



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

January 30, 2013

ALL ASSOCIATION MEMBERS

Circular Letter No. 13-1630

RE: Revisions to the *Minnesota Basic Manual* – Officials of Political Subdivisions

The Minnesota Department of Commerce has approved the above filing to become effective 12:01 a.m., March 1, 2013, for new and renewal business.

The purpose of this item is to update the *Minnesota Basic Manual* to amend the verbiage on how to compute payroll for officials of political subdivisions to make it consistent with Minnesota Statute §79.211.

The attached exhibit illustrates all changes necessary to the *Minnesota Basic Manual*. Please note that strikethroughs indicate deleted text while underlining indicates new or added text.

Please direct any questions you may have concerning this item to MWCIA's Member & Customer Services staff at 952-897.1737 (Option 1) or 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

CLASSIFICATION INTERPRETATIONS

Effective **March 1, 2013**

CURRENT PHRASEOLOGY	PROPOSED PHRASEOLOGY	COMMENTS
<p>Officials of Political Subdivisions. Elected or appointed officials of political subdivisions who become statutory employees under the provisions of the Workers' Compensation Law through the adoption by its governing body of an ordinance or resolution to that effect shall be included in the premium computation at their actual wage subject to a minimum annual wage based on the average weekly wage value (annual wage — average weekly wage times 52 weeks) stated in the Miscellaneous Values Table of the <i>Minnesota Ratemaking Report</i>. A part of a week shall be considered as a full week in determining the average weekly payroll. The entire payroll so developed of each official shall be assigned to Code 9410—Municipal, township, county, or state employees NOC; provided, however, the entire payroll so developed of each official who regularly and frequently performs such duties as are ordinarily undertaken by a superintendent, foreman or workman shall be assigned to the classification applicable to the work being performed. The payroll of any official whose duties satisfy the definition for "Clerical Office Employees" as set forth under Rule 1-B-2-a of this manual shall be assigned to Code 8810—Clerical Office Employees NOC.</p>	<p>Officials of Political Subdivisions. Elected or appointed officials of political subdivisions who become statutory employees under the provisions of the Workers' Compensation Law through the adoption by its governing body of an ordinance or resolution to that effect shall be included in the premium computation at their actual <u>annual wage received from the town (Minnesota Statute 79.211, subd. 3.)</u>. The entire payroll so developed of each official shall be assigned to Code 9410—Municipal, township, county, or state employees NOC; provided, however, the entire payroll so developed of each official who regularly and frequently performs such duties as are ordinarily undertaken by a superintendent, foreman or workman shall be assigned to the classification applicable to the work being performed. The payroll of any official whose duties satisfy the definition for "Clerical Office Employees" as set forth under Rule 1-B-2-a of this manual shall be assigned to Code 8810—Clerical Office Employees NOC.</p>	<p>AMENDS HOW TO COMPUTE PREMIUM FOR OFFICIALS OF POLITICAL SUBDIVISIONS.</p>