

# **ARTICLE 1.6.B PAYMENT REQUEST FORM** **PROTOCOL** **FOR SECOND ROUND OF DISBURSEMENTS**

The first round of payouts was based on the USPS master list provided to the APWU of eligible employees to be paid. Every effort will be made to include eligible employees that were not listed on the USPS' master list to the first round of payouts. The second round of payouts will be approximately 6-9 months after the first round of payout.

\*Revised 11/20/2015

## **Current Employees**

- Download a copy of the Payment Request Form.
- Complete Section A of the form.
- Employee may retrieve all of their PS Form 50s for the entire period covering May 7, 2011 to December 5, 2014 via their eOPF.
- Contact your local/state president and provide them with a copy of the Payment Request form and all PS Form 50s.
- The employee must provide their current mailing address and contact number.
- The local/state union may complete the top half of the form in lieu of the employee after completion of their investigation into the inquiry.
- The local/state union must request and provide documents to fully support the employee's eligibility period by using as many documents as may be necessary to support the claim. (The list of possible documents is provided on Section B the form).
- The local/state union should complete Section B of the form.
- Any discrepancies found pertaining to Section A should be annotated in the "Notes to NBA" portion of Section B.
- The local/state union must submit the completed form, and all supporting documents, to a Clerk Craft National Business Agent (NBA) via e-mail, with a courtesy copy to the local/state union or first class/priority mail with tracking. **Do not copy the national APWU Clerk Division.**
- The NBA will verify the accuracy of the form, via Section C, by reviewing the supporting documents and making a determination of whether the

employee is eligible, the duration of the eligibility, and the total amount to be paid to the employee. **The NBA has a right to modify the eligibility based on a review of the documents.**

- The NBA will sign, date, and then submit the document via email to Lamont Brooks at [lbrooks@apwu.org](mailto:lbrooks@apwu.org) with a courtesy copy to Geoff Knowles at [gknowles@apwu.org](mailto:gknowles@apwu.org).
- **In a separate e-mail the NBA can provide a copy of the e-mail to Lamont Brooks to the local/state union who in turn can copy or provide proof to the member. Do not copy Lamont Brooks or Geoff Knowles.**
- The NBA office will maintain a list of verified recipients on an Excel spreadsheet (a template will be provided by National HQ) and will retain all of the supporting documents for each Payment Request Form.
- APWU Clerk Division will submit the Payment Request Forms to the USPS via an Excel summary spreadsheet at the appropriate time.
- APWU will not be responsible for any payment requests that fail to follow the proper protocol outlined in this document. The protocol and Payment Request Form will be placed on the APWU website at [www.apwu.org](http://www.apwu.org).

### **Eligible**

Eligible employees must have been a part-time flexible clerk craft employee or a full-time regular employee in a Non-Traditional Full-Time (NTFT) duty assignment, who were on the rolls between the dates of May 7, 2011 and December 5, 2014 in a level 15, 16, or 18 office and in **D/A codes 41-0, 21-0, or 21-5**. *\*A level 15, 16, or 18 office, as of November 21, 2010 that is DUO/DUR to a level -13 office, in accordance with the DAS arbitration award, would be eligible between the periods of May 7, 2011 and December 5, 2014.*

### **Ineligible**

An office that was a Level-20 as of May 23, 2011 and downgraded at a later date.

A level 15, 16, or 18 office without a clerk that was DUO/DUR to a level 13 or below.

A level 15, 16, or 18 office that was DUO/DUR to a level 20 will not be covered the duration of time that the office was not a level 15, 16, or 18 during the period of May 7, 2011-December 5, 2015.

A level 15, 16 or 18 office that became a four-hour or six hour RMPO office under POSTPlan would not be eligible for the period of time they were changed to a level-4 or level-6 office. They would be eligible for the period of time if they were POSTPlanned to a level-18 APO. The level 15, 16, 18 office that was changed to a level-4 or level-6 office under POSTPlan would be eligible for the period of time from May 7, 2011 up to point of the POSTPlan date for that office.

Clerks on loan, from a level-13, POSTPlan 4-hour office, POSTPlan 6-hour RMPO, excessed or other reasons would not be eligible as the Global Remedy Settlement Agreement (GRSA) dated 12/5/2014 allows for any remaining issues in disputes that were unresolved to be processed accordingly.

### **Conclusion**

Eligibility was decided after receiving input from local, state, regional and national officers and weighing as many factors as possible to determine what was fair and equitable based on the Das award and information available to the union.

If a local/state union feels they have unique situations where grievances were filed that are not covered under the disbursement guidelines, they have the opportunity to address those possible remedies with the ongoing 1260 reporting monetary violations.

### **Payments**

**Any prior submissions for a payment request that was forwarded to their NBA and/or Lamont Brooks must be resubmitted in accordance with this Payment Request Form Submission Protocol.**

The Postal Service expects payment to be made prior to Christmas, however do not spend it before you get it. Employees will receive the payment in their regular payroll check. It will be annotated on the check as an Adjustment. We will provide notice via the NBAs to the APWU local/state presidents and it will be placed on the APWU website. We will attempt to give you a more specific date once received by the Postal Service.

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## **Former Employees**

- Download a copy of the Payment Request Form
- Complete Section A of the form.
- Contact the local/state president of your last place of employment and provide them with a copy of the form.
- The former employee must provide their current mailing address and contact number.
- The local/state union may complete Section A of the form in lieu of the former employee after the completion of their investigation into the inquiry.
- The local/state union must request and provide documents to fully support the eligibility period being requested for payment by using as many documents as may be necessary to support the claim. (The list of possible documents is provided on Section B of the form)
- The local/state union should complete Section B of the form.
- Any discrepancies found pertaining to Section A should be annotated in the “Notes to NBA” portion of Section B.
- The local/state union must submit the completed form, with all supporting documents, to a Clerk Craft National Business Agent (NBA) via e-mail, with a courtesy copy to the local/state union or first class/priority mail with tracking. **Do not copy the national APWU Clerk Division.**
- The NBA will verify the accuracy of the form, via Section C, by reviewing the supporting documents and making a determination of whether the employee is eligible, the duration of the eligibility, and the total amount to be paid to the employee. **The NBA has a right to modify the eligibility based on a review of the documents.**
- The NBA will sign, date, and then submit the document to Lamont Brooks at [lbrooks@apwu.org](mailto:lbrooks@apwu.org) with a courtesy copy to Geoff Knowles at [gknowles@apwu.org](mailto:gknowles@apwu.org).
- **In a separate e-mail the NBA can provide a copy of the e-mail to Lamont Brooks to the local/state union who in turn can copy or provide**

**proof to the former member. Do not copy Lamont Brooks or Geoff Knowles.**

- The NBA office will maintain a list of verified recipients on an Excel spreadsheet (a template will be provided by National HQ) and will retain all of the supporting documents for each Payment Request Form.
- APWU Clerk Division will submit the Payment Request Forms to the USPS via an Excel summary spreadsheet at the appropriate time.
- APWU will not be responsible for any payment requests that fail to follow the proper protocol outlined in this document. The protocol and Payment Request Form will be placed on the APWU website at [www.apwu.org](http://www.apwu.org).

### **Eligibility**

Eligible recipients must have been a part-time flexible clerk craft employee or a full-time regular employee in a Non-Traditional Full-Time (NTFT) duty assignment, who were on the rolls between the dates of May 7, 2011 and December 5, 2014 in a level 15, 16, or 18 office and in **D/A codes 41-0, 21-0, or 21-5**. *\*A level 15, 16, or 18 office, as of November 21, 2010 that is DUO/DUR to a level -13 office, in accordance with the DAS arbitration award, would be eligible between the periods of May 7, 2011 and December 5, 2014.*

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A level 15, 16 or 18 office that became a four-hour or six hour RMPO office under POSTPlan would **not** be eligible **for the period of time** they were changed to a level-4 or level-6 office. They **would be eligible for the period** of time if they were POSTPlanned to a **level-18 APO**. The level 15, 16, 18 office that was changed

to a level-4 or level-6 office under POSStPlan would be eligible for the period of time from May 7, 2011 up to point of the POSStPlan date for that office.

Clerks on loan, from a level-13, POSStPlan 4- hour office, POSStPlan 6-hour RMPO, exceeded or other reasons would not be eligible as the Global Remedy Settlement Agreement (GRSA) dated 12/5/2014 allows for any remaining issues in disputes that were unresolved to be processed accordingly.

### **Conclusion**

Eligibility was decided after receiving input from local, state, regional and national officers and weighing as many factors as possible to determine what was fair and equitable based on the Das award and information available to the union.

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Lamont Brooks  
Assistant Director  
Clerk Division  
American Postal Workers Union, AFL-CIO