

**SEIU Pension Funds
Policy for Implementation of a Late Fee
for Pension Contributions Due from Locals**

The International Constitution stipulates that pension contributions shall be paid before the end of the month following the month in which eligible officers and/or employees receive compensation, and that failure to contribute to the Pension Fund shall be governed by the processes of Article XII, Section 3, thereof.

Local unions which fail to remit contributions by the end of the month following the month in which compensation is paid shall be considered delinquent. A late fee shall be charged when a local union is one month or more delinquent.

A late fee of 2% of the outstanding balance of all delinquencies older than one month shall be assessed compounded each month. Late fees are incurred on the last business day of each month and locals shall not be charged for portions of a month.

Contributions found to be due and owing following an audit of a local union shall be assessed a late fee when the audit billing is older than one month.

A local union may submit a written request for a waiver of late fee(s) to the International President. The waiver request must include a proposed payment plan for the local's outstanding pension contributions. Waivers shall be granted only for serious adverse financial conditions in the local.

If a waiver is granted, and payment is not made in accordance with the waiver plan approved, all late fees shall automatically be reinstated.

Notice of late fees shall be sent to the financial contact person of the local.