THE RETIREMENT BOARD of the FIREMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO

Suite 300

20 S. Clark Street (312) 726-5823 Marshall Line 9261 Chicago, IL 60603-1896 Fax (312) 726-2316 http://www.fabf.org

(800) 782-7425

July 30, 2020

In addition to the benefits granted to members and spouses each month, the Secretary will also be presenting, for informational purposes only, items of interest that may affect our members. Questions regarding any member's specific situation should be addressed directly to the Fund Office.

MONTHLY NEWS AND INFORMATION FROM YOUR RETIREMENT BOARD

On behalf on the Retirement Board, please find the following COVID-19 Line of Duty Death Policy. The Retirement Board unanimously passed this policy at the July Board meeting. The Retirement Board wanted to share the policy with the membership to keep members fully informed of the benefits available to themselves and their families.

The Retirement Board would like the thank the Fund's Staff and Legal Counsel for their assistance in helping us develop a policy which allows us to protect our members and their families to the greatest possible extent consistent with the law.

Trustee & Fund Secretary,

Captain Anthony Martin

REQUIRED DISCLAIMER

The information set forth herein is believed to be reliable but is not guaranteed as to accuracy or completeness by, and is not to be construed as a representation of the Firemen's Annuity & Benefit Fund of Chicago, the Retirement Board (the "Board") or any member of the Board except the Secretary. The information and expressions of opinion contained herein are subject to change without notice. All expressions of opinion, whether or not expressly so stated, are intended merely as such and not as representations of fact. Financial information contained in this newsletter is as of a certain date, is unaudited and should not be relied on.

COVID-19 Line of Duty Death Policy

The Retirement Board of the Firemen's Annuity and Benefit Fund of Chicago

20 South Clark Street Chicago, Illinois 60603

(312) 726-5823 (800) 782-7425

Adopted

07/17/2020

PURPOSE

This COVID-19 Line of Duty Death Policy ("Policy) outlines the process to apply for payment of a widow's annuity and death benefits to eligible beneficiaries as a result of a deceased firefighter's exposure to and contraction of COVID-19 pursuant to Sections 6-140 and 150 of the Illinois Pension Code ("Pension Code") [40 ILCS 5/6-140; 40 ILCS 5/6-150; Public Act 101-0633]. An application for line of duty death benefits as a result of a deceased firefighter's exposure to and contraction of COVID-19 under Sections 6-140 and 150 shall be adjudicated in accordance with the Pension Code and this Policy.

DEFINITIONS

For the purposes of this Policy, the term "COVID-19" refers to the novel coronavirus disease as defined by the Center for Disease Control. The term "Board" refers to the Board of Trustees of the Firemen's Annuity and Benefit Fund of Chicago (the "Fund"). The term "Hearing" refers to the proceedings before the Board in its consideration of an applicant's application for line of duty death benefits as a result of a deceased firefighter's exposure to and contraction of COVID-19 under Sections 6-140 and 6-150 of the Pension Code.

ELIGIBILITY FOR LINE OF DUTY DEATH BENEFITS

Line of Duty Death—Widow's Annuity Benefits & Death Benefit

Sections 6-140 and 6-150 of the Pension Code provide that the death of any fireman <u>as a result of the exposure to and contraction of COVID-19</u> shall be rebuttably presumed to have been contracted while in the performance of an act or acts of duty and the fireman shall be rebuttably presumed to have been fatally injured while in active service.

Such presumption shall only apply to a fireman who was exposed to and contracted COVID-19 on or after March 9, 2020 and on or before December 31, 2020. The date of contraction is either the date that the fireman was diagnosed with COVID-19 or was unable to work due to symptoms that were later diagnosed as COVID-19, whichever occurred first.

In determining whether a fireman's death was the result of the exposure and contraction of COVID-19 for purposes of a widow's annuity, the widow of the deceased fireman has the burden of proving that the firefighter <u>had either (i) a confirmed positive laboratory test for COVID-19 or COVID-19 antibodies or (ii) a confirmed diagnosis of COVID-19 from a licensed medical professional.</u>

In determining whether a fireman's death was the result of the exposure and contraction of COVID-19 for purposes of a death benefit under Section 6-150 of the Pension Code, the beneficiary or beneficiaries nominated by the fireman by written direction filed with the Board have the burden of providing that the firefighter <u>had either (i) a confirmed positive laboratory test for COVID-19 or COVID-19 antibodies</u> or (ii) a confirmed diagnosis of COVID-19 from a licensed medical professional.

For the avoidance of doubt, any documentation submitted by the widow or beneficiary confirming a positive diagnosis for COVID-19 or positive laboratory test for COVID-19 or its antibodies must also confirm that such test or diagnosis occurred on or after March 9, 2020 and on or before December 31, 2020.

In no event shall a widow or beneficiary be eligible for benefits under this Policy if the deceased fireman was on a leave of absence from his or her employment or otherwise not required to report for duty for a period of 14 or more consecutive days immediately prior to the date of contraction of COVID-19.

THE APPLICATION PROCESS AND HEARING BEFORE THE BOARD

Pre-Hearing Procedural Requirements

A widow or beneficiary seeking benefits under this Policy may file with the Board an application for benefits pursuant to the requirements of the Pension Code. Generally, an application shall be submitted to the Board upon an application form designated by the Board for the benefit sought, shall be sworn to under oath and shall contain such detail as to substantially apprise the Board of the date, place, time and specific facts with respect to the claimed benefit and the circumstances giving rise to same.

The following additional documents are required to accompany an application for line of duty death benefits as a result of a deceased firefighter's exposure to and contraction of COVID-19: (i) a certified copy of the deceased firefighter's death certificate; (ii) proof of marriage (if applicable); (iii) all laboratory tests undertaken by the deceased firefighter for COVID-19 or COVID-19 antibodies; (iv) all medical documentation involving the deceased firefighter and his or her COVID-19 diagnosis; (v) work history documentation from the Chicago Fire Department; (vi) lay-up information involving the time-period relating to the COVID-19 diagnosis, if applicable, from the Chicago Fire Department; and (vi) any other documentation relevant to the applicant's burden of proof pursuant to Sections 6-140 and 6-150 and this Policy.

Please note that the Fund may request additional documentation, if necessary, to substantiate such exposure to and contraction of COVID-19.

The Board Hearing

Upon the filing of an application with the Fund, the Board will schedule a hearing date upon which the applicant's application for line of duty death benefits as the result of the exposure to and contraction of COVID-19 shall be considered. It is the policy of the Board that hearings upon applications be promptly conducted; provided, however, that good cause shown by the applicant or Fund staff may result in a continuance of the scheduled hearing date.

At any time, the Board may require the appearance of witnesses, the production of evidence, or a written submission to help clarify an issue in connection with the Hearing.

The Board shall have full authority to control the procedure of all Hearings, including but not limited

to: (i) to arrange for medical opinions; (ii) to employ any such agents or professionals as they shall deem necessary or proper in carrying out their duties; (iii) to move to executive session pursuant to the requirements of the Illinois Open Meetings Act; (iv) to exclude witnesses; (v) to protect the privacy of applicants; (vi) to rule upon all motions and objections; (vii) to admit or exclude testimony or other evidence; and (viii) to make any other necessary decisions and orders. The Board shall not be bound by the strict rules of evidence applicable in courts of law or equity.

The Hearing shall be conducted in accordance with the Board's "Procedures Governing Applications for Administrative Hearings", a copy of which may be requested from the Fund's office or located on the Fund's website. The Hearing shall be transcribed by a Board appointed reporter. Upon completion of the Hearing, a full record of said hearing, including all documentary and medical evidence submitted shall be submitted to each member of the Board for review and consideration.

FINAL ADMINISTRATIVE DECISION

Following the Hearing on an application for line of duty death benefits as a result of a deceased firefighter's exposure to and contraction of COVID-19, the Board shall consider the application and render a final administrative decision in writing that shall be issued to the applicant within ninety (90) days from the Hearing date; provided, however, that the Board may issue a final administrative decision following ninety (90) days in the event of extraordinary circumstances. The Board's decision shall be sent in the U.S. Mail, certified or registered, return receipt requested, to the applicant's last known address on file at the office of the Board.

CONFLICTS

Any conflict between the statutory provisions of the Pension Code and this Policy shall be resolved by the application of the statutory provisions of the Pension Code. For the avoidance of doubt, the Hearing and any subsequent appeal shall be governed by the Administrative Review Act, 735 ILCS 5/3-101, *et seq.*

ADDITIONAL PROVISIONS

Representation by Counsel

At all times from the date of the filing of applicant's application, throughout the Hearing process and thereafter, the Board will be represented by Counsel.

If an applicant chooses to be represented by Counsel at any stage of the proceedings before the Board, such Counsel must file an attorney appearance form with the Board. Upon the filing of an attorney appearance form, all applicant communications thereafter shall be through the contact information for the identified Counsel for the applicant.

Applicant's Burden

The applicant has the burden of proving by a preponderance of the evidence his or her right to the benefits outlined in this Policy.

07/21/2020

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Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

THE RETIREMENT BOARD of the FIREMEN'S ANNUITY & BENEFIT FUND **OF CHICAGO**

Suite 300

20 South Clark Street (312) 726-5823 (voice) (800) 782-7425

Chicago, IL 60603-1899 (312) 726-2316 (fax) www.fabf.org

ELECTED OFFICIALS DANIEL A FORTUNA, Annuitant Trustee, President ANTHONY R MARTIN, Active Trustee, Secretary TIMOTHY MCPHILLIPS, Active Trustee WILLIAM B MURPHY, Active Trustee

City Clerk, Vice-President, ANNA VALENCIA City Treasurer, MELISSA CONYEARS-ERVIN City Comptroller, RESHMA SONI First Deputy Fire Commissioner, ANNETTE NANCE-HOLT

* PLEASE POST * * PLEASE POST * * PLEASE POST * * PLEASE POST *

To All Members:

Listed below are the names of individuals who have applied for a 75% Duty Disability benefit from the Pension Board. Their applications will be presented before this Board at the 08/21/2020 meeting.

Rank, Name, Assignment: PIC ROBERT J OLMSTEAD, AMBULANCE 39

Date of Injury: 07/11/2011

Please contact the Pension Fund's Secretary, in writing, using the attached form, if you have any information could assist the Board in its investigation of whether or not it should grant a 75% disability benefit to any of the above individuals.

The Board can subpoen witnesses (Illinois Revised Statutes, Article 6-189) and compel them to attend and before it upon any matter concerning the Fund. Your cooperation will help maintain the integrity of this Fund.

Anthony Martin Secretary

NAME		ADDRESS	
PHONE		COMPANY ASSIGNMENT	
NAME OF APPLICA	ANT		
NAME(S) OF WITN	ESS(ES)		
FORWARD TO:	Secretary		
	Firemen's Annuity & Benefit Fund		
	20 South Clark St	reet Suite 300	

Chicago, IL 60603

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

MINIMUM FORMULA ANNUITIES:

013880 ROBERT C GONZALEZ, EMT LIEUTENANT, 3RD DISTRICT RELIEF

Ent CFD: 11/01/1989 \$7,172.37 beginning 06/30/2020

\$215.17

Retired: 06/30/2020 based on 75% of Final Average Salary

REFUND \$52.25 FOR 2004 & 2006 EID

011926 PATRICK J JOYCE, EMT BATTALION CHIEF, ENGINE 74, Occupational Disability since 10/22/2009.

Ent CFD: 02/20/1980 **\$9,568.88** beginning 06/30/2020

Retired: 06/30/2020 based on 75% of Maximum Salary

\$287.07 annuity increment, 3%, begins 07/01/2021

annuity increment, 3%, begins 07/01/2021

COLLECT \$21.77 FOR 2005 EID

REFUND \$788.12 FOR 2006 & 2011 EID

REFUND \$52,916.08 FOR SPOUSE CONTRIBUTIONS

015728 JOSEPH A KAINER, EMT FIRE ENGINEER, ENGINE 12

Ent CFD: 12/01/1999 **\$4,697.09** beginning 06/12/2020

Retired: 06/12/2020 based on 52.5% of Final Average Salary

\$140.91 annuity increment, 3%, begins 07/01/2021

REFUND \$58.61 FOR 2006 EID

014811 RICHARD A KERLEY, PARAMEDIC, AMBULANCE 25

Ent CFD: 04/03/1995 **\$4,191.24** beginning 07/24/2020

Retired: 07/24/2020 based on 55% of Final Average Salary

\$62.87 annuity increment, 1.5%, begins 08/01/2030

last one on 01/01/2049

015118 RICHARD M KING, EMT FIRE ENGINEER, ENGINE 127

Ent CFD: 10/01/1996 **\$5,516.66** beginning 06/29/2020

Retired: 06/29/2020 based on 60% of Final Average Salary

\$165.50 annuity increment, 3%, begins 07/01/2021

014862 MICHAEL MATUSZEWSKI, FIREFIGHTER, ARIEL TOWER 1

Ent CFD: 10/16/1995 **\$5,059.49** beginning 06/12/2020

Retired: 06/12/2020 based on 62.5% of Final Average Salary

\$151.78 annuity increment, 3%, begins 07/01/2021

REFUND \$36,842.12 FOR SPOUSE CONTRIBUTIONS

010930 JAMES P ODONNELL, EMT BATTALION CHIEF, BATTALION 9

Ent CFD: 09/04/1979 **\$9,568.88** beginning 06/13/2020

Retired: 06/13/2020 based on 75% of Maximum Salary

\$287.07 annuity increment, 3%, begins 07/01/2021

• COLLECT \$226.99 FOR 1991, 1992, 1994 & 1995

• REFUND \$150.10 FOR 1989, 1990 & 2006 EID

012250 RICARDO A VEGA, EMT LIEUTENANT, TRUCK 44, Duty Disability since 02/19/2015.

Ent CFD: 02/01/1983 **\$7,830.46** beginning 07/07/2020

Retired: 07/07/2020 based on 75% of Final Average Salary

\$234.91 annuity increment, 3%, begins 08/01/2021

• REFUND \$51,970.73 FOR SPOUSE CONTRIBUTIONS

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

MINIMUM FORMULA ANNUITIES:

012255 DAVID L WILSON, EMT LIEUTENANT, ENGINE 15, Duty Disability since 02/21/2006.

Ent CFD: 02/01/1983 **\$7,830.46** beginning 07/25/2020

Retired: 07/25/2020 based on 75% of Final Average Salary

\$234.91 annuity increment, 3%, begins 08/01/2021

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

WIDOW'S ANNUITIES:

910391 EMMA HARDEN, widow of HUBERT HARDEN, Retired since 11/16/2006.

Ent CFD: 02/16/1977 **\$3,576.75** beginning 05/24/2020

Deceased: 05/23/2020

911358 GLORIA MOSS, widow of HARVEY MOSS, Retired since 08/31/2014.

Ent CFD: 02/18/1980 **\$3,396.02** beginning 05/06/2020

Deceased: 05/05/2020

906743 LYDIA L SLEPSKI, widow of JOHN R SLEPSKI, Retired since 01/27/1992.

Ent CFD: 10/19/1954 **\$2,517.75** beginning 05/09/2020

Deceased: 05/08/2020

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

REFUNDS:

018493 GRANT GUIBOURDANCHE, PARAMEDIC, AMBULANCE 67

Ent CFD: 09/16/2014 **\$41,010.86** Refund of Contributions

DISCHARGED 04/09/2020

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

DEATH BENEFITS:

007510 ROBERT L FLETCHER, FIREFIGHTER, REPAIR SHOPS, Retired since 03/02/1981.

Ent CFD: 09/17/1956 **\$6,000.00** to CHERYL J HANSAN, DAUGHTER

Deceased: 06/12/2019

010236 ROBERT J GILL, FIREFIGHTER, TRUCK 59, Retired since 09/18/1996.

Ent CFD: 12/22/1973 **\$6,000.00** \$1,200.00 to THOMAS GILL, SON

\$1,200.00 to BRENDAN GILL, SON \$1,200.00 to DANIEL GILL, SON

\$1,200.00 to ANN RODRIGUEZ, DAUGHTER \$1,200.00 to KATHLEEN KIRBY, DAUGHTER

Deceased: 05/13/2020

010391 HUBERT HARDEN, FIRE ENGINEER, ENGINE 82, Retired since 11/16/2006.

Ent CFD: 02/16/1977 \$6,000.00 to EMMA HARDEN, WIFE

Deceased: 05/22/2020

009331 RAYMOND C KRATZ, LIEUTENANT, ENGINE 124, Retired since 05/02/1999.

Ent CFD: 04/01/1967 **\$6,000.00** \$3,000.00 to BRIAN S KRATZ, SON

\$3,000.00 to STEVEN R KRATZ, SON

Deceased: 05/31/2020

011358 HARVEY MOSS, FIREFIGHTER, AIR/MASK, Retired since 08/31/2014.

Ent CFD: 02/18/1980 **\$6,000.00** to CFOACU, CREDITOR

Deceased: 05/04/2020

006743 JOHN R SLEPSKI, FIREFIGHTER, ENGINE 34, Retired since 01/27/1992.

Ent CFD: 10/19/1954 **\$6,000.00** to LYDIA L SLEPSKI, WIFE

Deceased: 05/07/2020

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

HEARINGS:

THE FOLLOWING APPLICATION FOR OCCUPATIONAL DISEASE DISABILITY WAS GRANTED:

014154 EDWARD M MCVICKER, EMT CAPTAIN, ENGINE 65

Ent CFD: 07/16/1990 **\$7,604.68** beginning 06/03/2020

The vote was: Nays: (None)

Yeas: CONYEARS-ERVIN FORTUNA MARTIN MCPHILLIPS MURPHY NANCE-HOLT SONI VALENCIA

THE FOLLOWING APPLICATION FOR DUTY DISABILITY WAS GRANTED:

016341 GRACE FLORES-PACHOWICZ, PARAMEDIC IN CHARGE, AMBULANCE 67 Ent CFD: 05/16/2003 \$6,315.00 beginning 06/29/2020

The vote was: Nays: (None)

Yeas: CONYEARS-ERVIN FORTUNA MARTIN MCPHILLIPS MURPHY NANCE-HOLT SONI VALENCIA

THE FOLLOWING APPLICATION FOR DUTY DISABILITY WAS GRANTED:

017634 KEITH D GARR, PARAMEDIC IN CHARGE, AMBULANCE 69

Ent CFD: 07/16/2009 **\$6,107.63** beginning 05/25/2020

The vote was: Nays: (None)

Yeas: CONYEARS-ERVIN FORTUNA MARTIN MCPHILLIPS MURPHY NANCE-HOLT SONI VALENCIA

THE FOLLOWING APPLICATION FOR DUTY DISABILITY WAS GRANTED:

016293 ALAN E LEHNERT, EMT FIREFIGHTER, ENGINE 9 RESCUE 3

Ent CFD: 11/01/2002 **\$6,192.75** beginning 06/25/2020

The vote was: Nays: (None)

Yeas: CONYEARS-ERVIN FORTUNA MARTIN MCPHILLIPS MURPHY NANCE-HOLT SONI VALENCIA

THE FOLLOWING APPLICATION FOR DUTY DISABILITY WAS GRANTED:

017652 ADAM H SWARTZ, PARAMEDIC IN CHARGE, DETACHED SERVICES

Ent CFD: 07/16/2009 **\$6,107.63** beginning 05/30/2020

\$30.00 a month for 2 minor children, SAMANTHA CAROL-,

BRANDON

The vote was: Nays: (None)

Yeas: CONYEARS-ERVIN FORTUNA MARTIN MCPHILLIPS MURPHY NANCE-HOLT SONI VALENCIA

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

HEARINGS:

THE FOLLOWING APPLICATION FOR COMPENSATION WIDOW'S ANNUITY WAS GRANTED:

913473 NICOL SINGLETON, widow of EDWARD L SINGLETON, Widow since 04/15/2020.

Ent CFD: 08/03/1987 **\$6,311.63** beginning April 15, 2020

Deceased: 04/14/2020

\$3,147.93 Regular Annuity since 04/15/2020 Adjustment to Compensation Widow to be made with July Benefit payment. Grant made pursuant to P.A. 101-0633 and the implementation of the Fund's COVID 19 Line of Duty Death Policy adopted by the Board.

The vote was: Nays: (None)

Yeas: CONYEARS-ERVIN FORTUNA MARTIN MCPHILLIPS MURPHY NANCE-HOLT SONI VALENCIA

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

The following annuitants have passed away since the last regular meeting of the Board:

LEROY HEARON	Annuity	Died 06/09/2020
WILMA HEIMBERG	Widow's Annuity	Died 06/02/2020
JOHN R BLAKE	Annuity	Died 06/15/2020
GENEVIEVE S KAVANAUGH	Comp Widow's Annuity	Died 06/14/2020
MARY ANN POLEWSKI	Widow's Annuity	Died 06/19/2020
THERESA SCHEMEL	Widow's Annuity	Died 06/05/2020
HENRY D HOPPE	Annuity	Died 06/24/2020
THOMAS J LEAHY	Annuity	Died 06/28/2020
WILLIAM R SHARP	Annuity	Died 06/26/2020
EDWARD J SMITH	Annuity	Died 06/27/2020
JEREMIAH F MCCARTHY	Annuity	Died 06/28/2020
KATHLEEN F WANKEL	Widow's Annuity	Died 06/28/2020
VERA CULLEN	Widow's Annuity	Died 07/03/2020
KENNETH A GLASING	Annuity	Died 06/29/2020
JOSEPH P OBRIEN	Annuity	Died 07/07/2020
BENJAMIN A APICELLA	Annuity	Died 06/29/2020
THOMAS A KALICKY	Annuity	Died 07/09/2020
CECELIA T KOMAN	Widow's Annuity	Died 06/22/2020
ROSE A RUSSELL	Widow's Annuity	Died 06/26/2020

Firemen's Annuity & Benefit Fund of Chicago Summary of Regular Meeting dated 07/17/2020

ANNUITIES GRANTED		
Resigned From:	Month:	Year to Date:
Active Duty	6	54
Duty Disability	2	7
Occupational Disease Disability	1	5
Ordinary Disability	0	0
	_	
Total Minimum Formula Annuities Granted	9	66
Total Earned Annuities Granted	0	0
Total Annuities Granted	9	66
DISABILITIES GRANTED		
Type:	Month:	Year to Date:
Duty Disability	4	12
Occupational Disease Disability	1	13
Ordinary Disability	0	2
,		
Total Disabilities Granted	5	27
Total Disabilities Denied	0	1
WIDOW'S ANNUITIES GRANTED		
Type:	Month:	Year to Date:
Regular Widow's Annuity	3	40
Compensation Widow's Annuity	1	1
Compensation widows Amulty	ı	1
Total Widow's Annuities Granted	4	41
CHILD'S ANNUITIES GRANTED		
Type:	Month:	Year to Date:
Full Child's Annuity	<u> </u>	<u>rear to Date.</u>
Child of Duty Death Annuity	0	0
Child of Ordinary Death Annuity Child of Ordinary Death Annuity	0	7
Offind of Ordinary Death Affidity	U	ľ
Total Children Annuities Granted	0	7
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ENDE, MENZER, WALSH & QUINN RETIREES', WIDOWS', AND CHILDREN'S ASSISTANCE FUND DONATIONS RECEIVED JUNE 2020

Total for June:	\$ 2	22,297.87
Active Member Contributions		12,596.43
Retired Member Contributions	\$	9,246.44
Judith Bennett - IMO Robert Bennett	\$	150.00
Paul, Kath, Joan, & Patty Palinski - IMO Mary Rzonca	\$	100.00
Kevin O'Malley	\$	100.00
Robert Bennett	\$	50.00
Raymond Cullen	\$	25.00
Mary Rose McNamee	\$	20.00
Brian Kehoe	\$	10.00

Anthony Martin, EMWQ President, Daniel Fortuna, EMWQ Secretary, and the entire EMWQ Board of Directors would also like to thank all Active, Retired, Disabled and Widowed members that support the neediest Retirees", Widow's & Children on a monthly basis through payroll deductions