



March 4, 2021

CIRCULAR LETTER TO ALL MEMBER COMPANIESRe: Workers Compensation Insurance

Revision to North Carolina Basic Manual Rules Related to the COVID-19 (Coronavirus) Pandemic

As previously announced, the North Carolina Rate Bureau (Bureau) filed and the North Carolina Commissioner of Insurance approved a temporary state-specific revision to the North Carolina Basic Manual for Workers Compensation and Employers Liability (NC Basic Manual) to allow employees, whose duties were previously assigned to a higher-rated governing classification, to be reassigned to Classification Code 8871 – Clerical Telecommuter Employees.

This reclassification is intended for employees now working in a stay-at-home environment and performing duties consistent with clerical operations, when the higher-rated governing classification does not include clerical operations. Payroll records must clearly reflect the division of payroll between the pre and post North Carolina stay-at-home order. If separate, accurate, and verifiable records are not maintained, payroll is assigned to the classification for work normally performed by the employee prior to any emergency orders, laws, or regulations issued due to the COVID-19 (coronavirus) pandemic.

The approved payroll reclassification is applicable to policies in effect on or after March 30, 2020 – the day the North Carolina stay-at-home order was issued – until 45 days after the order is lifted to allow employers flexibility to implement their own return-to-work-plan.

On Wednesday, February 24, 2021, Governor Roy Cooper announced an Executive Order lifting the North Carolina stay-at-home order effective as of 5pm Friday, February 26, 2021. As the North Carolina stay-at-home order is lifted, the temporary payroll reclassification rule will expire on April 12, 2021.

NCRB will monitor and remain in communication if there are any further developments.

If you have any questions, contact the NCRB Information Center at 919-582-1056 or via email at support@ncrb.org.

Sincerely,

Joanna Biliouris

Chief Operating Officer

JB:amt
C-21-7