

*Service Employees International Union Local 32 BJ
District 36*

BENEFIT FUNDS

1515 MARKET STREET, SUITE 1020 • PHILADELPHIA, PA 19102

Phone: (215) 568-3262

Fax: (215) 561-2382

*Building Operators Welfare Trust Fund
Building Operators Pension Trust Fund
BOLR Legal Services Trust Fund*

March 24, 2017

To: **All Contributing Employers**

RE: EMPLOYER'S NOTICE OF PARTICIPANT TERMINATION

The Board of Trustees in the course of executing their fiduciary responsibilities recognize the need to adopt a policy and procedure with respect to contributing employers' notification to the Service Employees International Union Local 32BJ District 36 Building Operators Welfare Trust Fund office with respect to any employee status changes such as new hires, terminations and leave. The following policy and procedure was adopted and effective April 1, 2015. This letter serves as continued reminder of the policy in addition, the required form of communication effective February 1, 2016:

1. The employer must provide the Welfare Fund office with written notice of a participant's termination, retirement or other change in employment status that triggers termination of benefits eligibility (a "termination event"), which the Welfare Fund office receives on or before the earlier of the 30th day following the date a termination event occurs or the 15th day of the month following the month in which the event occurred. **The attached Employee Status Change Form is the only acceptable communication tool and must be used at all times. We will no longer accept any changes written on the remittance forms. If a termination is noted on the remittance form, it will NOT be considered proper notification and may establish additional eligibility for employees at a cost to the contributing employer.**

2. In the event the employer fails to provide such timely notice to the Welfare Fund office, the employer shall be and hereby is determined to be liable to the Welfare Fund for two (2) months' contributions for each month that the employer fails to provide the required notice to the Welfare Fund office.

For example, if the participant's termination event date is March 5, the employer is required to provide written notice to the Welfare Fund office no later than April 4. If the notice is not received by the Welfare Fund office by that date, the employer will be liable for two (2) months' contributions, payable by May 15. If the employer continues to fail to provide notice of the termination event by May 4, the employer will be liable for an additional two (2) months' contributions payable in June, and so on.

Should you or anyone in your organization have any questions regarding the aforementioned policy, please contact the Fund Office.

Sincerely yours,

John Rongione
Administrator