



Minnesota Workers' Compensation
Insurers Association, Inc.
7701 France Avenue South ▪ Suite 450
Minneapolis, MN 55435-3200

May 13, 2010

ALL ASSOCIATION MEMBERS

Circular Letter 10-1575

RE: Service Writers

The Minnesota Department of Commerce has approved the above filing to become effective 12:01 a.m., July 1, 2010, for new and renewal business.

The purpose of the above filing item is to amend the description for Code 8380 – Automobile Service Center or Repair & Drivers and Code 8393 – Automobile – Body Repair to clarify that service writers are included within the scope of these classification codes in Minnesota.

Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) was made aware that inconsistencies exist in the way carriers writing business in Minnesota classify service writers in the automobile repair industry. Currently, the *Minnesota Basic Manual* does not specify that service writers should be classified under Codes 8380 and 8393. Instead, the Manual relies on the user's understanding of how general inclusions are handled in the workers' compensation classification system. After reviewing this subject, a paragraph has been added to Codes 8380 and 8393 in the *Minnesota Basic Manual* to clarify that service writers are included within the scope of these classifications.

Exhibit I reflects the changes necessary to the *Minnesota Basic Manual* to implement this filing in Minnesota.

If you have any questions regarding the above filing, please direct them to MWCIA's Member & Customer Services' staff at 952.897.1737 (Option 1) or via email at underwriting@mwcia.org.

A NOTICE TO MEMBERSHIP:

MWCIA would like to remind our membership, who have filed a Limited Power of Attorney with the Minnesota Department of Commerce, that no materials referenced in this Circular Letter are required to be independently filed with the Department.

EXHIBIT I
BASIC MANUAL
PART TWO — CLASSIFICATIONS

Effective **July 01, 2010**

CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:		COMMENTS:
Code No.	Classification	Code No.	Classification	

	AUTOMOBILE		AUTOMOBILE	
8393	<p>Body Repair. Applies to the repair of metal, fiberglass, and plastic automobile bodies and includes upholstery and painting. Codes 8393, 3822, and 3824—Automobile body mfg., Code 3808—Automobile mfg., and Code 8380—Automobile service or repair center shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.</p>	8393	<p>Body Repair. Applies to the repair of metal, fiberglass, and plastic automobile bodies and includes upholstery and painting. Codes 8393, 3822, and 3824—Automobile body mfg., Code 3808—Automobile mfg., and Code 8380—Automobile service or repair center shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.</p> <p><u>Employees (usually referred to as service writers) who greet customers for the purpose of discussing problems associated with the customer's vehicle are additionally classified to Code 8393. These service writers will often conduct a cursory inspection of the customer's vehicle and provide an estimate for the anticipated repair work. These employees may also enter the shop area to determine the status of repair work on a customer's vehicle.</u></p>	<p>AMENDS THE CLASSIFICATION PARAGRAPH DESCRIPTION FOR CODE 8393 TO CLARIFY THAT SERVICE WRITERS ARE INCLUDED WITHIN THE SCOPE OF THIS CODE IN MINNESOTA.</p>

EXHIBIT I
BASIC MANUAL
PART TWO — CLASSIFICATIONS

Effective **July 01, 2010**

CURRENT PHRASEOLOGY:		PROPOSED PHRASEOLOGY:		COMMENTS:
Code No.	Classification	Code No.	Classification	
8380	<p>Service or Repair Center & Drivers. Includes parts department employees. Automobile salespersons to be separately rated as Code 8748. Codes 8380 and 8392—Automobile storage garage shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.</p>	8380	<p>Service or Repair Center & Drivers. Includes parts department employees. Automobile salespersons to be separately rated as Code 8748. Codes 8380 and 8392—Automobile storage garage shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.</p> <p><u>Employees (usually referred to as service writers) who greet customers for the purpose of discussing problems associated with the customer's vehicle are additionally classified to Code 8380. These service writers will often conduct a cursory inspection of the customer's vehicle and provide an estimate for the anticipated repair work. These employees may also enter the shop area to determine the status of repair work on a customer's vehicle.</u></p>	<p>AMENDS THE CLASSIFICATION CROSS-REFERENCE PARAGRAPH DESCRIPTION FOR CODE 8380 TO CLARIFY THAT SERVICE WRITERS ARE INCLUDED WITHIN THE SCOPE OF THIS CODE IN MINNESOTA.</p>