

Coverage status: Mandatory (under Schedule 1)**Summary:**

Comprises establishments engaged in supplying administrative, clerical and knowledge-based labour, as described in this document, for limited periods of time to supplement the workforce of the client. The individuals provided are employees of the temporary help service establishment. These establishments do not provide direct supervision of their employees while performing work for the client.

Included examples:

- administrative and support services
- data analytics
- document preparation services
- human resources
- information services
- information technology services
- reception and secretarial services
- research services
- software development

and generally all establishments that supply workers that perform activities falling under Class K or Class L (see exclusions).

Also included are administrative personnel, including managers and supervisors, unless their skills and expertise relate to a business activity not described in this document.

Exclusion(s):

- real estate services
- rental and leasing services

Notes:

For the purposes of the supply of administrative, clerical and knowledge-based labour only, the activity of the worker, not the classification of the employer to whom the worker is supplied, determines the classification of the worker's earnings.

For example, the earnings of a keyboard operator supplied to a trucking firm are classified in this



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Code and Title

001281 Supply of administrative, clerical and knowledge-based labour

WSIB Class/Subclass

Class L Professional, Scientific and Technical

Employer Classification

classification code.

All workers supplied are mandatorily covered under Schedule 1 regardless of the coverage status of the employer to whom they are supplied.

For more information on the special classification rules for temporary employment agencies, refer to Operational Policy Manual document 14-01-08, Temporary Employment Agencies.

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