Fund Administration & Operations

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Whether it is a vesting or eligibility issue, an inquiry about a contract or providing practical advice about fund operations, numerous questions arise in the day-to-day operations of a multiemployer benefit plan. Our practice has been responding to these questions for over 50 years, and here is a representative listing of some of the work we perform:

Fund Office Focus

- Assisting the fund administrative office with all operational matters, such as benefit and eligibility issues, claims and appeals, and normal communications with the fund's covered individuals and other related parties.
- Analyzing legal documentation received by the fund, such as subpoenas, state income withholding orders and liens, and IRS levies.
- Legal determinations involving Qualified Domestic Relations Orders (QDROs) and Qualified Medical Child Support Orders (QMCSOs).
- Assisting the fund's chief executive officer with all day-to-day employment issues with fund staff.
- Advising the fund's staff as to other matters which affect the operation of the Plan/Trust, including generally applicable state law compliance issues.

Trustee Focus

- Providing legal reports and advice to the trustees, and providing assistance in implementing their decisions, such as preparing Plan and/or Trust amendments, and advising the trustees of a multiemployer defined benefit plan of their responsibilities under the Multiemployer Pension Reform Act of 2014 (MPRA).
- Preparing applicable procedures and policies for the Plan/Trust, including employee handbooks, audit, delinquency and collection procedures for contributing employers, and educational conference expense/travel policies for trustees and designated fund employees.
- Documenting and negotiating relationships with other professional service providers, including consultants, actuaries and collection counsel.
- Negotiation of office leases, computer contracts and employment contracts.
- The preparation and amendment of nonqualified deferred compensation plans/rabbi trusts.
- Preparing disclosure materials, such as a Summary Plan Description (SPD) or a Summary of Material Modifications (SMM), to participants and beneficiaries, contributing employers, employee representatives, governmental agencies and other entities.