

Building Service 32BJ

THOMAS SHORTMAN TRAINING, SCHOLARSHIP AND SAFETY FUND

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The Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund is administered by a joint Board of Trustees consisting of Union Trustees and Employer Trustees with equal voting power.

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IMPORTANT NOTICE

This booklet is the Summary Plan Description (“SPD”) of the plan of benefits (“the Plan”) of the Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund (“the Fund”). Your rights to benefits are only as provided in this SPD as interpreted by official action of the Board of Trustees (“the Board”). You should refer to this booklet when you need information about Plan benefits. In addition, the Board reserves the right, in its sole and absolute discretion, to amend the Plan at any time.

- Save this booklet – put it in a safe place. If you lose a copy, you can ask Member Services (call 1-800-551-3225) for another or obtain it from www.seiu32bj.org.
- If you change your name or address – notify Member Services immediately so your records are up-to-date.
- Throughout this booklet, the words “you” and “your” refer to participants whose employment makes them eligible for Plan benefits. The word “dependent” refers to a family member of a participant who is eligible for scholarship benefits under the Plan.
- This booklet describes the provisions of the Plan in effect as of July 1, 2009.
- In the event there is any conflict between the terms and conditions for Plan benefits as set forth in this booklet and any oral advice you receive from a Building Service 32BJ Benefit Funds employee or union representative, the terms and conditions set forth in this booklet shall control.

ELIGIBILITY AND PARTICIPATION

The Plan is made up of two distinct benefits – training and scholarships. Training is made available only to eligible employees. **Scholarships are made available only to eligible employees and their eligible children as described on pages 11–13.**

The following is a description of employee eligibility for the training program. There is an additional requirement for employee eligibility under the scholarship awards program – see page 11. Dependent eligibility, which applies only to the scholarship awards program, is described on pages 11–13.

Employee Eligibility – Training

Eligibility for benefits from the Plan depends upon the particular contract (collective bargaining agreement or participation agreement) covering your employment. If the contract provides for your participation in the Plan, you are eligible for benefits after completing the applicable waiting period in covered employment* as listed below, unless specified otherwise. Your benefits begin on the day following your completion of the specified waiting period working the number of days or hours required by your contract. **It is important that you check your contract as waiting periods may vary.**

New York City Commercial or Residential	90 days
New York City Public Schools	90 days
Window Cleaner**	90 days
Westchester Residential	90 days
Commercial contracts in:	
New Jersey	180 days
Hudson Valley	180 days
New Haven, CT	180 days
Philadelphia suburbs	180 days
Washington, DC, Baltimore, Montgomery County, MD	90 days
Long Island	90 days
Security Officers (New York City, Washington, DC)	none or 30 days
Government buildings in Washington, DC area	none or 30 days

* In general, if you are employed in building service, maintenance, operation, window cleaning or security by a building employer in a classification for which your employer is obligated to make contributions to the Fund, you may be eligible for the Fund benefits. This employment is referred to as “covered employment” in this booklet.

** Wait period does not apply to Window Cleaner Apprenticeship Training. See page 8.

Note:

- If you work in a **New York City Public School** and you work more than 60 hours in a 28 day pay period you become eligible for benefits on the 91st day of covered employment, if the Fund is notified of your date of hire. If the Fund is not notified of your date of hire, after you have appeared on three consecutive Department of Education payroll reports, you become eligible for benefits on the last day of the first payroll period.

When You are No Longer Eligible

Your eligibility for the Plan ends:

- at the end of the 30th day after you no longer regularly work in covered employment
- when your employer terminates its participation in the Plan, or
- on the date the Plan is terminated.

In addition, the Board reserves the right in its sole discretion to terminate eligibility if your employer becomes seriously delinquent in its contributions to the Fund.

If you lose your eligibility while you are taking a Plan course, you may complete that trimester. However, you may not enroll for any new courses or apply for a scholarship.

If You Come Back to Work

If your employment ends after your eligibility commenced and you return to covered employment (with the same contributing employer or a different contributing employer):

- within 90 days, your Plan participation starts again on your first day back at work, or
- more than 90 days later, you would have to complete 90 consecutive days of covered employment with the same employer (or the number of days specified in your contract as your initial waiting period) before being able to resume participation

If you work in the New York City Public Schools and return to covered employment within 12 months your Plan participation starts again on your first day back at work. If you return to work after 12 months, you will become eligible for training on the 91st day of covered employment.

TRAINING PROGRAM

Description

The Fund's Training Program is a joint labor/management program, supported by contributions negotiated between Local 32BJ and contributing employers.

You do not pay anything to take Plan courses. Necessary books and other required course-related materials are provided without charge to participants who are enrolled and attending the class. However, if you lose a course book, you must pay for a replacement, and you are also fully responsible for the cost of obtaining certifications from outside agencies (for example, FDNY, EPA, etc.).

The Board decides which courses to offer, as well as when and where they are offered, and reserves the right to change course offerings and schedules at any time, based on the Board's determination of participants and employers' needs.

Types of Courses

- **Academic Skills** such as Reading, Math and English as a Second Language (ESL)
- **Computer Skills** including Introductory, Intermediate and Advanced, and
- **Industry Skills** such as Basic Plumbing, Carpentry and various license preparation courses
- **Security Training** such as 8 Hour Annual Recertification and 40 Hour Security Officer I training
- **Window Cleaner Apprenticeship Program:** call the Fund at 1-888-284-3225 for a separate insert about the Apprenticeship Program.

This is just a sample of the courses typically offered through the Plan. Please note that you must satisfy certain prerequisites before you can attend certain courses. For example, some courses require that you pass one or more introductory courses before enrolling, and some courses require a minimum math or reading comprehension level. For a complete list, refer to the Training Program catalog, which the Plan publishes and distributes to eligible participants once a year, or see the online version at www.seiu32bj.org.

This catalog provides information on:

- registration times, locations and what to bring
- course content, schedules, locations and prerequisites, and
- Diploma Program information, course requirements and choices of electives.

Taking a Course

You can find out which courses you are eligible for by asking a Fund staff member when you go to registration. Refer to the latest catalog to find out how, where and when registration takes place.

Reading and/or Math Test

If the course you want requires a U.S.-awarded high school diploma or passing grade on the test of General Educational Development (“GED”) and you do not have either, you will be scheduled for a standardized reading and/or math test. Since we want you to succeed at every course you take, we require you to demonstrate that you will be able to handle the required coursework by scoring a certain grade on the reading and/or math test in English. Refer to the latest catalog to see which courses require these tests.

Attendance

In order to take full advantage of the Plan, you must consistently attend your selected course(s). In addition, there is a tremendous demand for the seats available so the Fund needs to ensure that there are no empty seats. Therefore, you may be dropped from the course if you:

- do not attend your course’s first session
- have two consecutive absences, or
- miss more than 20% of the classes scheduled.

Training Program Locations

Many training courses are offered at multiple locations. However, note that not all courses are offered at all sites. Locations are listed at: www.seiu32bj.org or call: 1-888-284-3225.

SCHOLARSHIP AWARDS PROGRAM

Description

Each year, a limited number of scholarships are granted to employees and their eligible dependents who apply for and meet the requirements for an award. The Scholarship Awards Program helps pay for undergraduate and graduate college studies as follows:

- Undergraduate college scholarships may be awarded to high school graduates (including those who have passed the GED exam) who have been accepted by a four-year college or university. This money can be used to help pay tuition, room and board, and book costs for full-time study at any accredited four-year college or university. Full-time study means you or your eligible dependent are enrolled full-time as determined by the college or university attended. Each undergraduate scholarship is worth up to \$4,000 per year for up to four years of undergraduate study (\$16,000 maximum scholarship), and is paid directly in equal parts to the college or university each semester that the student proves full-time enrollment and remains in good academic standing.
- Graduate school scholarships are available to candidates holding a Bachelor's Degree who have been accepted by a program offering advanced degrees. This scholarship can be used to help pay tuition, room and board, and book costs for full-time study at any accredited graduate school. Each graduate school scholarship is worth up to \$8,000 per year for up to four years of graduate study (\$32,000 maximum scholarship), and is paid directly in equal parts to the college or university each semester that the student proves full-time enrollment and remains in good academic standing.

If a student takes extra credits, either during the school year, over the summer or both and shortens the time taken to complete the program, payments to the institution can be accelerated as determined by the Shortman scholarship staff. In no case will a student receive more than the maximum scholarship or more than the annual award multiplied by the number of years designated by the institution as normally required to complete the program. Awards and payments to institutions for, or applying to, combined Undergraduate/Graduate degree programs will be evaluated based on criteria provided by the relevant institutions. Note that requests for accelerated payments must be received by the Scholarship Office at least 60 days before the period of acceleration (for example, summer school attendance or an increased credit load).

Eligibility – Scholarships

You and certain dependents are eligible to apply for Plan scholarships if you have been eligible for the Fund benefits for two consecutive years immediately preceding January 1st of the year in which the scholarship will be awarded. A break in eligibility of up to 90 days (180 days if break is due to disability and you are receiving either short-term disability or workers' compensation) will not be counted as a break in service with respect to the two consecutive year eligibility requirement which, if it was, would require the count to start again. However, it will also not count toward satisfying the two consecutive year requirement. If you were previously a participant in the Local 74, Local 2, Local 82 or North Training Funds, your eligibility in those Training Funds will count towards the two consecutive years.

Dependents are eligible to apply for scholarships if they meet the requirements described on pages 11–13.

If you are one of the following, you are not eligible to apply for scholarships for yourself or your dependents:

- employees of the 32BJ Benefit Funds
- officers and employees of Local 32BJ, except for those represented by Local 153, OPEIU

However, if your employment by Local 32BJ or the 32BJ Benefit Funds is part-time or temporary and you have a job (or are on leave from a job) with a covered employer which provides eligibility for the Fund, then you are eligible to apply.

Employee Eligibility

As long as you are still eligible for scholarship benefits (as described on page 13) on January 1st, you are eligible to compete for a scholarship that year as long as you meet the applicant requirements (see pages 11–13). You are eligible to apply for yourself as well as for your dependents.

Dependent Eligibility

As long as you are eligible for scholarship benefits (as described on pages 11–13) on January 1st, certain of your dependents are eligible to compete for a scholarship that year. Note that spouses are not eligible. Each dependent applicant for a scholarship must meet the following conditions on January 1st of the year in which the scholarship will be awarded.

Member's Relationship to the Applicant:

Applies to Both Undergraduate and Graduate Scholarships

Applicant must be one of the following:

- Your biological child
- Your adopted child
- Your niece, nephew or grandchild only if you are the legal guardian or legal custodian¹
- Your stepchild (includes the biological or adopted child of your spouse or same-gender domestic partner²)

Note: Your foster child only if you have adopted the child

1 The child must be dependent upon you and only you for all support and maintenance; if an application for legal guardianship is pending, you must provide documentation that papers are filed and provide proof when legal process is complete. In the case of a graduate scholarship, the applicant no longer needs to be financially dependent on you but you must have proof that you were the applicant's legal guardian when he/she was under the age of majority.

- 2 You and your same-gender domestic partner must:
- Have a marriage certificate from a state in the U.S. or province in Canada where same-gender marriages are valid, or
 - Have a civil union certificate from a state in the U.S. or province in Canada where same-gender civil unions are valid, or
 - Are two individuals 18 years or older of the same gender who:
 - Have been living together for at least 12 months as of January 1st of the scholarship year; and
 - Are not married to anyone else, and are not related by blood in a manner that would bar marriage under the law; and
 - Are financially interdependent, and can show proof of such; and
 - Have a close and committed personal relationship and have not been registered as members of another domestic partnership within the last 12 months.

In order to establish eligibility for these benefits, you and your domestic partner will need to provide:

- A marriage certificate from a state in the U.S. or province in Canada where same-gender marriages are valid, or
- A civil union certificate from a state in the U.S. or province in Canada where same gender civil unions are valid, or
- If neither marriage nor civil union is available, affidavits attesting to your relationship, plus a domestic partner registration under state or local law (if permitted where you live), and proof of financial interdependence

You are required to prove the highest level of certificate available in the jurisdiction where you reside.

Additionally – Undergraduate Dependent Applicants Must:

- not be married
- have the same principal address as you, the member. If you are legally separated or divorced, or were never married to the other parent, then the child may live with the legally separated, divorced spouse or other parent.

Applicant Requirements

The following must be true by the time of the scholarship award (which is when the first payment is made for the Fall semester):

Undergraduate – The Recipient Must:

- be a high school graduate (including those who have passed the GED test)
- be no older than 19 by December 31st of the scholarship year, if a dependent. There are no age restrictions when you are applying on your own behalf.
- be accepted into a 4-year college or university into a program that leads to a bachelor's degree
- not have completed more than one matriculated semester prior to the scholarship award

Graduate – The Recipient Must:

- be no older than 26 by December 31st of the scholarship award year, if a dependent. There are no age restrictions when you are applying on your own behalf.
- be accepted into a program that leads to a graduate degree by December 31st of the scholarship award year
- not have completed more than one matriculated semester of work toward that degree prior to scholarship award

If a scholarship is awarded and you lose eligibility for the Fund benefits, the scholarship award will remain intact.

Applying for a Scholarship Award

If you wish to apply for a scholarship, you must do so by the stated deadline for the following academic year. Fill out and submit your application, which you can download from www.seiu32bj.org, or pick it up at Member Services. Or you may call Member Services at 1-800-551-3225 to have an application mailed to you. We require an official high school or college transcript, SAT, ACT or graduate admission test scores (if required by the institution to which you are applying), a completed application form, a description of extracurricular activities, a letter of recommendation from a teacher, counselor, or administrator, and a personal essay on a topic chosen each year by the Board.

Knowingly applying for a scholarship for someone who is not eligible is considered fraud and could subject you to criminal prosecution.

How Scholarship Awards are Determined

All complete scholarship applications of eligible members and/or their eligible dependents that are submitted properly and on time are reviewed by an independent academic selection committee. The committee, which includes admissions representatives from various colleges and universities in the New York metropolitan area, makes selections based on your application and supporting material. Incomplete applications or applications made by ineligible individuals will not be presented to the committee.

If you submit a complete application, you will receive written notification of the Committee's decision. Decisions made by the committee are not appealable. Rejection of your application because it is not complete is not appealable. For further information please contact the Fund at 1-212-388-3701 between the hours of 10 am and 6 pm, Monday through Friday.

Deferring a Scholarship Award

Students who have been awarded a scholarship, but want to delay enrolling in college, or who want to take time off from school once they have enrolled, can ask to have their scholarship deferred. One deferral, for up to one school year, will be granted automatically. Deferral requests must be made in writing.

The Board may grant additional deferrals, or deferrals longer than one academic year, from time to time, in cases of extreme hardship. The Board determines what constitutes an extreme hardship.

APPEALING DENIED CLAIMS

If your claim for a Fund benefit is denied, in whole or in part, you will get a written notice of the denial within 90 days. Special circumstances may require up to an additional 90 days, in which case you will be notified of the delay and the expected date of a decision, within the initial 90-day period. The notice will describe the specific reason or reasons for the denial, the Plan provisions on which the denial is based, any additional information or material that you might need to provide in order to support your application and an explanation of why it is necessary, and the Plan's review procedures.

You may file an appeal of any denial within 180 days of the date you receive the denial notice. You or your representative may review pertinent documents and other materials relevant to your claim (regardless of whether they were submitted with your original claim) and submit issues, comments, documents and other information relating to the claim. If you request it, you will be provided with access to or copies of all documents, records or other information relevant to your appeal.

How to File an Appeal

Within 180 days after you receive notice that your claim has been denied, write to the Board of Trustees Appeals Committee c/o:

**Building Service 32BJ Thomas Shortman Training,
Scholarship and Safety Fund
101 Avenue of the Americas
New York, NY, 10013-1991**

You may appear in person at the Appeals Committee meeting, but you do not have to be there. If you do not attend, the Appeals Committee will decide your appeal based on the materials you have submitted.

If you do not request a review of the denial within this 180-day period, you will be considered to have waived your right to a review of the denial.

You must file an appeal with the Committee and follow the process completely before you can bring an action in court. Failure to do so may prevent you from having any legal remedy.

How the Review Process Works Once You File an Appeal

The Appeals Committee will consider your appeal and give you its decision after reviewing all necessary and relevant evidence. The Appeals Committee will give you a full and fair review of the decision denying your

application, based upon all comments, documents, records and other information that you submit, without regard to whether that information was submitted or considered in connection with the initial benefit determination.

The Appeals Committee will make its decision on your appeal at the next regularly scheduled Appeals Committee meeting after receipt of the appeal. However, if your request for review is received within 30 days of the next regularly scheduled meeting, your appeal will be considered at the second regularly scheduled meeting following receipt of your appeal. In special circumstances, a delay until the third regularly scheduled meeting following receipt of your request for review may be necessary. You will be advised in writing in advance if this extension will be necessary. Once the Committee makes a decision on your appeal, you will be notified of the decision as soon as possible, but no later than five days after the decision has been reached.

If your claim is denied on appeal, in whole or in part, the notice will state the specific reason or reasons for the decision, the Plan provisions on which the decision is based, and a statement that you are entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents and other information relevant to the claim. The notice will also state that you have a right to bring a civil action under Section 502(a) of ERISA to review the adverse decision on appeal.

All decisions on appeal will be final and binding on all parties, subject only to your right to bring a civil action under Section 502(a) of ERISA. No individual may file a lawsuit until these procedures have been exhausted. **In addition, no lawsuit may be started more than three years after the date on which the applicable appeal was denied.** If there is no decision on appeal, no lawsuit may be started more than three years after the time when the Appeals Committee should have decided the appeal.

If you have any questions about the appeals process, please contact the Compliance Office.

GENERAL INFORMATION

Mailing Address

It is important that you notify Member Services whenever your address changes. You are considered unreachable if a letter sent to you by first-class mail to your last known address is returned.

Employer Contributions

The Fund receives contributions in accordance with collective bargaining agreements between the Realty Advisory Board on Labor Relations, Inc., or various independent employers, and your union. These collective bargaining agreements provide that employers contribute to the Fund on behalf of each covered employee. Certain employers that are parties to such collective bargaining agreements also participate in the Fund on behalf of non-collectively bargained employees by signing a participation agreement. Certain other employers (such as Local 32BJ itself and the 32BJ Benefit Funds) participate in the Fund on behalf of their employees by signing a participation agreement.

The Compliance Office will provide you, upon written request, with information as to whether a particular employer is contributing to the Fund on behalf of participants working under a collective bargaining agreement or a participation agreement.

How Benefits May Be Reduced, Delayed or Lost

There are certain situations under which benefits may be reduced, delayed or lost. Most of these circumstances are spelled out in this booklet, but scholarship payments also may be affected if you do not:

- furnish the information required under the Plan, or
- have a current address on file with Member Services.

If the Plan mistakenly pays a greater scholarship amount than a dependent is eligible for, the Fund may seek any permissible remedy allowed by law to recover benefits paid in error. Knowingly claiming benefits for someone who is not eligible is considered fraud and could subject you to criminal prosecution.

Compliance with Federal Law

The Plan is governed by regulations and rulings of the Internal Revenue Service, the Department of Labor and current tax law. The Plan will always be construed to comply with these regulations, rulings and laws. Generally, Federal law takes precedence over state law.

Plan Amendment or Termination

The Board intends to continue the Plan indefinitely, but reserves the right to terminate it in its sole discretion.

Upon a full termination of the Plan, Plan assets will be allocated to provide benefits in accordance with the applicable provisions of the Trust Agreement and Federal law.

Keep in mind that the benefits provided under the Plan are not vested. Therefore, at any time the Board can end or amend benefits, in its sole and absolute discretion.

Plan Administration

Benefits are provided from the Plan's assets. Those assets are accumulated under the provisions of the Trust Agreement and are held in a Trust Fund for the purpose of providing benefits to covered participants and eligible dependents and defraying reasonable administrative expenses.

The Plan is administered by the Board of Trustees. The Board governs the Plan in accordance with an Agreement and Declaration of Trust. The Board and/or its duly authorized designee(s) has the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the Plan, and to decide all matters arising in connection with the operation or administration of the Plan. Without limiting the generality of the foregoing, the Board and/or its duly authorized designees, including the Appeals Committee with regard to benefit claim appeals, shall have the sole and absolute discretionary authority to:

- take all actions and make all decisions with respect to the eligibility for, and the amount of, benefits payable under the Plan
- formulate, interpret and apply rules, regulations and policies necessary to administer the Plan in accordance with the terms of the Plan
- decide questions, including legal or factual questions, relating to the calculation of benefits under the Plan
- resolve and/or clarify any ambiguities, inconsistencies and omissions arising under the Plan, as described in this SPD, and the Trust Agreement
- rule on any benefit exclusions, and
- determine the standard of proof required in any case.

All determinations and interpretations made by the Board and/or its duly authorized designees shall be final and binding upon all participants, eligible dependents, beneficiaries and any other individuals claiming benefits under the Plan.

The Board has delegated certain administrative and operational functions to the Fund staff and to the Appeals Committee. Most of your day-to-day questions about your benefits can be answered by Services staff. If you wish to contact the Board, please write to:

Board of Trustees

**Building Service 32BJ Thomas Shortman Training,
Scholarship and Safety Fund
101 Avenue of the Americas
New York, New York, 10013-1991**

Statement of Rights under the Employee Retirement Income Security Act of 1974 as Amended

As a participant in the Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all Plan participants shall be entitled to:

- examine, without charge, at the Compliance Office, all documents governing the Plan, including collective bargaining agreements, participation agreements and copies of the latest annual report (Form 5500 series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration (“EBSA”)
- obtain, upon written request to the Compliance Office, copies of documents governing the operation of the Plan, including collective bargaining agreements, participation agreements, copies of the latest annual report (Form 5500 series) and an updated Summary Plan Description
- receive a summary of the Plan’s annual financial report. The Board is required by law to furnish each participant with a copy of this summary annual report.

In addition to creating rights for Plan participants, ERISA imposes duties upon the people who are responsible for the operation of the Plan. The people who operate your Plan, called “fiduciaries” of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries. No one, including your employer, your union, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA.

If your claim for a benefit is denied or ignored, in whole or in part, you have a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request a copy of Plan documents or the latest annual report from the Plan and do not receive them within 30 days, you may file suit in a Federal court. In such a case, the court may require the Plan administrator to provide the materials and pay you up to \$110 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the administrator.

If you have a claim for benefits that is denied or ignored, in whole or in part, you may file suit in a state or Federal court after you have exhausted the Plan's appeals procedure (see pages 15–16). If it should happen that Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in Federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous.

If you have any questions about your Plan, you should contact the Plan administrator. If you have any questions about this statement or about your rights under ERISA, or if you need assistance in obtaining documents from the Plan administrator, you should contact the nearest office of EBSA, U.S. Department of Labor, listed in your telephone directory, or the:

**Division of Technical Assistance and Inquiries
Employee Benefits Security Administration (EBSA)
U.S. Department of Labor
200 Constitution Avenue N.W.
Washington, DC 20210-0002**

You may also obtain certain publications about your rights and responsibilities under ERISA by calling the publications hotline of EBSA or by visiting the Department of Labor's website: www.dol.gov.

PLAN FACTS

This Summary Plan Description is the formal plan document for the Thomas Shortman Training, Scholarship and Safety Fund.

Plan Name: Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund

Employer Identification Number: 23-7424757

Plan Number: 501

Plan Year: July 1 – June 30

Type of Plan: Welfare Plan

Funding of Benefits and Type of Administration

All contributions to the Trust Fund are made by contributing employers under the Plan in accordance with their written agreements. The Fund is a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and may receive tax-deductible contributions from individuals and businesses that do not have employees whom Local 32BJ represents or seeks to represent. It also occasionally receives grants from nonprofit and government organizations for use in training programs. Benefits are administered by the Fund staff.

Plan Sponsor and Administrator

The Plan is administered by a joint Board of Trustees consisting of Union Trustees and Employer Trustees. The office of the Board may be contacted at:

Board of Trustees

Building Service 32BJ Thomas Shortman Training,

Scholarship and Safety Fund

101 Avenue of the Americas

New York, NY, 10013-1991

Participating Employers

The Compliance Office will provide you, upon written request, with information as to whether a particular employer is contributing to the Plan on behalf of employees working under a written agreement, as well as the address of such employer. Additionally, a complete list of employers and unions sponsoring the Plan may be obtained upon written request to the Compliance Office and is available for examination at the Compliance Office.

To contact the Compliance Office, write to:

**Compliance Office
Building Service 32BJ Benefit Funds
101 Avenue of the Americas
New York, NY, 10013-1991**

To contact the Shortman Fund, call:

1-212-388-3701

or write to:

**Building Service 32BJ Benefit Funds
Thomas Shortman Training, Scholarship and Safety Fund
101 Avenue of the Americas, 7th Floor
New York, NY 10013-1991**

Agent for Service of Legal Process

The Board has been designated as the agent for the service of legal process. Legal process may be served at the Compliance Office or on the individual Trustees.

CONTACT INFORMATION

For more information about the Fund's training and scholarship programs, call:

- **Training Fund:** 1-888-284-3225
- **Member Services Call Center:** 1-800-551-3225 from 8:30 am to 5:00 pm Monday through Friday (translation service available) or go to:
- **Member Services Walk-in Center:** 101 Avenue of the Americas, in the Lobby; 8:00 am to 6:00 pm, Monday through Friday (subways: 1, A, C, or E to Canal Street).
- **For Local Contacts Call:**
Connecticut, District of Columbia, Maryland, Pennsylvania, Virginia:
1-888-284-3225
New Jersey: 1-973-623-8131 select option 2
New York: 1-212-388-3701

E-mail Addresses:

For general information: trainingfund@32bjfunds.com

For scholarship information: scholarship@32bjfunds.com

TRANSLATION NOTICE

This booklet contains a summary in English of your Plan rights and benefits under the Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund. If you have difficulty understanding any part of this booklet, contact the Fund in writing at:

Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund
101 Avenue of the Americas
New York, NY 10013-1991

You may also call the Fund at 1-888-284-3225 for assistance. The office hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday. You may also visit www.seiu32bj.org.

Este folleto contiene un resumen en inglés de sus derechos y beneficios del Plan con el Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund (Fondo Shortman). Si tiene alguna dificultad para entender cualquier parte de este folleto, contacte por escrito al Fondo a la dirección:

Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund
101 Avenue of the Americas
New York, NY 10013-1991

Usted también puede llamar al Fondo al 1-888-284-3225 para obtener asistencia. El horario de oficina es de 8:30 a.m. a 5:00 p.m., de lunes a viernes. También puede visitar www.seiu32bj.org.

Niniejsza broszura zawiera krótkie omówienie w języku angielskim przysługujących Państwu praw i świadczeń wynikających z Waszego planu Funduszu Shortman „Building Service 32BJ” (Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund). Jeśli będziecie mieć Państwo kłopoty ze zrozumieniem któregoś fragmentu tej broszury, proszę skontaktować się pisemnie z:

Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund
101 Avenue of the Americas
New York, NY 10013-1991

Możecie się Państwo również bezpośrednio kontaktować się z Funduszem pod numerem telefonu: 1-888-284-3225. Godziny urzędowania: od 8:30 do 5:00 po południu, od poniedziałku do piątku. Możecie Państwo także odwiedzić stronę internetową: www.seiu32bj.org.

Kjo broshurë përmban një përmbledhje në anglisht të të drejtave dhe të përfitimeve të Planit tuaj sipas Fondit “Thomas Shortman” të Trajnimit, të Bursës Shkollore dhe të Sigurimit për Shërbimin e Ndërtësive 32BJ (Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund). Në qoftë se keni ndonjë vështirësi për të kuptuar ndonjë pjesë të kësaj broshure, kontaktoni me shkrim Fondin në:

Building Service 32BJ Thomas Shortman Training, Scholarship and Safety Fund
101 Avenue of the Americas
New York, NY 10013-1991

Gjithashtu mund të telefononi Fondin në 1-888-284-3225 për ndihmë. Orari i zyrës është nga e hëna deri në premten, nga ora 8:30 paradite deri në 5:00 pasdite. Gjithashtu mund të vizitoni edhe www.seiu32bj.org.