



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 3267—November 5, 2025

TO: Members of the Bureau

FROM: Andrew Stoughton

RE: Proceedings of the WCRB Governing Board

NCCI Proposal Item B-1451 Revisions to Basic Manual Rules and Classifications
Related to Clerical Telecommuter Employees

Pursuant to Ch. 626, Wis. Stat., The Office of the Commissioner of Insurance has approved the following changes adopted by the Governing Board. The changes are effective July 1, 2026, applicable to new and renewal business.

RULE IV – CLASSIFICATIONS

Rule IV(B)(2)(f)

Clerical Office or Drafting Telecommuter Employees – Code 8871 – are employees performing clerical duties ~~in a residence office~~ at a telecommuter workstation that is separate and distinct from any location of the employer. A ~~residential office~~ telecommuter workstation is a clerical workstation ~~area~~ located within the home of the clerical telecommuter employee, or a shared office space away from any location of the employer. ~~The resident office must be separate and distinct from the location of the employer.~~ In the event an employer operates a business from a residence and the employer has clerical staff at the employer's business location residence, these clerical employees are classified to Code 8810 – Clerical; 8871 does not apply.

Note: Employees who otherwise meet the requirements for Code 8810 or 8871 will not be disqualified from assignment to this classification if they perform certain incidental non-clerical duties directly related to that employee's duties in the office. These duties include:

- Depositing of funds in a bank
- Pickup or delivery of mail
- Purchase of office supplies
- Entering an area exposed to the operative hazards of the business for clerical purposes such as delivering paychecks

Employees who otherwise meet the requirements for Code 8810 or Code 8871 will be disqualified from assignment to ~~this~~ these classifications if their duties involve:

- Outside sales or outside representatives
- Physical labor, demonstration, or instruction
- Any work exposed to the operative hazards of the business, such as a stock or tally clerk, that is necessary, incidental, or related to any operations of the business other than a clerical office.

Note: Code 8871 must not be assigned when the basic classification wording applicable to the employer includes “clerical” in the phraseology, even if the clerical telecommuter employee’s workstation is in a state where the employer has no additional operations.