipment.

2027 Class Code Descriptions

9102	Parks	Applies to those who operate public parks, including the care and maintenance of all buildings within the parks, such as equipment storage, administrative buildings, pavilions, and rest houses. Includes maintenance of baseball diamonds, flowers, shrubs, swimming pools, park grounds, tennis courts, trees, and zoos.
9220	Cemetery Operations	Applies to all cemetery operations including the care and maintenance of each grave, planting and cutting of grass and shrubbery, digging and backfilling of holes for caskets, and general maintenance.
9402	Street Cleaning	Applies to those who specialize in the cleaning of streets, including municipal employees who clean streets by either manual means or using mechanical sweepers or water sprinkling trucks. Includes interior tunnel wall cleaning and parking lot power sweeping.
9403	Sanitation	Applies to those who perform public or private collection of garbage, ashes, or refuse and the transporting of same to waste reduction or incinerator plants, rendering or fertilizer plants, or dumps.
9410	Municipal Employees	Applies to employees of governmental occupations such as building inspectors , electrical inspectors, inspectors for the Board of Health, laboratory employees, property appraisers, tax assessors and collectors, toll collectors, and welfare workers. ***May include employees who do not fit within these particular classifications. However, the case may arise where you have an employee who provides a specialized type of service such as sign painting, carpentry, painting, welding, etc. In such case, please contact our office to obtain the correct classification code.***



1-501-978-6127

Call for additional assistance.

