

Attachment A—Oregon Worker Leasing Company (PEO) Policy Rules and Requirements

PEO Policy Type Code	Oregon Code Description	Oregon Code Definition	Specific Reporting Requirements	Does Oregon Use Policy Data for Proof of Coverage?	Is PEO Required to Report Hard Copy Worker Leasing Notices?
1	Non-PEO Policy	<ul style="list-style-type: none"> <li>Employers covered under this policy are not part of a PEO arrangement.</li> </ul>	<ul style="list-style-type: none"> <li>No specific reporting requirements.</li> </ul>	YES	N/A
2	PEO Policy for Multiple Client Companies	<ul style="list-style-type: none"> <li>The PEO Company is the Primary Named Insured and coverage is provided to multiple Clients (leased workers and any subject workers).</li> <li>Any direct non-leased/administrative personnel of the PEO must also be covered under this policy.</li> </ul>	<ul style="list-style-type: none"> <li>PEO Company is the primary named insured (Name Link Identifier 001) on name record (Record Type Code 02).</li> <li>Indicate the PEO Company name as "P" using the PEO/Client Company Code on the name record.</li> <li>Oregon does not require the Clients to be reported as additional names.</li> </ul>	YES—FOR PEO ONLY	YES
3	PEO Policy for Direct Non-Leased/ Administrative Personnel of PEO Company	<ul style="list-style-type: none"> <li>The PEO Company is the Primary Named Insured and coverage is only provided to any of its direct non-leased/administrative personnel.</li> <li>This PEO Policy Type would be reported in conjunction with a Client PEO Policy Type Code 7.</li> </ul>	<ul style="list-style-type: none"> <li>PEO Company is primary named insured (Name Link Identifier 001) on name record (Record Type Code 02).</li> <li>Indicate the PEO Company name as "P" using the PEO/Client Company Code on the name record.</li> </ul>	YES—FOR PEO ONLY	YES
4*	PEO Policy— Client Company Policy for Leased Workers of Client Company	<ul style="list-style-type: none"> <li>This PEO Policy Type will be reported in conjunction with a PEO Policy Type Code 2 ONLY.</li> </ul>	<ul style="list-style-type: none"> <li>Each individual Client policy record must be reported with an additional unique policy number identifier.</li> <li>Client name must be reported.</li> <li>NCCI prefers that the Client name is reported first (Name Link Identifier 001) on name record (Record Type Code 02).</li> <li>PEO may be listed as additional name (Name Link Identifier 002).</li> <li>To further identify the name reported on the name record, indicate the PEO Company name as "P" or the Client name as "C" using the PEO/Client Company Code.</li> </ul>	NO	N/A
5*	PEO Policy for Leased Workers of a Single Client Company	<ul style="list-style-type: none"> <li>This PEO Policy Type will be reported in conjunction with a PEO Policy Type Code 2 ONLY.</li> </ul>	<ul style="list-style-type: none"> <li>Each individual Client policy record must be reported with an additional unique policy number identifier.</li> <li>PEO is reported first (Name Link Identifier 001) on name record (Record Type Code 02), and Client must be reported as an additional name (Name Link Identifier 002).</li> <li>To further identify the name reported on the name record, indicate the PEO Company name as "P" or the Client name as "C" using the PEO/Client Company Code.</li> </ul>	NO	N/A
7	Client Company Policy for Leased and Subject Workers of Client Company	<ul style="list-style-type: none"> <li>The Client is the Primary Named Insured and coverage is provided to the Client (leased workers and any subject workers).</li> </ul>	<ul style="list-style-type: none"> <li>Client is primary named insured (Name Link Identifier 001) on name record (Record Type Code 02).</li> <li>Indicate the Client name as "C" using the PEO/Client Company Code.</li> <li>The PEO's name would not be reported on policy.</li> </ul>	YES—FOR CLIENT ONLY	NO

**\*Policies reported with PEO Policy Type Codes 4 and 5 will be suppressed from the daily proof of coverage file sent to the Oregon Workers' Compensation Division.**