



Laborers Funds Administrative Office of Northern California, Inc.
220 Campus Lane, Fairfield, CA 94534-1498 • Telephone: (707) 864-2800

TO NEW SIGNATORY EMPLOYERS

SUMMARY OF TRUST FUND REPORTING REQUIREMENTS

- All employees performing work in Northern California covered by your agreement are to be reported and contributions paid, *regardless of the employee's union status*. All hours are to be reported, whether straight time or overtime, but no contribution shall be computed at the rate of 1 ½ or double the required rate of contribution per hour.
- Employees performing covered work in Northern California are to be reported and contributions paid from the date of hire, not from the date they join the union.
- Contributions are to be paid in accordance with the rates required by your agreement, which are the rates indicated on your reporting form. These rates may not necessarily be those shown on the employee's dispatch slip.
- If you choose to cover owners, partners, or supervisory personnel above the rank of foreman, they are to be reported on the basis of 170 hours per month, regardless of the number of hours they actually work in a month. Once you begin reporting such personnel on this basis, you must continue reporting them on that basis as long as they are in your employ.
- If you hire a subcontractor who performs work covered under the Agreement, it is your responsibility to make sure that all hours are reported and all contributions paid.
- Contributions are due on or before the 15th day of the month following the work month, and are delinquent if not postmarked on or before the 25th day of the month following the work month. Delinquent reports will be assessed liquidated damages and interest in accordance with the Collective Bargaining Agreement and/or Trust Agreements.

If at any time you discover that you have reported hours in error, please contact the Fund Office for a copy of our Refund Policy.

These guidelines are offered in an effort to make your transition into Laborers Trust Funds as smooth as possible. The Fund Office performs periodic random audits of all employers' records to ensure compliance with these reporting requirements. Our first audit of your records will occur within one year. A representative of the Fund Office will contact you shortly to answer any questions you may have about these reporting requirements, or to answer any other questions not addressed here. You may also contact the Fund Office directly at 707-864-2800 and speak with Employer Accounts.