STANDARD EXCEPTION CLASSIFICATIONS

WAC 296-17-31018 Employments referred to as standard exceptions are to be separately rated unless these employments are specifically included within the scope of the basic classification.

A division of a single employee's worker hours SHALL NOT be permitted between two standard exception classifications or between a standard exception classification and a basic business classification.

Clerical Office - Class 4904 employees are defined as those employees whose duties are confined to keeping the books or records of the employer, having no other duty of any nature in or about the employer's premises. Draftsmen will be considered to be clerical office employees when their duties are limited to office work only and they are not exposed to the operative hazard of the business.

Sales Personnel, Outside - Class 6301, 6302 and 6303 are defined as those employees engaged in such duties away from the premises of the employer who sell, solicit or service accounts of customers for the employer. *Provided* that no employee duties include handling merchandise such as delivery, stocking or display set up. Messengers will be considered sales employees *provided* the messenger is used solely by the employer in connection with the administration of the employer's business operation and not a general delivery service.

Corporate Officers - Class 7101 are defined as those employees of a corporation elected and empowered in accordance with the articles of incorporation or bylaws as officers who are also shareholders and may serve on the board of directors and whose duties are limited to administrative, clerical office and outside sales activities for the corporation. (See RCW 51.12.020 (8)). Any corporate officer who is exposed to any operative hazard of the business or directly supervises workers who are exposed to any operative hazard of the business may not report in class 7101. A corporate officer engaged exclusively in outside sales shall be assigned classification 6303. *In no event however will a corporate officer be assigned the clerical office classification 4904.*

Members/Managers of LLC are reported in class 7100 if their duties are limited to administrative, clerical or outside sales duties. Any Member/Manager of an LLC who is exposed to the operative hazard or directly supervising workers exposed to the operative hazard of the business, may not report in class 7100. If engaged exclusively in outside sales, they are reported in class 6303.

If any worker described above is exposed to any operative hazard of the business, their entire worker hours shall be assigned to the highest rated classification of work to which they are exposed.

This card is intended as a Quick Reference Guide. We make every effort to ensure that it is correct. It is not intended to replace Department of Labor and Industries or insured's policies, procedures, RCW's or WAC's in their entirety.