

## 2022 Payroll Worksheet for KWORCC

CLASSIFICATION WORDING	DESCRIPTION	CLASS CODE	Est. GROSS WAGES	Deduct Est. 1/3 Overtime	Deduct Est Holiday/Vac Sick Pay - Gross	ESTIMATED WC Wages
Quarry Operations	Operate crushers; construct, repair or maintain buildings, structures or equipment; install machinery.	1624	\$	\$	\$	\$
Concrete Construction Bridges and Culverts	Concrete work on bridges and culverts including setting up and tearing down of forms.	5222	\$	\$	\$	\$
Street /Road Paving or Repaving	Street and road or bridge repair or repaving & associated work by road crews. Including grading & backfilling .	5506				
Ambulance Service Ambulance Attendants EMT's	Ambulance service whether in police, fire or separate department. Number of Volunteers: _____ Hours Worked: _____ Number of Volunteers: _____ Hours Worked: _____	7705	\$	\$	\$	\$
Transit Authority and Drivers	All employees operating buses, taxis or limousines.	7380		\$		
Airport Operations	All airport employees except pilots, including clerical and maintenance of heavy equipment.	7403	\$	\$	\$	\$
Waterworks Operations & Drivers	Water plant operations, install, repair and maintain water mains, pipes fire plugs & meters. Includes meter readers. <b>Except clerical and cashiers.</b>	7520				
Sewage Disposal Plant	Sewer treatment plant, line maintenance, laboratory employees and drivers.	7580	\$	\$	\$	\$
Solid Waste & Recycling	All employees of a garbage reduction plant operated by the county LANDFILL, NO TRANSFER STATION. Includes burrowing or back filling. Container recycling (bottle, can, plastic) and drivers. Paperstock/Rags/Rubber Recycling and drivers. No collecting or handling of scrap iron or steel.	7590	\$	\$	\$	\$
Fire Fighters	All employees of the fire department including drivers <b>except clerical, building and electronic equipment maintenance and ambulance service.</b>	7710	\$	\$	\$	\$
Volunteer Firefighters	Number of Volunteers: _____	7711	\$	\$	\$	\$
Law Enforcement	All employees, such as sheriff, Undersheriff, deputy sheriffs, uniformed and plain clothes officers, probation officers, warrant service guards, juvenile home attendants, police academy students, jailers, jail cooks, food service director, etc. <b>except clerical, building and electronic equipment maintenance.</b>	7720				
Volunteer Emergency Personnel Reserve Deputies Search&Rescu	Number of Volunteers: _____ Hours Worked: _____ Number of Volunteers: _____ Hours Worked: _____	7720v	\$	\$	\$	\$
Mechanics: Police Vehicles ONLY	Autos, Motorcycles & Light Trucks Service/Repair	8380	\$	\$	\$	\$
Administrator; Appraisers Outside Sales	Per KWORCC Board of Trustees, <b>Administrators and Appraisers</b> Are no longer classified at 9410, but placed in this code.	8742	\$	\$	\$	\$
Clerical - Office	Employees whose duties are confined to keeping books, records or conducting correspondence or who are engaged only in office work. Sheriff Dispatchers IF NO OTHER DUTIES.	8810				
Hospital - Clerical Employees	Employees whose duties are strictly clerical in nature.	8810H	\$	\$	\$	\$
Appointed Board & Commission Members	All non-salaried members of boards and commissions under control of the county and whose members are appointed by Board of County Commissioners Number of Volunteers: _____	8810B	\$	\$	\$	\$
Library & Museum	Includes librarians, curators and professionals	8810L	\$	\$	\$	\$

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County Attorney Office	County Counselor, law clerks, paralegals and legal secretaries.	8820	\$	\$	\$	\$
Nursing Home - All Employees	Convalescent, nursing home employees -- no exclusions.	8824	\$	\$	\$	\$
Animal Shelter	Operation of animal shelter, driver, humane officers, veterinary care, animal control, etc.	8831	\$	\$	\$	\$
Clinic & Health Department	Employees in the county health department: doctors, receptionist, nurses, various medical technicians, maintenance and clerical help <i>Do not use 8810 for any employee who works at facility.</i>	8832	\$	\$	\$	\$
Hospital: Professional Employees	Doctors, nurses, nurses aides, physical therapists, bacteriologists, psychotherapist, etc.	8833	\$	\$	\$	\$
Homemaker Services	Home help services to families with children, convalescent, aged, acutely or chronically ill or disabled persons.	8835				
Building Operations - NOC	Operation of owned, leased or occupied buildings, including janitorial and custodial, elevator operators and maintenance employees, if not otherwise classified.	9015				
Hospital - All Other Employees	All other employees of hospitals. (e.g., maintenance, cooks, laundry ...)	9040	\$	\$	\$	\$
Country Club	Country Club: golf, fishing, etc. (Emphasis: Outdoor Activities).	9060	\$	\$	\$	\$
Exercise/Health Institution	Facility In which exercise and recreation for members and public.	9063	\$	\$	\$	\$
Restaurant - NOC	All employees who prepare and/or serve food and/or beverages.	9082	\$	\$	\$	\$
Library/Museums	Nonprofessionals clean/maintain building, operate HVAC, minor repairs.	9101	\$	\$	\$	\$
Parks & Recreation - NOC	All employees including drivers that maintain and operate county parks and park activities <u>except clerical.</u>	9102	\$	\$	\$	\$
Weed Department Employees	Includes employees and directors engaged in the spraying of herbicides to control noxious weeds.	9102w		\$		
Cemetery Operations	All employees including drivers that maintain cemeteries <u>except clerical.</u>	9220	\$	\$	\$	\$
Refuse Collections and Disposal	Collection of refuse, garbage, trash and/or brush. <u>Including transfer station operators &amp; HHW.</u>	9403	\$	\$	\$	\$
County Employees -NOC	Laboratory work, engineers, inspectors, Board of Health, electrical inspectors, emergency management & similar not assigned elsewhere.	9410				
Storm Spotters	Number of Volunteers: _____ Hours Worked: _____					
Volunteer and Trustee/Community Service Work Not Previously Indicated	Class Code: _____ Hours Worked: _____ Class Code: _____ Hours Worked: _____ Class Code: _____ Hours Worked: _____ <i>Please attach separate sheet if necessary</i>		\$	\$	\$	

**TOTAL ESTIMATED WC WAGES**      **\$**

FULL-TIME EMPLOYEES:  
PART-TIME EMPLOYEES (FULL-TIME EQUIVALENCY):  
VOLUNTEERS (FULL-TIME EQUIVALENCY):

TOTAL NUMBER OF EMPLOYEES: \_\_\_\_\_

NAME OF COUNTY/ENTITY:  
PERSON WHO COMPLETED FORM:  
TELEPHONE NUMBER:  
DATED:

Anticipated COLA/Pay Increases: \_\_\_\_\_% \_\_\_\_\_ other

**THANK YOU!**

For help classifying employees, see Section A of KWORCC's Loss Prevention Manual.