



## Employer Services Phone Menu

Phone options for Employer Services and staff extension numbers have changed. Please pay close attention when calling in for the correct prompt. Our phone number is still **707-863-3480**. The new prompts are:

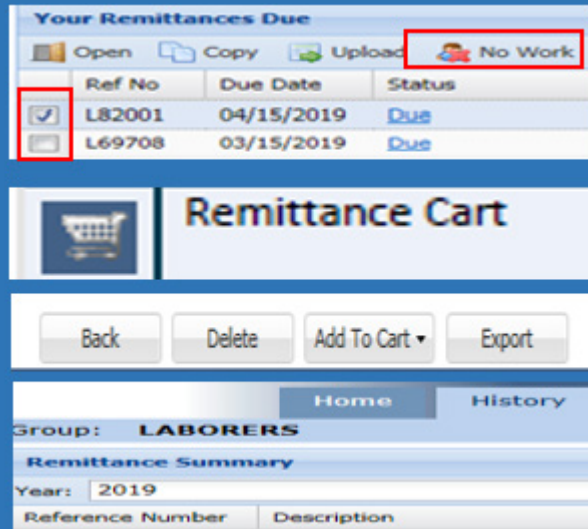
- **Employer Accounts Questions** - press 1
- **Delinquencies Questions** - press 3
- **Reciprocity Questions** - press 5
- **Web Portal Support** - press 2
- **Audits Support** - press 4
- **Liquidated Damages Info** - press 6
- **Operator** - press 0

## Employer Portal version 3.0

Below are some Highlights of the Employer Portal that should help improve your processing experience:

- You can submit multiple "No Work" remittances at ones.
- New Shopping cart allows multiple remittances to be paid at once.
- Ability to export Employee Details prior to submitting a remittance.
- Enhanced Submitted Remittance view with drop down History view.

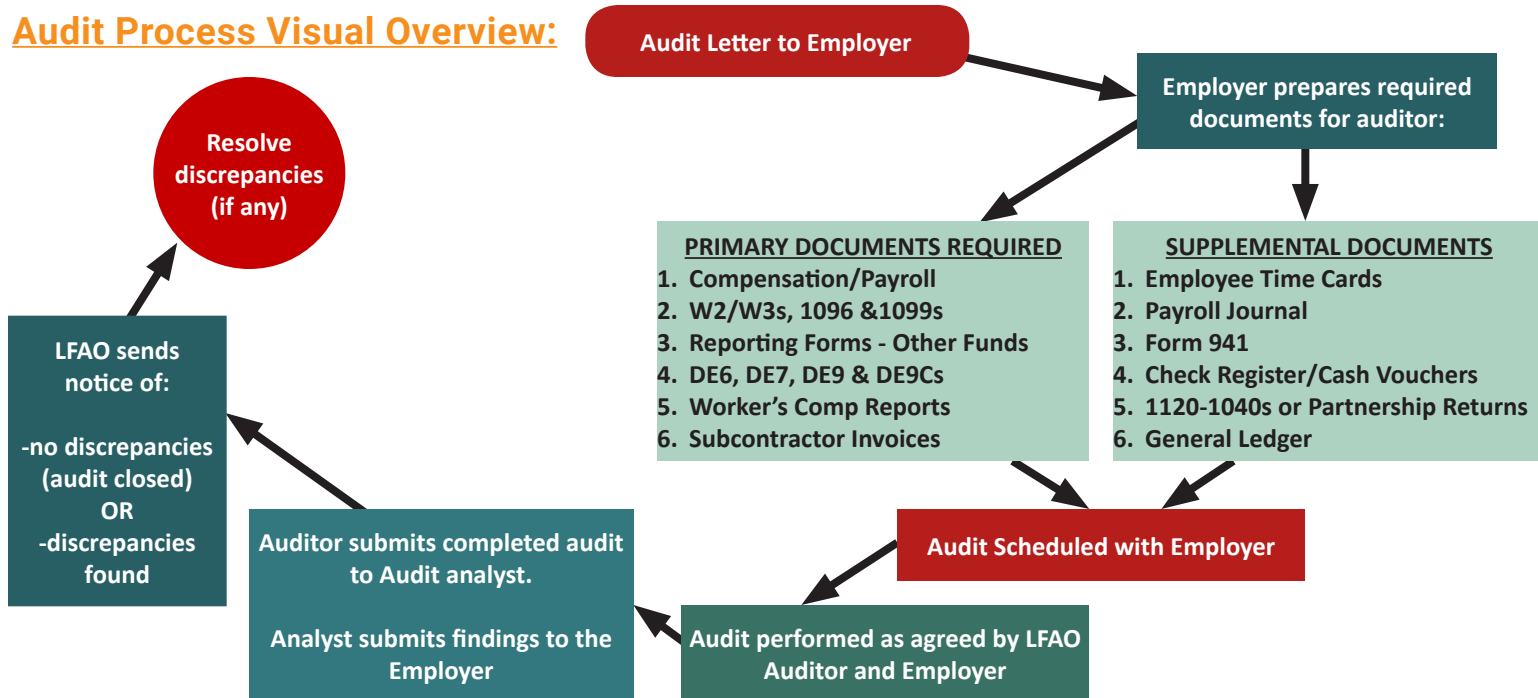
These enhancements have been added to allow for a better user experience. For a full list of changes and new features please visit our website at [www.LFAO.org](http://www.LFAO.org) select Employer tab and scroll down to Information where you will find a downloadable Employer Portal V3 Guide to updates and a list of Icon definitions.



### WE ARE HERE TO HELP!

Have additional questions? Would you like an invitation code sent to you to get you started? Please contact our Employer Services Department at (707) 863-3480 Portal assistance can be reached at extension 8269 or 8267.

## Audit Process Visual Overview:



## Completing Your Contribution Form

### Do:

- Use Contribution Report Form mailed to you
- Submit contribution report if NO hires for the month
- Write laborers' SSNs and DOBs clearly
- Inactivate mailing of reporting forms if no longer employing laborers
- Verify contribution columns added accurately
- Mail contribution reports/payment to BANK
- Report prior month adjustments on separate sheet and send it to the Trust Fund Office.

### Do Not:

- Copy a previous report to use; it has a unique number that is only valid once. If you need to report additional hours for a previous period or need a supplemental report, contact the Trust Fund Office.
- Create your own report for submission - rather use the one sent to you by the Trust Fund as it has a unique identifying number.
- Send payment by certified mail

## Trust Fund Mailing Calendar

### Discrepancy & Liquidated Damages Statements:

10<sup>th</sup> - 12<sup>th</sup> of each month

### Employer Reporting Forms:

23<sup>rd</sup> - 25<sup>th</sup> of each month

### Delinquency Notices:

22<sup>nd</sup> - 25<sup>th</sup> of each month

### Delinquency Notice

Employer contributions are due the 15th each month. If the monthly contributions or reports are not received or postmarked by the 25th, contributions are considered delinquent. Each month, as the 25th nears, the Fund will issue a Delinquency Notice that lists the report period missed. If you receive a Delinquency Notice, but are certain that the report was mailed on time, the report and notice likely crossed in the mail. If this is the case, call the Employer Services department to confirm receipt of your report.

If you did not employ any Laborers for the period listed on the Delinquency Notice, simply sign it where indicated and return to the Fund Office via mail or fax **707-864-5856**. If your report is not yet mailed, please do so immediately. Remember, contributions received late are subject to liquidated damages and interest. To avoid a Delinquency make certain that the contribution form and report are submitted on time and completed accurately.

### New Web Address

The LFAO is now using a new address for staff emails and our website. You can now reach your party by using their **first initial, last name @LFAO.org**. The old website and email addresses will still work for some time so don't worry if you are still emailing us at or visiting our site via [norcalaborers.org](http://norcalaborers.org).

## Reporting requirements under Section 28A of the Laborers Master Agreement

If any of your employees are no longer performing covered work within the recognized jurisdiction of the Northern California Laborers Master Agreement and your collective bargaining agreement and your company desires to continue coverage on their behalf please contact the Laborers Local Business Manager in your area to identify names and classifications of any such participating individuals and execute a supplemental participation agreement with that information. Contributions on behalf of supervisory personnel above the rank of foreman are allowed under the provisions of the Laborers Master Agreement as identified in Section 28A.

In coordination with your Local Union Business Manager, written notification of your classification changes in personnel will need to be provided to the Laborers Administrative Trust Funds Office in order that appropriate reporting forms may be provided to your company. If you have any questions please contact the Northern California District Council of Laborers or your Local Business Manager. Review the diagram on the next page for more information.



# Northern California District Council of Laborers

Affiliated with the Laborers' International Union of North America

**Business Manager**  
Oscar De La Torre

**Secretary-Treasurer**  
David Gorgas

**President**  
Doyle Radford

**Vice President**  
Victor Parra

**Sergeant at Arms**  
Carlos Bedolla

**Executive Board Members**

Enrique Arguello | Fernando Estrada | James Hammond

**Auditors**

Ramon Hernandez | Keith LeMoine | Dave Thomas

March 19 2019

## OFFICIAL NOTICE

According to Section 28E – Wage and Fringe Benefit Increase of the 2018-2023 Laborers' Master Agreement the Union may elect at its option to allocate each increase to any or all of the following: Wages, Health and Welfare, Pension/Annuity, Vacation-Holiday-Dues Supplement, Training-Retraining/Apprenticeship or Laborers-Employers Cooperation and Education Trust (L.E.C.E.T.). Therefore, effective July 1, 2019, a one dollar ninety cents (\$1.90) per hour wage and fringe benefit increase will be allocated as follows:

**July 1, 2019 – Wage and Fringe Benefits Allocation:**

Wages	additional	\$1.00 per hour
Health and Welfare	additional	\$0.25 per hour
Annuity	additional	\$0.35 per hour
Vacation	additional	\$0.30 per hour
<b>Total</b>	<b>additional</b>	<b>\$1.90 per hour</b>

The additional \$0.25 per hour allocation to Annuity, effective June 25, 2018, remains in effect for Individual Employers who did not extend the agreement.

Please also note the following change pursuant to Supplement No. 1 of the 2018-2023 Laborers' Master Agreement, effective July 1, 2019:

**July 1, 2019 – Labor Foreman Rate:**

\$2.50 per hour above any classification in this Agreement working under his/her direction.

Please also note the following change:

**July 1, 2019 – Industry Stabilization and Training:**

\$0.05 per hour shall be redirected from Industry Stabilization Funds to Training.

Sincerely,

Oscar De La Torre  
Business Manager  
Northern California District Council of Laborers

ODLT:asa

REV. 03/27/19

Laborers' Local 67  
8301 Edgewater Drive  
Suite 201  
Oakland, CA 94621

Laborers' Local 73  
3984 Cherokee Road  
Stockton, CA 95215

Laborers' Local 185  
1320 National Drive  
Sacramento, CA 95834

Laborers' Local 261  
3271 - 18th Street  
San Francisco, CA 94110

Laborers' Local 270  
2195 Fortune Drive  
San Jose, CA 95131

Laborers' Local 294  
5431 East Hedges  
Fresno, CA 93727

Laborers' Local 304  
29475 Mission Blvd  
Hayward, CA 94544

Laborers' Local 324  
611 Berrellesa Street  
Martinez, CA 94553

Laborers' Local 1130  
PO Box 3448  
Modesto, CA 95353

**NCDCL**

4780 Chabot Drive  
Suite 200  
Pleasanton, CA 94588  
P 925-469-6800  
F 925-469-6900  
NCDCLABORERS.ORG

