



## **IMPORTANT INFORMATION CONCERNING THE UNION OFFICE AND FUNDS' OFFICE**

### **GENERAL FUND**

Due to the necessity for Union staff employees to use mass transit to get to work it was the decision of the Administration to have the employees of the General Fund located at 500 Greenwich Street work from home.

We have put a protocol into effect which will allow for work to continue with little disruption. Dues will still be processed, and your dues receipt will be sent when the office reopens.

You will not be able to go to the Union office but can still reach Anthony at (212) 941-7700.

We realize that this is an inconvenience but thank you for your understanding.

### **FUNDS & PLANS**

The Funds & Plans office at 195 Mineola Boulevard will remain open until we are in a position to operate remotely which will be in the next day or so. Protocols have been put in place which will allow for work to continue with the least amount of disruption based on today's conditions and restrictions. There will be some employees that will periodically travel to the office for critical administrative functions such as processing inbound mail and checks. Most other employees will be working exclusively from home.

Due to the various ways the virus can be spread, we are asking that the members do not come to the Funds & Plans office until further notice. We will assist you in every way possible over the phone. The office's main phone line, (516) 742-9478, will remain open but will be attended remotely. If your call is answered by the automatic attendant, please leave a message. It will be reviewed and forwarded to the appropriate individual.

In addition, we set up [benefits@local28funds.com](mailto:benefits@local28funds.com) as a temporary emergency email address. Please note that this email address is only for the submission of applications and similar documents. You will not receive any responses from this email address other than an initial email acknowledging the receipt of your email. When sending an email, please include your name, phone number, I.A.#, the last four digits of your Social Security number, and a quick summary of what benefit your submission is for. If we have any questions, we will call you.

Lastly, during this difficult time, we understand how hard it has become financially with having to provide for your family and dealing with possible job closures. To help reduce this stress, we are permitting early withdrawals of your vacation money if needed. Due to the disrupted work environment, we ask that you make this request only if you absolutely need to. We strongly encourage that you enroll in direct deposit to ensure the distribution of your money. Paper checks will only be mailed, no pick-ups, and could be delayed beyond our control due to limits at the post office.

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If you have any questions or concerns, don't hesitate to reach out to your union representatives.

**PLEASE KEEP YOURSELF AND YOUR FAMILY SAFE**