

WAC 296-17A-4904 Classification 4904.

4904-00 Clerical office, N.O.C.

Applies to:

Clerical office employees whose job duties and work environment meet all the conditions of the general reporting rules covering clerical office standard exception employees, and who are not covered by another classification assigned to their employer's account, see WAC 296-17-31018 Exception classifications.

Special note: Care must be taken to look beyond job titles, such as "clerk" or "cashier." Job titles do not ensure the work or the workplace meet the requirements for 4904.

Office work is limited to duties such as:

- Assisting walk-in customers;
- Attending meetings;
- Billing and receiving payments;
- Checking persons into a hotel or other facility;
- Communicating by phone or routing phone calls;
- Completing forms;
- Composing informational material;
- Copying documents;
- Designing publication layouts on software or by drafting;
- Maintaining financial, personnel, or payroll records;
- Manual or computer design work;
- Processing payments and invoices;
- Programming software;
- Researching records;
- Technical drafting;
- Utilizing computer software;
- Writing or routing correspondence;
- Writing reports and manuals.

Office work excludes:

- Hand delivering business correspondence outside of the business office;
- Handling, packaging, mailing, receiving, or demonstrating any product (or their components) sold by the employer.

Work environment is restricted to a business office, meeting room, or similar office-like environment that is:

- Physically separated by walls, partitions, or other physical barriers from all other work areas; and
- Where only office work, as described in this rule, is performed.

Work environment excludes any work area where:

- Carry-out merchandise is displayed for sale;
- Customers bring merchandise they are purchasing to make payment;
- Products sold by the employer are handled or stored.

Special notes:

Classification 4904 permits limited and minimal work outside an office for:

- Attending meetings;
- Banking;
- Purchasing supplies for the office;
- Taking correspondence to or from the post office;

- Taking training courses.

Classification 4904 permits limited and minimal exposure to areas of the employer's premises that do not qualify for office work, if this is necessary for getting to or from a:

- Break room;
- Business office;
- Delivery of a personal message;
- Lunchroom or dining area;
- Restroom facility.

4904-13 Clerical office for insurance business

Applies to:

Clerical office employees of insurance companies, including insurance agents or brokers who perform duties exclusively of clerical nature and without an interchange of labor between clerical and non-clerical duties. Job duties and work environment must meet all the conditions of the general reporting rules covering clerical office standard exception employees who are not covered by another classification assigned to their employer's account, see WAC 296-17-31018 Exception classifications.

Special note: Individuals issued a license by the office of the insurance commissioner and acting as an insurance producer are exempt from coverage as specified in RCW 51.12.020. To elect voluntary coverage these individuals must submit a completed optional coverage form to the department. This exclusion to coverage does not apply if the license is held by someone who otherwise:

- Does not work in the capacity of an insurance producer; and
- Holds a license solely for the purpose of receiving applications or premiums; and
- Is not compensated related to the volume of insurance sold or premiums collected.

Office work is limited to duties such as:

- Assisting walk-in customers;
- Attending meetings;
- Billing and receiving payments;
- Communicating by phone or routing phone calls;
- Completing forms;
- Composing informational material;
- Copying documents;
- Designing publication layouts on software or by drafting;
- Maintaining financial, personnel, or payroll records;
- Manual or computer design work;
- Preparation of insurance policies or billing records;
- Processing payments and invoices;
- Programming software;
- Researching records;
- Technical drafting;
- Utilizing computer software;
- Writing or routing correspondence;
- Writing reports and manuals.

Office work excludes:

- Hand delivering business correspondence outside of the business office;
- Handling, packaging, mailing, receiving, or demonstrating any product (or their components) sold by the employer.

Work environment is restricted to a business office, meeting room, or similar office-like environment that is:

- Physically separated by walls, partitions, or other physical barriers from all other work areas; and
- Where only office work, as described in this rule, is performed.

Work environment excludes any work area where:

- Carry-out merchandise is displayed for sale;
- Customers bring merchandise they are purchasing to make payment;
- Products sold by the employer are handled or stored.

Special notes:

Classification 4904 permits limited and minimal work outside an office for:

- Attending meetings;
- Banking;
- Purchasing supplies for the office;
- Taking correspondence to or from the post office;
- Taking training courses.

Classification 4904 permits limited and minimal exposure to areas of the employer's premises that do not qualify for office work, if this is necessary for getting to or from a:

- Break room;
- Business office;
- Delivery of a personal message;
- Lunchroom or dining area;
- Restroom facility.

4904-17 Clerical office: Employee leasing companies

Applies to:

Clerical office employees of employee leasing companies who perform duties exclusively of clerical nature and without an interchange of labor between clerical and nonclerical duties. Job duties and work environment must meet all the conditions of the general reporting rules covering clerical office standard exception employees who are not covered by another classification assigned to their employer's account, see WAC 296-17-31018 Exception classifications.

Office work is limited to duties such as:

- Assisting walk-in customers;
- Attending meetings;
- Billing and receiving payments;
- Communicating by phone or routing phone calls;
- Completing forms;
- Composing informational material;
- Copying documents;
- Designing publication layouts on software or by drafting;
- Maintaining financial, personnel, or payroll records;
- Manual or computer design work;
- Processing payments and invoices;
- Programming software;
- Researching records;
- Technical drafting;
- Utilizing computer software;
- Writing or routing correspondence;
- Writing reports and manuals.

Office work excludes:

- Handling, packaging, mailing, receiving, or demonstrating any product (or their components) sold by the employer;
- Hand delivering business correspondence outside of the business office.

Work environment is restricted to a business office, meeting room, or similar office-like environment that is:

- Physically separated by walls, partitions, or other physical barriers from all other work areas; and
- Where only office work, as described in this rule, is performed.

Work environment excludes any work area where:

- Carry-out merchandise is displayed for sale;
- Customers bring merchandise they are purchasing to make payment;
- Products sold by the employer are handled or stored.

Special notes:

Classification 4904 permits limited and minimal work outside an office for:

- Attending meetings;
- Banking;
- Purchasing supplies for the office;
- Taking correspondence to or from the post office;
- Taking training courses.

Classification 4904 permits limited and minimal exposure to areas of the employer's premises that do not qualify for office work, if this is necessary for getting to or from a:

- Break room;
- Business office;
- Delivery of a personal message;
- Lunchroom or dining area;
- Restroom facility.

4904-20 Community action organizations - Clerical office employees, N.O.C.

Applies to:

Clerical office employees, not otherwise classified (N.O.C.), of organizations performing two or more services to support the local community and people in need. See subclassifications 1501-20 and 5308-20 for other community action organization classifications.

Office work is limited to duties such as:

- Assisting walk-in customers;
- Attending meetings;
- Billing and receiving payments;
- Communicating by phone or routing phone calls;
- Completing forms;
- Composing informational material;
- Copying documents;
- Designing publication layouts on software or by drafting;
- Maintaining financial, personnel, or payroll records;
- Manual or computer design work;
- Processing payments and invoices;
- Programming software;
- Researching records;

- Technical drafting;
- Utilizing computer software;
- Writing or routing correspondence;
- Writing reports and manuals.

Office work excludes:

- Handling, packaging, mailing, receiving, or demonstrating any product (or their components) sold by the employer;
- Hand delivering business correspondence outside of the business office.

Work environment is restricted to a business office, meeting room, or similar office-like environment that is:

- Physically separated by walls, partitions, or other physical barriers from all other work areas; and
- Where only office work, as described in this rule, is performed.

Work environment excludes any work area where:

- Carry-out merchandise is displayed for sale;
- Customers bring merchandise they are purchasing to make payment;
- Products sold by the employer are handled or stored.

Special notes:

Classification 4904 permits limited and minimal work outside an office for:

- Attending meetings;
- Banking;
- Purchasing supplies for the office;
- Taking correspondence to or from the post office;
- Taking training courses.

Classification 4904 permits limited and minimal exposure to areas of the employer's premises that do not qualify for office work, if this is necessary for getting to or from a:

- Break room;
- Business office;
- Delivery of a personal message;
- Lunchroom or dining area;
- Restroom facility.

[Statutory Authority: RCW 51.04.020 and 51.16.035. WSR 22-21-117, § 296-17A-4904, filed 10/18/22, effective 1/1/23; WSR 17-11-120, § 296-17A-4904, filed 5/23/17, effective 7/1/17; WSR 14-17-085, § 296-17A-4904, filed 8/19/14, effective 9/19/14. Statutory Authority: RCW 51.04.020, 51.16.035, and 51.16.100. WSR 12-11-109, § 296-17A-4904, filed 5/22/12, effective 7/1/12. Statutory Authority: RCW 51.16.035, 51.16.100, 51.04.020(1). WSR 10-18-024, § 296-17A-4904, filed 8/24/10, effective 10/1/10. Statutory Authority: RCW 51.16.035, 51.16.100, and 2007 c 324. WSR 07-24-045, § 296-17A-4904, filed 12/1/07, effective 1/1/09. WSR 07-01-014, recodified as § 296-17A-4904, filed 12/8/06, effective 12/8/06. Statutory Authority: RCW 51.16.035. WSR 99-18-068, § 296-17-653, filed 8/31/99, effective 10/1/99; WSR 98-18-042, § 296-17-653, filed 8/28/98, effective 10/1/98; WSR 85-24-032 (Order 85-33), § 296-17-653, filed 11/27/85, effective 1/1/86; WSR 85-06-026 (Order 85-7), § 296-17-653, filed 2/28/85, effective 4/1/85; WSR 83-24-017 (Order 83-36), § 296-17-653, filed 11/30/83, effective 1/1/84; Order 73-22, § 296-17-653, filed 11/9/73, effective 1/1/74.]