

MSU Work Comp Program

Introduction and purpose: MSU Bozeman is covered under the Montana University System Self Funded Workers Compensation Program. Each employee at MSU has a work comp deduction built into PDAEDN and is assigned a 'Value' of 4M (high) or 4L (low), depending on the nature of their work at MSU. In an effort to preserve the stability of our Work Comp program we perform routine audits twice a year, fall, and spring, and correct discrepancies. Our goal is to properly classify our employees to keep our employer costs in check and our Work Comp Self Funded Coverage plan properly funded. Using the Scope Manual as a guide, we have outlined guidelines that help us determine what OWC value should be assigned to the individual. Each individual has a position number associated with them. The first two digits or prefix of the position number is the key for much of the audit.



Exceptions to the guidelines may occur. Safety and Risk monitors claims and may add, or edit new guidelines to suit our organizations needs. Note the following exceptions:

Workers Comp Classification using SCOPE Manual 2008 guidelines OWC Deduction Code, 4L (Low) & 4M (High) Rates

Position numbers beginning with:

A, B, C, F & H = Professionals = Low 4L

R & X = Fixed Term Professionals = Low 4L

(Exceptions for Professionals: Actors, & Food Service Managers = High 4M)

D = Graduate Students = Low 4L (it is considered that they perform similar or related work to the professionals)

M & N = Classified employees classification varies by Job title

T & S = Temp Hourly & Students classification varies by job description

Three categories to consider in looking at Classified, Temp & Student Employees:

Clerical employees (e.g. Admin Assoc, Acct. Assoc, any other office work position) = Low 4L

Employees who assist professionals - employees who perform similar or related duties as the professionals. (e.g. Research Assist, Program Assist, Assist Athletic Coaches, Graphic Designer, Computer Systems Analyst, etc) = Low 4L

All other Employees = High 4M

Definitive High 4M for Classified Positions:

Actors

Facilities Service Employees who are not clerical or professionals

Cooks/Bakers/Food Service who are not clerical

Resident Life Employees who are not clerical, professionals or assistants to the professionals
Library Employees who are not clerical, professionals or assistants to the professionals
Museum Employees who are not clerical or professionals or assistants to the professional
TV & Radio Broadcasters/Camera Men & Technicians who are not professionals or assist the
professionals

Mail Carriers

Cashiers

Daycare Employees who are not professionals

Police officers

Agricultural Employees who are not professionals and are not assistants to the professionals

Lab Employees who are not directly involved in research. (e.g. Lab techs, lab aids, etc)

Sports Facilities who are not clerical or professionals

Rodeo Coach and Assistant Coaches

Student employees can be difficult to classify usually due to a weak job description on their paperwork. **If in doubt**, inquire with the department as to what their job entails. In general the only Low 4L classifications for them would be if they are doing office work or are working directly with a professional, usually in research. If they are involved in the care and maintenance of animals, labs or equipment in the research lab, they would be coded high, 4M. All other student employees should be coded High, 4M.

An important factor with students is that they change jobs from one year to the next, so when building them in for a new job you will need to update their OWC classification.

If you are not certain, I would be glad to take a look at the PTF or EPAF to help determine what their Worker's Comp Classification code should be.

When in doubt - code high (4M). If any aspect of their job falls in the high category - code them high (4M).