

November 26, 2018

Name  
Title  
Company  
Address  
City, State ZIP

Dear Title. Last Name:

As a contractor signatory to the National Maintenance Agreements (NMAs), I wish to inform you of recent enhancements to the National Maintenance Agreements Policy Committee (NMAPC) Program concerning Work Hours Reporting as outlined in **Article XXVI – Reporting Requirements / Administrative Fees**. Please be advised that on October 31, 2018 the NMAPC Labor-Management Committee approved a new Policy Decision, **Bulletin XXVI – 1 “Unreported Work Hours Compliance Procedure”**, a copy of which is included for your review and reference. As you are aware, the terms and condition of the NMA require all contractors to report all work hours performed under the NMA on a quarterly basis.

**Please be further advised that commencing March 1, 2019 contractors that have failed to report work hours on any approved Site Extension Request(s) (SERs) from the previous calendar year will automatically have their ability to request new SERs disabled, until they become compliant in reporting work hours for all outstanding SERs from the previous calendar year.**

Thank you for your continued support and use of the NMAs, the industry’s most widely used national collective bargaining agreement for industrial construction and maintenance within the United States of America!

Please contact this office should you have any questions.

Very truly yours,



Stephen R. Lindauer  
Impartial Secretary/CEO

SRL/dmh

cc: NMAPC Committee  
(w/ attachment)

# NATIONAL MAINTENANCE AGREEMENTS POLICY COMMITTEE, INC.

1501 Lee Highway, Suite 202  
Arlington, Virginia 22209  
Phone: (703) 841-9707

Impartial Secretary/CEO  
Stephen R. Lindauer

**The following constitutes an official action of the National Maintenance Agreements Policy Committee, Inc.:**

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Bulletin No. XXVI – 1 \* National Maintenance Agreement

Subject: Article XXVI – Reporting Requirements / Administrative Fees

## **Unreported Work Hours Compliance Procedure**

The Committee has determined to take action regarding a contractor's failure to report work hours under the National Maintenance Agreements (NMAs) as required under NMA Article XXVI – Reporting Requirements / Administrative Fees.

## **Conclusion**

All signatory contractors will be audited annually on February 1<sup>st</sup> by the NMAPC administrative office to ascertain if NMA work hours have been reported for each approved Site Extension Request (SER) from the previous calendar year (January 1<sup>st</sup> – December 31<sup>st</sup>). Any contractor found to have outstanding SERs, where no action has been taken to report work hours, will receive an automated e-mail that will provide notification of the violation and an advisement to report work hours by the end of February.

On March 1<sup>st</sup> of each year contractors with outstanding SERs from the previous calendar year will be prohibited from requesting new SERs until corrective action is taken to report work hours on all outstanding SERs. An automated e-mail notification regarding such will be issued to the contractors' Primary Contact and any other employee that submitted an SER during the previous calendar year, and will outline all outstanding SERs. In addition, all delinquent contractors will have their nmapc.org landing page updated with a message informing them of their delinquent status along with information on how to remedy the situation. Delinquent contractors will also be prohibited from requesting to become signatory to other International Unions' NMAs until corrective action is taken to report work hours on all outstanding SERs. Once a contractor reports work hours on all outstanding SERs they will be reinstated with full SER and signatory request access.

Stephen R. Lindauer  
Impartial Secretary/CEO



October 31, 2018

APPROVED

Re: NMAPC Meeting of 10-31-18