

**Building Service 32BJ Benefit Funds**  
**Late Reporting Minimum Hours Contribution Proration Formula**  
**Effective 9/1/2017**

For Health, Legal and Training Fund reporting on the Benefit Contribution Invoice (BCI), a minimum hours contribution formula is used when an employer fails to report status changes with respect to employees who have been terminated or otherwise have had their status changed to one in which the employer is not obligated to contribute. In the event that an employer does not provide the Funds with the requisite notice within 20 days of such status change, the Funds will charge the employer Health, Legal and Training contributions from the time of status change until such notice is provided. This is a confirmation of existing policy. For employers that contribute at an hourly rate, the Funds will charge the hourly rate times the minimum number of hours set forth in their Collective Bargaining or Participation Agreements necessary to qualify for the benefit in question.

**The Health, Legal and Training Fund Minimum Hours Contribution Proration Formula:**

$((\text{Weekly Late Reporting Hours}) \times 52 \text{ Weeks}) / 12 \text{ Months}) \times 0.03288 \times \text{Number of Days Late in the reporting period} \times \text{Fund Contribution Rate}$

**Example:** John Doe is a Full-Time cleaner. He was terminated on 9/14/2017. The termination was entered/reported in the ESS (Employer Self Service System) on 10/27/2017

**Additional Contributions Owed Due to Late Reporting:**

Fund	Contribution Due for Reporting Period September 2017	Contribution Due for Reporting Period October 2017
Health	\$337.85	\$570.12
Legal	\$7.52	\$12.69
Training	\$11.63	\$19.62

**Fund Minimum Hours Contribution Proration Formula:**

Contribution Due for Reporting Period September 2017

Health:  $30 * X 52 \div 12 X 0.03288 * X 16 * X \$4.94 * = \$337.85$

Contribution Due for Reporting Period October 2017

Health:  $30 * X 52 \div 12 X 0.03288 * X 27 * X \$4.94 * = \$570.12$

**\*Weekly Late Reporting Hours:**

- For this example the Weekly Late Reporting Hours is 30 for Full-time employees. Weekly Late Reporting Hours are based on your Collective Bargaining or Participation Agreements and the Trustees Collections Policy.

**\*\*0.03288:**

- One calendar day shall equal 3.288% of the monthly rate.

**\*\*\*Number of Days Late in the reporting period:**

- Failure to report employee status changes within 20 days of the actual status change date may result in additional contributions due the Funds.
- John Doe was terminated on 9/14/2017; in order to be considered timely, the termination must be reported on or before 10/4/2017.
- Termination date reported on 10/27/2017. The total numbers of days late is 43 (16 days in September and 27 days in October)

**\*\*\*\* Fund Contribution Rate:**

Fund	Fund Contribution Rate
Health	\$4.94
Legal	\$0.11
Training	\$0.17

*Note: Employee status changes must be reported immediately. Employers have twenty days after the employee status change to report this information to the Funds. Employers who report employee status changes after the 20th day will owe the Funds contributions through the date the Funds receives the employee status change information.*