

**NEW YORK CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM
APPLICATION INSTRUCTIONS**

- 1) Determine the classification code applicable to **all employees** of the business. This includes clerical workers, salespersons and executive officers (unless they are excluded from coverage) but does **not** include subcontractors and independent contractors. Eligible classification codes are shown below.
- 2) List each classification code on the application (unless the insurance carrier has already done so). **This includes** both **eligible** and **non-eligible** classification codes.
- 3) Determine the limited payroll (excluding premium overtime pay, bonuses, commissions) and hours worked for each employee performing commercial work in accordance with the Payroll Limitation Law. For employees performing work on one or two-family residential housing, report the total gross wages and hours worked. The program uses the third quarter (July, August, and September) payrolls as shown below:

<u>Policy Effective Date</u>	<u>Third Quarter Payroll</u>	<u>LIMITED PAYROLL</u>
April 1, 2006 thru March 31, 2007	2005	\$750
April 1, 2007 thru March 31, 2008	2006	\$750
April 1, 2008 thru March 31, 2009	2007	\$750
April 1, 2009 thru March 31, 2010	2008	\$825
April 1, 2010 thru March 31, 2011	2009	*
April 1, 2011 thru March 31, 2012	2010	*

*To Be Determined

(Premium overtime pay is the amount paid over and above straight time. As an example, if someone worked 40 hours @ \$6 an hour and 2 hours @ \$9 an hour, the employee should be included on the application for 42 hours @ \$6 per hour (\$252). The additional \$3 paid for the 2 hours of overtime is excluded as long as the payroll records are properly maintained.)

Total the payrolls and hours worked by classification code as well as by the type of work performed (residential or commercial). List each applicable classification code on the application showing the residential total payroll and the limited commercial payroll on separate lines. This means that the same classification code could appear twice on the same application. Hours worked for non-eligible classification codes are not required. The payrolls of all employees are to be included, even those earning an hourly wage that is less than the minimum hourly wage for eligibility under the program (currently \$15.50 per hour).

The program grants credits based on the **average** hourly wage for those classification codes eligible for the program. If an employer has more than one policy which can be combined for experience rating purposes, include the total wages and hours worked for all policies on the application. An example of this would be wrap-up policies.

- 4) List **each** executive officer on a **separate** line showing the applicable classification code for each executive officer. Also indicate each executive officer's title (if the executive officer(s) are excluded from coverage, then no entry is required).
- 5) List the actual quarterly wages for each executive officer (if the executive officer(s) are excluded from coverage, then no entry is required). If the officer is included under a classification code that is eligible under the Payroll Limitation Law, use the limited payroll for that executive officer for the required 520 hours per quarter.
- 6) Sign and date the application and mail the application to:

New York Compensation Insurance Rating Board
200 East 42nd Street
New York, NY 10017
Attention: Terry Gerics, Executive Assistant

ELIGIBLE CLASSIFICATION CODES

0042	5000	5059	5184	5221	5403	5462	5491	5538	5645	5709	6045	6233	6306	7536	9526	9549
3365	5022	5069	5188	5222	5428	5473	5506	5545	5648	6003	6204	6235	6319	7538	9527	9553
3724	5037	5102	5190	5223	5429	5474	5507	5547	5651	6005	6216	6251	6325	7601	9534	
3726	5040	5160	5193	5348	5443	5479	5508	5606	5701	6017	6217	6252	6400	7855	9539	
3737	5057	5183	5213	5402	5445	5480	5536	5610	5703	6018	6229	6260	6701	8227	9545	

NOTE: This application must be received by the Rating Board six (6) months prior to the policy renewal effective date. The Rating Board will accept and process an application if it is received between the policy effective and expiration date, however, it must be accompanied by a letter stating the reason for the delay. The submission of a revised application must be received no later than one (1) year after the expiration date of the policy to which the credit applies.

Under no circumstances will an original application be accepted for any policy if it is received after the expiration date of the policy, nor will a revised application be accepted if it is received later than one (1) year from the expiration date of the policy to which the credit applies. For short-term policies, the application must be received prior to the expiration date of the short-term policy.

A credit will not be calculated if any application is received beyond the required dates of receipt.