

Reminders/Memos

Reminders for AFM Local Unions that participate as signatory employers of the Fund.

Please review the following reminders to ensure the continued participation of your Local Union as an Employer to the AFM-EPF.

- The Local must make contributions for **all** non-collectively bargained employees; that is, it may not exclude **any** employees or groups of employees, such as clerical or part-time employees.
- The Local must make contributions beginning on each employee's first date of employment. No waiting period or deferral during a probationary period is permitted.
- The Local must make contributions at the same rate for all non-collectively bargained employees.
- Contributions are due no later than the end of the month following the month in which the work is performed.
- If any of the information set forth in the Local Union Participation Agreement changes, the Local Union must complete a new Participation Agreement and send it to the Fund Office.