←

THE GENERAL ASSEMBLY OF PENNSYLVANIA

SENATE BILL No. 1069 Session of 2011

INTRODUCED BY BROWNE, PIPPY, RAFFERTY, MCILHINNEY, TOMLINSON, FOLMER, BREWSTER, FARNESE, STACK AND BLAKE, MAY 16, 2011

SENATOR GORDNER, LABOR AND INDUSTRY, AS AMENDED, OCTOBER 18, 2011

AN ACT

1 2 3 4	Providing for the registration and regulation of professional employer organizations and for powers and duties of the Department of Labor and Industry STATE; and imposing penalties.
5	The General Assembly of the Commonwealth of Pennsylvania
6	hereby enacts as follows:
7	CHAPTER 1
8	PRELIMINARY PROVISIONS
9	Section 101. Short title.
10	This act shall be known and may be cited as the Professional
11	Employer Organization Registration and Recognition Act.
12	Section 102. Definitions.
13	The following words and phrases when used in this act shall
14	have the meanings given to them in this section unless the
15	context clearly indicates otherwise:
16	"Administrative fee." The fee charged to a client by a
17	professional employer organization for professional employer
18	services. The administrative fee shall not be deemed to include

1 any amount of a fee by the professional employer organization
2 that is for wages and salaries, benefits, workers' compensation,
3 payroll taxes, withholding or other assessment paid by the
4 professional employer organization to or on behalf of covered
5 employees under the professional employer agreement.

6 "Client." Any person who enters into a professional employer 7 agreement with a professional employer organization.

8 "Coemployer." A professional employer organization or9 client.

10 "Coemployment relationship." A relationship which is 11 intended to be an ongoing relationship rather than a temporary 12 or project specific one, wherein the rights, duties and 13 obligations of an employer which arise out of an employment 14 relationship have been allocated between coemployers pursuant to 15 a professional employer agreement and this act.

16 "Controlling person." A person that owns, directly or 17 indirectly, 10% or more of the equity interest in a professional 18 employer organization.

19 "Covered employee." An individual coemployed by a 20 professional employer organization and a client who meets the 21 following criteria:

(1) The individual has received written notice of co-employment with the professional employer organization.

(2) The individual's coemployment relationship is
 pursuant to a professional employer agreement subject to this
 act.

Subject to section 504, individuals who are officers, directors, shareholders, partners and managers of the client and who are operational managers or perform day-to-day operational services for the client are covered employees only to the extent that the

20110SB1069PN1689

- 2 -

client and the professional employer organization expressly
 agree in the professional employer agreement.

3 "Department." The Department of Labor and Industry STATE of
4 the Commonwealth.

5 "Direct hire employee." An individual who is an employee of 6 either the client or the PEO within the meaning of the act of 7 June 2, 1915 (P.L.736, No.338), known as the Workers' 8 Compensation Act, and who is not a covered employee.

9 "Insurer." A legal entity authorized or licensed to transact
10 insurance business in accordance with the laws of this
11 Commonwealth.

12 "Licensed producer." An individual or business entity that 13 is licensed as an insurance producer by the Insurance Department 14 in accordance with the provisions of Article VI-A of the act of 15 May 17, 1921 (P.L.789, No.285), known as The Insurance 16 Department Act of 1921.

17 "Master policy basis." An agreement under which a single 18 workers' compensation policy issued to the professional employer 19 organization provides coverage for more than one client and may 20 provide coverage to the professional employer organization with 21 respect to its direct hire employees. Two or more clients that 22 are insured under the same policy solely because they are under 23 common ownership are considered a single client for purposes of 24 this definition.

25 "Multiple coordinated policy basis." An agreement under 26 which a separate workers' compensation policy is issued to the 27 professional employer organization on behalf of each client or 28 group of affiliated clients with payment obligations and certain 29 policy communications related to such workers' compensation 30 policy coordinated through the professional employer

- 3 -

1 organization.

2 "PEO group." Two or more professional employer organizations
3 that are majority owned or commonly controlled by the same
4 entity, parent or controlling person.

5 "Person." Any individual, partnership, corporation, limited 6 liability company, association or any other form of legally 7 recognized entity.

8 "Professional employer agreement." A contract by and between 9 a client and a professional employer organization that provides:

10

(1) for the coemployment of covered employees;

11 (2) for the allocation of employer rights and 12 obligations between the client and the professional employer 13 organization with respect to the covered employees; and

14 (3) that the professional employer organization and the 15 client assume the responsibilities required by this act. 16 "Professional employer organization" or "PEO." Any person 17 engaged in the business of providing professional employer 18 services.

19 "Professional employer services." The business of entering 20 into coemployment relationships under this act.

21 "Registrant." A professional employer organization 22 registered under this act.

23 "Secretary." The Secretary of Labor and Industry STATE of 24 the Commonwealth.

25 "Temporary help services." Services consisting of a person:
26 (1) recruiting and hiring its own employees;

(2) finding other organizations that need the servicesof those employees;

(3) assigning those employees to perform work at or
 services for the other organizations to support or supplement

- 4 -

the other organizations' work forces, or to provide assistance in special work situations, including, but not limited to, employee absences, skill shortages, seasonal workloads or to perform special assignments or projects; and (4) customarily attempting to reassign the employees to

other organizations when they finish each assignment.
Section 103. Scope.

8 A person engaged in the business of providing professional employer services shall be subject to registration and 9 regulation under this act regardless of its use of the term or 10 11 conducting business as a professional employer organization, 12 PEO, staff leasing company, registered staff leasing company, 13 employee leasing company, administrative employer or any other 14 name. The following shall not be deemed to be professional 15 employer organizations or the providing of professional 16 employment services for purposes of this act:

(1) Arrangements wherein a person, whose principal
business activity is not entering into professional employer
arrangements and which does not hold itself out as a PEO,
shares employees with a commonly owned company within the
meaning of section 414(b) and (c) of the Internal Revenue
Code of 1986 (Public Law 99-514, 26 U.S.C. § 1 et seq.).

23

(2) Independent contractor arrangements.

24 (3) Providing temporary help services.

25 Section 104. Construction.

(a) Collective bargaining agreements.--Nothing contained in
this act or in any professional employer agreement shall affect,
modify or amend any existing collective bargaining agreement,
specifically limit or affect any future collective bargaining
agreement, or affect, modify or amend any rights or obligations

- 5 -

1 of any client, PEO or covered employee under the National Labor Relations Act (49 Stat. 449, 29 U.S.C. § 151 et seq.), the 2 Railway Labor Act (Public Law 69-257, 44 Stat. 577) or the act 3 of June 1, 1937 (P.L.1168, No.294), known as the Pennsylvania 4 Labor Relations Act. For purposes of determining the number of 5 workers for existing and prospective collective bargaining 6 agreements, each client shall be treated as employing its direct 7 hire employees and only those covered employees coemployed by 8 9 the client.

10 (b) Employment arrangements.--Nothing in this act or in any 11 professional employer agreement shall:

12 (1) Diminish, abolish or remove rights of covered 13 employees of a client or obligations of such client to a 14 covered employee existing prior to the effective date of the 15 professional employer agreement.

16 Affect, modify or amend any contractual relationship (2)17 or restrictive covenant between a covered employee and any 18 client in effect at the time a professional employer 19 agreement becomes effective, nor shall it prohibit or amend 20 any contractual relationship or restrictive covenant that is 21 entered into subsequently between a client and a covered 22 employee. A PEO shall have no responsibility or liability in 23 connection with, or arising out of, any existing or new 24 contractual relationship or restrictive covenant unless the 25 PEO has specifically agreed otherwise in writing.

26 (3) Eliminate any right otherwise existing in law,
27 except as provided in this act.

(4) Create any right or cause of action not otherwise
existing in law except as specifically set forth in the
professional employer agreement or this act.

- 6 -

(c) Licensing.--Nothing contained in this act or any
 professional employer agreement shall affect, modify or amend
 any Federal, State or local licensing, registration or
 certification requirement applicable to any client or covered
 employee. The following apply:

6 (1) A covered employee who must be licensed, registered
7 or certified according to law or regulation is deemed solely
8 an employee of the client for purposes of the license,
9 registration or certification requirement.

10 (2) A PEO shall not be deemed to engage in any 11 occupation, trade, profession or other activity that is 12 subject to licensing, registration or certification 13 requirements, or is otherwise regulated by a governmental 14 entity, solely by entering into and maintaining a 15 coemployment relationship with a covered employee who is 16 subject to such requirements or regulation.

(3) A client shall have the sole right of direction and control of the professional or licensed activities of covered employees and of the client's business. Covered employees and clients shall remain subject to regulation by the regulatory or governmental entity responsible for licensing, registration or certification of the covered employees or clients.

(d) Tax credits and other incentives.--For purposes of
determination of tax credits and other economic incentives
provided by the Commonwealth or other government entity and
based on employment, covered employees shall be deemed employees
solely of the client. A client shall be entitled to the benefit
of any tax credit, economic incentive or other benefit arising
as the result of the employment of covered employees of the

20110SB1069PN1689

- 7 -

client. If the grant or amount of any incentive is based on the 1 2 number of employees, then each client shall be treated as 3 employing its direct hire employees and those covered employees coemployed by the client. Covered employees working for other 4 5 clients of the PEO shall not be counted. Each PEO will provide, upon request by a client or an agency or department of the 6 7 Commonwealth, employment information reasonably required by any 8 agency or department of the Commonwealth responsible for administration of a tax credit or economic incentive and 9 10 necessary to support any request, claim, application or other 11 action by a client seeking the tax credit or economic incentive. 12 (e) Disadvantaged business. --With respect to a bid, 13 contract, purchase order or agreement entered into with the 14 Commonwealth or a political subdivision of the Commonwealth, a 15 client company's status or certification as a small, minority-16 owned, disadvantaged or woman-owned business enterprise or as a 17 historically underutilized business is not affected because the 18 client company has entered into an agreement with a PEO or uses 19 the services of a PEO.

20 (f) Other entity as employer. -- Nothing in this act shall be construed to designate any entity other than the client as the 21 employer of any employee performing services for or on its 22 23 behalf while employed directly or indirectly by a PEO for any 24 purposes other than those specifically designated in this act. 25 Persons performing services for or on behalf of a client shall 26 be deemed to be employees of the client for all purposes other 27 than those specifically designated in this act where persons may 28 be considered employees of a PEO.

29

30

CHAPTER 3 REGISTRATION

- 8 -

1 Section 301. Registration.

(a) Registration requirements.--The department shall
register a PEO or PEO group only if the PEO or the PEO group
meets all requirements of this act. A PEO seeking limited
registration pursuant to subsection (e) shall provide the
department with information and documentation necessary to show
that the PEO qualifies for limited registration.

8 (b) Registration information.--An application for9 registration shall include the following information:

10 (1) The name or names under which the PEO or the PEO11 group members conduct business and the legal name.

12 (2) The address of the principal place of business of
13 the PEO or the PEO group members and the address of each
14 office maintained in this Commonwealth.

15 (3) The taxpayer or employer identification number of16 the PEO or the PEO group members.

17 (4) A list by state of each name under which the PEO or
18 the PEO group members has operated in the preceding five
19 years, including any alternative names, names of predecessors
20 and, if known, successor business entities.

21 (5) A statement of ownership, which shall include the 22 name and evidence of the business experience of any 23 controlling person.

(6) A statement of management, which shall include the
name and evidence of the business experience of any person
who serves as president, chief executive officer or otherwise
has the authority to act as senior executive officer of the
PEO or PEO group member.

(7) A financial statement that sets forth the financial
 condition of the PEO or PEO group and meets the following

- 9 -

1 requirements:

2

3

(i) The financial statement shall be prepared in accordance with generally accepted accounting principles.

4 (ii) The financial statement shall be audited by an 5 independent certified public accountant licensed to 6 practice in the jurisdiction in which the accountant is 7 located and shall be without qualification as to the 8 going concern status of the PEO. A PEO or PEO group may 9 submit a combined or consolidated audited financial 10 statement to meet the requirements of this subparagraph.

The financial statement shall cover the PEO or 11 (iii) 12 PEO group's most recent fiscal year. If a financial 13 statement for the most recent fiscal year is not available at the time the application is filed, the 14 15 department may grant the PEO or PEO group an extension of 16 time to submit the financial statement, allow the PEO or 17 PEO group to submit the immediately preceding financial 18 statement or, if the PEO or PEO group does not have 19 sufficient operating history to have a financial 20 statement for a complete fiscal year, allow the PEO or 21 PEO group to submit a financial statement for a shorter 22 period of time that is reviewed by a certified public 23 accountant.

(8) The provisions of the professional employer
agreements in use or that will be used by the PEO or PEO
group in this Commonwealth.

(9) A complete list of current clients with covered
employees who perform services within this Commonwealth at
the time of registration.

30 (10) Evidence of current workers' compensation insurance

- 10 -

policies issued to or through the PEO insuring covered
 employees located in this Commonwealth.

3 (11) Designation of a registered agent for acceptance of4 service of process in this Commonwealth.

5 (12) All additional information required by the 6 department to demonstrate that the PEO or PEO group meets the 7 requirements for the applicable registration.

8

(c) Timely application and duration of registration.--

9 (1) An initial registration, if granted by the 10 department, shall be effective through the end of the 11 calendar year following the year in which the application for 12 registration is filed with the department. All other 13 registrations shall be effective for 12 months from the 14 effective date indicated by the department.

(i) Each PEO or PEO group operating within this
Commonwealth as of the effective date of this act shall
file its application for initial registration no later
than 30 days after the effective date of this act.

19 (ii) Each PEO not operating within this Commonwealth 20 as of the effective date of this act shall receive its 21 initial registration prior to commencement of operations 22 within this Commonwealth.

23 (2)A PEO or PEO group that will continue its operations 24 beyond the termination of its initial registration or its 25 most recent renewal registration shall file an application to 26 renew its registration with the department no later than 90 27 days before the end of the current registration. If a timely application for renewal is filed, the current registration 28 29 shall remain effective until the department grants or denies the application for renewal. 30

- 11 -

1 PEO group registration. -- PEOs in a PEO group may satisfy (d) 2 the application, reporting and financial requirements of this 3 act on a combined or consolidated basis, provided that each member of the PEO group guarantees the obligations under this 4 act of each other member of the PEO group. In the case of a PEO 5 group that submits a combined or consolidated audited financial 6 statement, including entities that are not PEOs or that are not 7 8 in the PEO group, a controlling person of the PEO group under the consolidated or combined statement must guarantee the 9 10 obligations of the PEOs in the PEO group.

11 (e) Limited registration.--

12 (1) A PEO or PEO group is eligible for a limited 13 registration under this act if the PEO or PEO group meets the 14 following:

(i) Is domiciled outside this Commonwealth and is
licensed or registered as a PEO or PEO group in another
jurisdiction having PEO registration or licensing
requirements, including those related to financial
capability as set forth in section 303, that, in the
estimation of the department, are at least as stringent
as those set forth in this act.

(ii) Does not maintain an office in thisCommonwealth.

24 (iii) Does not directly solicit clients with covered
25 employees who may perform services within this
26 Commonwealth.

27 (iv) Does not have more than 50 covered employees
28 who may perform services in this Commonwealth on any
29 given day.

30 (2) Section 303 shall not apply to applicants for

- 12 -

1 limited registration.

2 (f) List.--The department shall maintain a list of PEOs and
3 PEO groups registered under this act that is readily available
4 to the public by electronic or other means.

5 (g) Forms.--Applications for registration shall be made in 6 the manner prescribed by the department. The department may 7 prescribe forms necessary to promote the efficient 8 administration of this section.

9 Electronic filing and compliance. -- The department may to (h) 10 the extent practical provide for the acceptance of electronic filings in conformance with the act of December 16, 1999 11 12 (P.L.971, No.69), known as the Electronic Transactions Act, 13 including applications, documents, reports and other filings 14 required by this act. The department may provide for the 15 acceptance of electronic filings and other assurance from an 16 independent and qualified assurance organization approved by the 17 department that provides satisfactory assurance of compliance 18 acceptable to the department in lieu of the requirements of this 19 section and section 303 and other requirements of this act or 20 the rules promulgated pursuant to this act. If the department provides for the acceptance of electronic filings under this 21 section, a PEO or PEO group may authorize an assurance 22 23 organization, approved by the department, to act on the PEO's or 24 PEO group's behalf in complying with the registration 25 requirements of this act, including electronic filings of 26 information and payment of registration fees. Nothing in this subsection shall limit or change the department's authority to 27 28 register or terminate registration of a PEO or PEO group or to 29 investigate or enforce any provision of this act.

30 (i) Record confidentiality.--All financial statements, any

20110SB1069PN1689

- 13 -

1 person's personal identifying information, employer 2 identification numbers, a Federal employment identification 3 number, provisions of the professional employer agreements and client lists obtained by the department from a PEO or PEO group 4 under this act shall not be public records under the act of 5 February 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law. 6 7 The department shall make available such personal identifying 8 information, employer identification numbers, a Federal employment identification number, provisions of the professional 9 10 employer agreements and client lists obtained by the department 11 from a PEO or PEO group under this act to a rating organization 12 licensed pursuant to section 712(a) of the act of June 2, 1915 13 (P.L.736, No.338), known as the Workers' Compensation Act, as 14 required to comply with that rating organization's statutory 15 obligations. Information obtained under this subsection shall 16 only be used by the rating organization to comply with those 17 statutory duties either prescribed under the Workers' 18 Compensation Act or required by the Insurance Department 19 pursuant to its statutory authority under the act of May 17, 20 1921 (P.L.789, No.285), known as The Insurance Department Act of 21 1921, or the act of May 17, 1921 (P.L.682, No.284), known as The 22 Insurance Company Law of 1921, and shall not be considered 23 public records under the Right-to-Know Law.

24 (j) Appeals.--

(1) If the department denies an application for
registration or revokes a registration under section 701, the
PEO or PEO group may appeal the department's determination to
the secretary. The appeal must be received by the department
within 30 days after the date of the determination.

30 (2) An appeal of a determination by the department

- 14 -

1 denying an application for a renewal registration or revoking 2 a registration shall operate as a supersedeas while the 3 appeal is pending. The effective date of a denial or revocation subject to this subsection shall not be prior to 4 the expiration of the appeal period under paragraph (1). 5 6 Proceedings under this section are subject to 2 (3) 7 Pa.C.S. Ch. 5 Subch. A (relating to practice and procedure of 8 Commonwealth agencies) and Ch. 7 Subch. A (relating to 9 judicial review of Commonwealth agency action). Section 302. Fees. 10 11 (a) Fees. Except as provided in subsection (b), the 12 department shall charge the following fees for applications-13 under this act: 14 (1) Initial PEO registration, \$500. 15 (2) Initial PEO group registration, \$750. 16 (3) Renewal registration, \$250. 17 (4) Limited registration, \$250. 18 (b) Amended fees.--No less than 60 days after publishing-19 notice of an intent to revise fees in the Pennsylvania Bulletin,-20 the department may revise the fees to be charged under-21 subsection (a) or establish additional fees. Fees as revised or established by the department shall not exceed amounts-22 23 reasonably necessary for the administration of this act. The-24 department shall retain the application fees for the purposes of-25 administering this act. 26 THE DEPARTMENT MAY PROMULGATE RULES AND REGULATIONS ← 27 ESTABLISHING FEES FOR APPLICATION AND RENEWAL UNDER THIS ACT. NO FEE SHALL EXCEED THE ACTUAL AMOUNT NECESSARY FOR THE 28 29 ADMINISTRATION OF THIS ACT. FEES SHALL BE RETAINED BY THE DEPARTMENT ONLY FOR THE PURPOSES OF ADMINISTERING THIS ACT. 30

- 15 -

1 Section 303. Financial capability.

2 (a) Working capital.--Except as provided in section 301(e),
3 each registrant shall maintain either:

4 (1) positive working capital at registration or renewal
5 as reflected in the financial statements provided under
6 section 301(b)(7); or

7 (2) if the registrant does not meet the requirement in 8 paragraph (1), the registrant shall provide one or more of 9 the instruments set forth in subsection (b) with a minimum 10 aggregate value sufficient to establish positive working 11 capital plus \$100,000. The instruments shall secure payment 12 by the registrant of all taxes, wages, benefits or other 13 entitlements due to or with respect to covered employees if 14 the registrant fails to make payment when due.

15 (b) Instruments.--The following instruments may be 16 maintained to comply with subsection (a)(2):

17 (1) A surety bond on a form prescribed by the department
18 issued by an insurer authorized to transact surety business
19 in this Commonwealth by the Insurance Department. The
20 following shall apply:

(i) The surety company shall possess a current A.M.
Best Rating of B+ or better or a Standard and Poor's
rating of claims paying ability of A or better.

(ii) The PEO shall replace the bond with a new bond
issued by a surety company with an acceptable rating or
with another instrument under this subsection if the
surety company's rating falls below the acceptable rating
after the bond is issued. If the bond is not replaced
within 60 days, the department may draw on the surety
bond and deposit the proceeds with the State Treasurer to

- 16 -

secure payment as set forth in subsection (a)(2).

2 (2) An instrument held under a trust agreement
3 prescribed by the department and maintained to secure payment
4 as set forth in subsection (a) (2). The following shall apply:

1

The deposit shall consist of cash, bonds or 5 (i) other evidence of indebtedness issued, assumed or 6 7 guaranteed by the United States of America or by an 8 agency or instrumentality of the United States; 9 investments in common funds or regulated investment 10 companies which invest primarily in Federal Government or 11 State government agency obligations; or bonds or other 12 security issued by the Commonwealth and backed by the Commonwealth's full faith and credit. 13

(ii) The securities shall be held in a Commonwealth
chartered bank and trust company or trust company as
defined in section 102 of the act of November 30, 1965
(P.L.847, No.356), known as the Banking Code of 1965, or
a federally chartered bank or foreign bank with a branch
office and trust powers in this Commonwealth.

20 An irrevocable letter of credit using provisions (3) 21 required by the department issued by and payable at a branch 22 office of a commercial bank located in the United States. The 23 letter of credit shall state that the terms of the letter of 24 credit automatically renew annually unless the letter of 25 credit is specifically nonrenewed by the issuing bank 60 days 26 or more prior to the anniversary date of its issuance. The 27 following shall apply:

(i) At the time of issuance of the letter of credit,
the issuing bank or its holding company shall have a B/C
or better rating or 2.5 or better score by Thomson

- 17 -

BankWatch, or the issuing bank shall have a CD rating of
 BBB or better by Standard & Poor's Corporation.

3 (ii) The registrant shall replace the letter of credit with a new letter of credit issued by a bank with 4 an acceptable credit rating or with another acceptable 5 6 form of security if a bank's rating falls below the 7 acceptable rating after the letter of credit is issued. 8 If the letter of credit is not replaced within 60 days, the department shall be entitled to draw on the letter of 9 10 credit and will deposit the proceeds to secure payment as 11 set forth in subsection (a)(2).

12 The registrant shall execute a trust agreement (iii) on a form prescribed by the department with a 13 14 Commonwealth chartered bank and trust company or trust 15 company as defined in section 102 of the Banking Code of 16 1965 or a federally chartered bank or foreign bank with a branch office and trust powers in this Commonwealth. The 17 18 trust agreement must accommodate proceeds from a letter 19 of credit drawn on by the department.

(c) Certification.--Within 60 days after the end of each calendar quarter, a registrant shall submit to the department a certification by a senior manager that all applicable Federal, State and local taxes and required insurance premiums have been paid for all covered employees in this Commonwealth on a timely basis for that quarter.

26

27

CHAPTER 5

PEO DUTIES AND AGREEMENTS

28 Section 501. Duties and contractual relationship.

(a) Allocation of rights, duties and obligations.--Except as
specifically provided in this act, nothing in this act shall be

20110SB1069PN1689

- 18 -

deemed to affect or alter any provision of Pennsylvania law.
 Specifically:

3 (1) The client shall be entitled to exercise all rights,
4 and shall be obligated to perform all duties and
5 responsibilities, otherwise applicable to an employer in an
6 employment relationship.

The PEO shall be entitled to exercise only those 7 (2)8 rights, and obligated to perform only those duties and 9 responsibilities, specifically required by this act or set 10 forth in the professional employer agreement. The rights, 11 duties and obligations of the PEO as coemployer with respect 12 to any covered employee shall be limited to those arising 13 pursuant to the professional employer agreement and this act 14 during the term of coemployment by the PEO of the covered 15 employee.

(3) Unless otherwise expressly agreed by the PEO and the
client in a professional employer agreement, the client
retains the exclusive right to direct and control the covered
employees as is necessary to conduct the client's business,
to discharge any of client's fiduciary responsibilities or to
comply with any licensure requirements applicable to the
client or to the covered employees.

(b) Contractual relationship.--Except as provided by law, the coemployment relationship between the client and the PEO, and between each coemployer and each covered employee, shall be governed by the professional employer agreement. The PEO shall ensure that each professional employer agreement is reduced to writing and signed by both the client and the PEO and each professional employer agreement shall provide:

30 (1) The allocation of rights, duties and obligations as

- 19 -

1 described in subsection (a).

2 (2) That the PEO shall have responsibility to pay wages 3 to covered employees; to withhold, collect, report and remit payroll-related taxes and may remit unemployment taxes in 4 5 accordance with section 504; and, to the extent the PEO has 6 assumed responsibility in the professional employer 7 agreement, to make payments for employee benefits for covered 8 employees. As used in this paragraph, the term "wages" does 9 not include any obligation between a client and a covered 10 employee for payments beyond or in addition to the covered 11 employee's salary, draw or regular rate of pay, such as 12 bonuses, commissions, severance pay, deferred compensation, 13 profit sharing or vacation, sick or other paid time off pay, 14 unless the PEO has expressly agreed to assume liability for 15 these payments in the professional employer agreement.

16 Nothing in this act or in a professional employer (3) 17 agreement shall relieve a client from compliance with the 18 Commonwealth's wage and labor laws, including the act of May 19 13, 1915 (P.L.286, No.177), known as the Child Labor Law, the 20 act of August 15, 1961 (P.L.987, No.442), known as the 21 Pennsylvania Prevailing Wage Act, the act of July 14, 1961 22 (P.L.637, No.329), known as the Wage Payment and Collection 23 Law, and the act of January 17, 1968 (P.L.11, No.5), known as 24 The Minimum Wage Act of 1968. If the client is a health care 25 facility as defined in section 2 of the act of October 9, 26 2008 (P.L.1376, No.102), known as the Prohibition of 27 Excessive Overtime in Health Care Act, the client shall 28 comply with that act. No professional employer organization 29 shall knowingly engage in or assist in the violation of the 30 statutes referenced in this paragraph.

20110SB1069PN1689

- 20 -

1 (4) That the PEO shall have a right to hire, discipline 2 and terminate a covered employee as may be necessary to 3 fulfill the PEO's responsibilities under this act and the 4 professional employer agreement. The client shall have a 5 right to hire, discipline and terminate a covered employee.

6 (5) The PEO or client has the responsibility to provide 7 workers' compensation coverage for covered employees, in 8 compliance with section 503, which responsibility shall be 9 specifically allocated in the professional employer agreement 10 to either the client or the PEO in accordance with section 11 503(a).

12 (c) Notice to terminate. -- With respect to each professional 13 employer agreement entered into by the PEO, the PEO shall 14 provide the procedures by which the client or PEO may terminate the professional employer agreement, including any fees or costs 15 16 payable upon termination, and that except as otherwise expressly 17 provided or required by law, all services provided by the PEO to 18 the client shall cease immediately as of the effective date of 19 the termination.

20

(d) Notice to covered employees and clients.--

(1) With respect to each professional employer agreement entered into by a PEO, the PEO shall provide written notice to each covered employee affected by the agreement of the general nature of the coemployment relationship between and among the PEO, the client and the covered employee.

(2) If the PEO is providing benefits to covered
employees pursuant to a PEO sponsored welfare benefit plan,
the PEO shall provide specific notice to the client as to
services provided by the PEO concerning those benefits. These
responsibilities include those related to administration,

- 21 -

which includes Consolidated Omnibus Budget Reconciliation Act (COBRA) administration, plan administration, enrollment and renewal services pursuant to their professional employer agreement. The notice may be contained in the professional employer agreement or in a separate notice.

6 (e) Specific responsibilities.--Except to the extent
7 otherwise expressly provided by the applicable professional
8 employer agreement:

9 (1) A client shall be solely responsible for the 10 quality, adequacy or safety of the goods or services produced 11 or sold in client's business.

12 (2) A client shall be solely responsible for directing, 13 supervising, training and controlling the work of the covered 14 employees with respect to the business activities of the 15 client and solely responsible for the acts, errors or 16 omissions of the covered employees with regard to these 17 activities.

18 (3) A client shall not be liable for the acts, errors or
19 omissions of a PEO or of any covered employee of the client
20 and a PEO when the covered employee is acting under the
21 express direction and control of the PEO.

(4) A PEO shall not be liable for the acts, errors or
omissions of a client or of any covered employee of the
client when the covered employee is acting under the express
direction and control of the client.

(5) Nothing in this subsection shall serve to limit any
 contractual liability or obligation specifically provided in
 the written professional employer agreement.

29 (6) A covered employee is not, solely as the result of
30 being a covered employee of a PEO, an employee of the PEO for

- 22 -

purposes of general liability insurance, fidelity bonds, surety bonds, employer's liability which is not covered by workers' compensation or liquor liability insurance carried by the PEO unless the covered employee is included by specific reference in the professional employer agreement and applicable prearranged employment contract, insurance contract or bond.

8 (f) Professional employer services not insurance.--A PEO 9 under this act is not engaged in the sale of insurance or in 10 acting as a third party administrator by offering, marketing, 11 selling, administering or providing professional employer 12 services which include services and employee benefit plans for 13 covered employees.

14

(g) Taxation.--

(1) Covered employees whose services are subject to sales tax shall be deemed the employees of the client for purposes of collecting and levying sales tax on the services performed by the covered employee. Nothing contained in this act shall relieve a client of any sales tax liability with respect to its goods or services.

(2) Any tax upon professional employer services or any
business license or other fee which is based upon gross
receipts shall be limited to the administrative fee of the
PEO.

(3) Any tax assessed on a per capita or per employee
basis shall be assessed against the client for covered
employees and against the PEO for its employees who are not
covered employees coemployed with a client.

(4) In the case of tax imposed or calculated upon thebasis of total payroll, the PEO shall be eligible to apply

- 23 -

1 any small business allowance or exemption available to the 2 client for the covered employees for purpose of computing the 3 tax.

4 Section 502. Benefit plans.

5 (a) Retirement and welfare benefit plans.--A client and a 6 PEO shall each be deemed an employer for purposes of sponsoring 7 retirement and welfare benefit plans for its covered employees. 8 (b) Construction.--A fully insured welfare benefit plan

9 offered to the covered employees of a single PEO shall be 10 considered for purposes of Commonwealth law and regulation to be 11 a single employer welfare benefit plan and shall not be 12 considered a multiple employer welfare arrangement.

(c) Insurance Company Law.--For purposes of section 621.2 of the act of May 17, 1921 (P.L.682, No.284), known as The Insurance Company Law of 1921, a PEO shall be considered the employer of all of its covered employees, and all covered employees of one or more clients participating in a health benefit plan sponsored by a single PEO shall be considered employees of the PEO.

20 (d) Plans not fully insured.--If a PEO offers to its covered 21 employees any health benefit plan which is not fully insured by 22 an insurer, the plan shall:

(1) Utilize a third-party administrator licensed to dobusiness in this Commonwealth.

(2) Hold all plan assets, including participantcontributions, in a trust account.

27 (3) Provide sound reserves as determined by an actuary28 using generally accepted actuarial standards of practice.

29 (4) Provide written notice to each covered employee
 30 participating in the benefit plan that the plan is self-

- 24 -

1 insured or is not fully insured.

2 (5) PROVIDE WRITTEN NOTICE TO THE CLIENT OF THE AMOUNT
3 OF ANY AGGREGATE STOP LOSS INSURANCE.

4 Section 503. Workers' compensation.

5 (a) Requirement for coverage of covered employees.--

6 (1) Both the PEO and the client shall be an employer of 7 covered employees assigned to the client for purposes of this 8 act and the act of June 2, 1915 (P.L.736, No.338), known as 9 the Workers' Compensation Act.

10 (2) The responsibility to provide workers' compensation 11 coverage for the covered employees shall be specifically 12 allocated in the professional employer agreement to either 13 the client or the PEO.

14 (3) When the responsibility to provide workers' 15 compensation coverage is specifically allocated in the 16 professional employer agreement to the PEO, the PEO must 17 elect to provide coverage for all covered employees assigned 18 to that client pursuant to subsection (b)(3), (4) or (5).

19 (4) When the responsibility to provide workers' 20 compensation coverage is specifically allocated in the 21 professional employer agreement to the client, the client 22 must provide coverage pursuant to subsection (b)(1) or (2). 23 (b) Methods of coverage.--A client and a registered PEO that 24 have entered into a professional employer agreement may meet

25 their statutory obligation under the Workers' Compensation Act 26 for coverage as employers for the covered employees by any of 27 the following:

(1) The client obtaining a standard workers'
 compensation policy from an insurer authorized to provide
 workers' compensation coverage covering the client's covered

20110SB1069PN1689

- 25 -

1 employees. Separate experience modification, risk 2 classifications, merit rating adjustments, construction 3 classification premium adjustments or certified safety committee program credits shall be applied to the exposures 4 5 of the client covered by a policy obtained under this paragraph based on the client's entire Pennsylvania 6 7 operations notwithstanding coverage provided under additional 8 professional employer agreements pursuant to paragraphs (3), 9 (4) and (5).

10 (2) The client being approved by the department
 11 DEPARTMENT OF LABOR AND INDUSTRY to self-insure or group
 12 self-insure its workers' compensation obligations for the
 13 client's covered employees.

14 The PEO purchasing workers' compensation insurance (3) 15 on a multiple coordinated policy basis from an insurer 16 authorized to provide workers' compensation coverage to the 17 PEO and to the client with respect to the covered employees 18 assigned to the client. Each policy written on a multiple 19 coordinated policy basis shall be issued to the PEO as 20 primary named insured and must identify both the PEO and the client as insureds. AT THE WRITTEN REQUEST OF THE CLIENT, A 21 22 PROFESSIONAL EMPLOYER ORGANIZATION SHALL MAKE AVAILABLE 23 EVIDENCE OF WORKERS' COMPENSATION COVERAGE, LOSS HISTORY AND 24 TOTAL WAGES PAID FOR COVERED EMPLOYEES OF THE CLIENT. The 25 following apply:

(i) Separate experience data must be reported to the
licensed rating organization for workers' compensation
insurance for each multiple coordinated policy in a
format complying with requirements of the approved
statistical plan for workers' compensation coverage.

20110SB1069PN1689

- 26 -

(ii) Risk classifications shall be assigned to each
 client based on the totality of that client's
 Pennsylvania operations regardless of whether workers
 engaged therein are provided under one or more
 professional employer agreements or are direct hire
 employees of the client.

7 If applicable, separate experience (iii) 8 modification, merit rating adjustments, construction 9 classification premium adjustment or certified safety 10 committee program credits shall be applied to the 11 exposures of each client covered by a multiple 12 coordinated policy based on the client's entire 13 Pennsylvania operations whether coverage is being provided for the client's exposures under the client's 14 15 own policy or on a master policy basis or multiple 16 coordinated policy basis under one or more professional 17 employer agreements, or some combination thereof.

18 (iv) Policies written in accordance with this 19 paragraph by the same insurer with the PEO as named 20 insured may be combinable for premium discount and other 21 purposes including a retrospective rating program or any 22 other approved pricing program. Such programs may be 23 based on the combined total standard premium and losses 24 of all such policies issued to the PEO as the primary 25 named insured.

(v) Nothing in this paragraph shall prohibit a
professional employer organization from participating in
a large deductible program, retrospective rating program
or any other rating program approved for and written
under a workers' compensation policy offered by an

- 27 -

insurer. Further, nothing in this paragraph shall
restrict an insurer from collecting workers' compensation
premium based on the totality of the exposure under these
multiple coordinated policies and applying rates and
discounts consistent with those approved for the insurer
pursuant to the rating program.

7 (4) The PEO being duly qualified and approved by the 8 department DEPARTMENT OF LABOR AND INDUSTRY to self-insure 9 its workers' compensation obligations, including direct 10 employees and covered employees.

11 (5) The PEO purchasing workers' compensation insurance 12 on a master policy basis from an insurer authorized to 13 provide workers' compensation coverage. The insurer or 14 licensed producer shall provide a certificate of insurance 15 evidencing workers' compensation coverage to each client and 16 to the PEO with respect to the covered employees of that 17 client. The following apply:

(i) When coverage is provided under a master policy,
the insurer must report separate experience data to the
licensed rating organization for workers' compensation
insurance for each client insured within any master
policy in a format complying with the requirements of the
approved statistical plan for workers' compensation
coverage.

(ii) Risk classifications shall be assigned to each
client based on the totality of that client's
Pennsylvania operations regardless of whether workers
engaged therein are provided under one or more
professional employer agreements or are direct hire
employees of the client.

20110SB1069PN1689

- 28 -

1 (iii) If applicable, separate experience 2 modification, merit rating adjustments, construction 3 classification premium adjustments or certified safety committee program credits shall be applied to the 4 5 exposures of each client covered by a master policy based on the client's entire Pennsylvania operations whether 6 7 coverage is being provided for the client's exposures 8 under the client's own policy or on a master policy basis 9 or multiple coordinated policy basis under one or more 10 professional employer agreements, or some combination 11 thereof.

12 (iv) Nothing in this paragraph shall prohibit a 13 professional employer organization from participating in 14 a large deductible program, retrospective rating program 15 or any other rating program approved for and written 16 under a workers' compensation policy offered by an 17 insurer. Further, nothing in this paragraph shall 18 restrict an insurer from collecting workers' compensation 19 premium based on the totality of the exposure under the 20 master policy and applying rates and discounts consistent 21 with those approved for the insurer pursuant to the 22 rating program.

23 (C) Employee coverage. -- Direct hire employees of and covered 24 employees assigned to a client shall all be collectively covered 25 either by the State Workers' Insurance Fund or by insurers 26 authorized to transact workers' compensation insurance in the voluntary market. Covered employees insured by the State 27 28 Workers' Insurance Fund may only be covered pursuant to a policy 29 issued to the client under subsection (b)(1) or on a multiple 30 coordinated policy basis issued pursuant to subsection (b)(3).

20110SB1069PN1689

- 29 -

1 (d) Client obligation.--

(1) A client retains the statutory obligation to provide
workers' compensation coverage for employees that are not
covered employees pursuant to the professional employer
agreement. Nothing in this paragraph shall preclude a client
from purchasing a workers' compensation policy insuring both
its covered employees and its direct hire employees.

8 (2)If a client's insurer or the client, if self-9 insured, has issued coverage for direct hire employees, and an injured employee is entitled to workers' compensation 10 11 benefits but there is a dispute as to whether the employee is 12 a direct hire employee of the client or a covered employee of 13 the PEO, the client's insurer or the client, if self-insured, 14 shall pay the benefits, subject to reimbursement of claims 15 costs and loss adjustment expenses by the PEO's insurer if it 16 is determined that the claimant is a covered employee of the 17 PEO.

18 (3) If the client does not have coverage for direct hire 19 employees, either through an insurer or by self-insurance, 20 and an injured employee is entitled to workers' compensation 21 benefits but there is a dispute as to whether the employee is 22 a direct hire employee of the client or a covered employee of 23 the PEO, the PEO's insurer or the PEO, if self-insured, shall 24 pay the benefits, subject to reimbursement of claims costs 25 and loss adjustment expenses by the client, if it is 26 determined that the claimant is not a covered employee of the 27 PEO.

(e) Policy issuance permitted.--Subject to subsection (b),
and notwithstanding the provisions of section 653 of the act of
May 17, 1921 (P.L.682, No.284), known as The Insurance Company

```
20110SB1069PN1689
```

- 30 -

Law of 1921, insurers may issue multiple coordinated policies
 and master policies covering fewer than all of a client's
 employees pursuant to subsection (b) (3) and (5) STANDARD
 WORKERS' COMPENSATION POLICIES UNDER SUBSECTION (B) (1), MULTIPLE
 COORDINATED POLICIES UNDER SUBSECTION (B) (3) OR MASTER POLICIES
 UNDER SUBSECTION (B) (5) COVERING FEWER THAN ALL OF A CLIENT'S
 EMPLOYEES.

4

8

(f) Notice of coverage to the client.--

9 (1) If coverage is provided under a policy issued to the 10 PEO for covered employees of the PEO, the PEO shall give 11 clear and conspicuous written notice to the client that:

(i) The client of the PEO has a continuing
obligation to provide coverage under the Workers'
Compensation Act for direct hire employees of the client
who are not covered employees and not otherwise covered
under a policy described in this section.

17 While coverage provided under a policy issued (ii) 18 to the PEO is in force, the PEO will be responsible for 19 paying all premium obligations, including any audit 20 adjustments and policyholder assessments, and will be 21 entitled to any premium refunds. The written notice to 22 the client shall further explain that although the PEO 23 will charge the client amounts that reflect or include 24 the cost of coverage, these charges are not considered 25 insurance premium obligations of the client. If there is 26 a policy deductible, the written notice to the client 27 shall further explain that the PEO is responsible for 28 reimbursing the insurer for the deductible and may not 29 seek recovery from the client.

30 (2) The written notice to the client shall explicitly

- 31 -

1 state that:

(i) If the professional employer organization
terminates the professional employment agreement with the
client, termination of workers' compensation coverage by
the insurer shall be effective the sooner of:

6 (A) Sixty days after notice of intent to 7 terminate workers' compensation coverage by the 8 insurer has been given by the professional employer 9 organization to the client.

10 (B) Fifteen days after notice of intent to 11 terminate workers' compensation coverage by the 12 insurer for nonpayment has been given by the 13 professional employer organization to the client.

14 (C) The date on which workers' compensation 15 coverage for the covered employees is transferred to 16 the client's workers' compensation policy or other 17 coverage.

(ii) The requirements under paragraph (1) shall
continue to apply to workers' compensation coverage
provided by the insurer after the notice is given
pursuant to subparagraph (i).

(iii) The client shall pay for all workers'
compensation coverage provided by the insurer, including
reasonable administrative expenses, subsequent to the
termination of the professional employer agreement by the
professional employer organization.

(iv) If workers' compensation coverage is provided through a workers' compensation insurance policy issued to the professional employer organization on behalf of the client who has been given notice pursuant to

- 32 -

subparagraph (i), the professional employer organization
 shall notify the affected insurer of the notice.
 (q) Notice to department DEPARTMENT OF LABOR AND INDUSTRY.--

4 If the professional employer agreement provides for the PEO to 5 provide workers' compensation insurance for covered employees, 6 the PEO shall:

7 Notify the department DEPARTMENT OF LABOR AND (1)8 INDUSTRY that it has insured covered employees assigned to a 9 client for workers' compensation on a multiple coordinated 10 policy basis pursuant to subsection (b)(3) or through selfinsurance in accordance with subsection (b)(4) or on a master 11 12 policy basis pursuant to subsection (b) (5) within 15 days 13 after the effective date of the professional employer 14 agreement.

15 (2) Notify the department DEPARTMENT OF LABOR AND 16 INDUSTRY of any cancellation or termination of a professional 17 employer agreement under which the PEO has assumed the 18 obligation to provide workers' compensation insurance for 19 covered employees within ten days following the date the 20 notification of cancellation or termination of the 21 professional employer agreement is issued to the client.

(3) Notify the department DEPARTMENT OF LABOR AND
INDUSTRY of any cancellation or termination of workers'
compensation coverage for covered employees by the PEO's
insurer, or any change in insurers for covered employees,
within ten days of the effective date of cancellation,
termination or change of insurers.

(h) Notice by insurer or licensed producer.--The insurer or
licensed producer of a workers' compensation policy sponsored by
a PEO for covered employees shall provide the department-

20110SB1069PN1689

- 33 -

1 DEPARTMENT OF LABOR AND INDUSTRY with copies of all notices of 2 coverage, cancellation or nonrenewal related to that policy. The 3 PEO shall notify the insurer or licensed producer of the 4 requirement under this subsection.

5 (i) Exclusive remedy.--

6 The Workers' Compensation Act shall provide the (1)7 exclusive remedy for injuries suffered by direct hire and 8 covered employees in the course and scope of their employment 9 or coemployment with the PEO and client where the PEO or 10 client has secured workers' compensation insurance or self-11 insured their workers' compensation obligations as required 12 by the Workers' Compensation Act, this act and the 13 professional employer agreement. Both the PEO and the client 14 shall be entitled to the exclusiveness of remedy under 15 section 303 of the Workers' Compensation Act regardless of 16 which provided such coverage.

17 (2) Nothing in this act may include within the coverage 18 of the Workers' Compensation Act individuals, services or 19 remuneration that are otherwise excluded from the Workers' 20 Compensation Act.

21 (j) Cost.--The professional employer organization shall not 22 make any materially inaccurate, misleading or fraudulent 23 representations to the client regarding the cost of workers' 24 compensation coverage. If the professional employer organization 25 charges the client an itemized amount for workers' compensation 26 coverage, the professional employer organization shall provide 27 the client with an accurate and concise description of the basis 28 upon which it was calculated and the services that are included. 29 A professional employer organization shall not charge a client an itemized amount for workers' compensation coverage that is 30

```
20110SB1069PN1689
```

- 34 -

1 materially inconsistent with the actual amounts that the 2 professional employer organization is charged by the insurer, 3 given reasonably anticipated loss-sensitive charges, if 4 applicable, reasonable recognition of the professional employer 5 organization's costs and a margin for profit.

6 (k) Applicability.--This section shall apply to new and
7 renewal workers' compensation policies issued to professional
8 employer organizations on or after the effective date of this
9 act.

10 Section 504. Unemployment compensation insurance.

11 (a) Employer.--Notwithstanding any other provision of this 12 act, the following shall apply:

(1) A professional employer agreement under this act
shall constitute an arrangement included in section 4(j)(2.1)
of the act of December 5, 1936 (2nd Sp.Sess., 1937 P.L.2897,
No.1), known as the Unemployment Compensation Law.

17

(2) Nothing in this act shall be construed:

18 (i) To affect the responsibilities of the client as
19 the employer of covered employees for purposes of the
20 Unemployment Compensation Law.

(ii) To affect the responsibility of the PEO to file
reports pursuant to section 315(a)(4) of the Unemployment
Compensation Law.

(iii) To preclude the applicability of section 4(j)
(2.1) or any other provisions of the Unemployment
Compensation Law to any arrangement or person not
governed by this act.

28 (b) Procedure.--

(1) A client may authorize a PEO to file employer
 reports pursuant to section 304 of the Unemployment

- 35 -

1 Compensation Law and pay unemployment compensation 2 contributions, interest and penalties on the client's behalf. 3 (2)An authorization, filing or payment under this subsection shall be made in the manner prescribed by the 4 5 department DEPARTMENT OF LABOR AND INDUSTRY. This subsection shall not be construed to allow 6 (3) 7 multiple employer reports to be filed on a client's 8 unemployment compensation account for a calendar quarter. 9 CHAPTER 7 10 ENFORCEMENT Section 701. Enforcement. 11 12 Prohibited acts. -- A person commits a misdemeanor of the (a) 13 third degree if that person: 14 Offers, provides, advertises or holds itself out as (1)15 providing professional employer services or uses the names 16 PEO, professional employer organization, staff leasing, 17 employee leasing, administrative employer or other title 18 representing professional employer services without first 19 becoming registered under this act. 20 (2) Knowingly and willingly misrepresents a material 21 fact or fails to disclose a material fact in conjunction with 22 any application, registration, renewal or in any report 23 required under this act. 24 Inspection and disciplinary action. --(b) 25 Upon petition of the department, a court of (1)26 competent jurisdiction may enjoin a PEO from taking action 27 under or violating this act. The department may conduct audits, inspections and 28 (2)29 investigations as necessary to administer and enforce this act. The books and records of a PEO and a client shall be 30

←

20110SB1069PN1689

- 36 -

1 available to the department for inspection and copying at 2 reasonable times. The department may examine an individual under oath or affirmation and issue subpoenas to compel the 3 attendance of witnesses and the production of documents. 4 5 The department may revoke the registration of a PEO (3) 6 or PEO group, or may impose an administrative penalty in an 7 amount not to exceed \$1,000 for each violation, or both, if 8 after notice and hearing, the PEO or PEO group: 9 Knowingly violates any provision of this act. (i) 10 (ii) Ceases to meet any requirement of this act.

(iii) Knowingly misrepresents a material fact in conjunction with any application, registration or renewal or in any report required under this act.

14 (iv) Fails to disclose a material fact in
15 conjunction with any application, registration or renewal
16 or in any report required under this act.

17 CHAPTER 21

18 MISCELLANEOUS PROVISIONS

19 Section 2101. Effective date.

20 This act shall take effect in 180 days.

- 37 -