

OVERTIME NOTES

By now, all eligible employees should have received an official notice concerning a tutorial on the overtime claims process. Hopefully, you have begun to pull together your documentation. Because the claims process is time limited, I suggest that if you have not begun pulling together documentation, you do that now. Pull together everything you can.

In the meantime, a worksheet has been prepared to assist you in organizing the information for your claim. I suggest that you complete a copy in advance of the tutorial. Then, you can use the tutorial as a check point. If you completed the forms correctly, you can submit them. If not, you will know what and how to correct it.

Also attached is a request for documents should you need to obtain copies of relevant records from the agency. In the meantime, if you have questions, be sure to contact the Union's attorney:

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