

RECOVERING BACK PAY

THOSE EMPLOYEES WHO ARE ENTITLED TO BACK PAY FOLLOWING AN UNWARRANTED OR UNJUSTIFIED PERSONNEL ACTION IN WHICH THE EMPLOYEE WAS:

1. SEPARATED (EXCEPT ERRONEOUS SEPARATION FOR OPT. RETIRE)
2. PLACED ON INDEFINITE SUSPENSION, OR
3. DENIED EMPLOYMENT

MUST PROVIDE ALL SUPPORTING DOCUMENTATION BEFORE CLAIM FOR BACK PAY CAN BE PROCESSED.

- IF YOU ARE IN A NON-PAY STATUS LONGER THAN 45 DAYS BUT LESS THAN 6 MONTHS THEN THE EMPLOYEE MUST PROVIDE A STATEMENT CERTIFYING THE REASONS WHY OUTSIDE EMPLOYMENT WAS NOT OBTAINED FOR ALL PARTS OF THE BACK PAY PERIOD, EXCEPT THE FIRST 45 DAYS.
- IF THE BACK PAY PERIOD IS MORE THAN 6 MONTHS, THE EMPLOYEE MUST PROVIDE DETAILED INFORMATION CONCERNING THE EFFORTS HE/SHE HAS MADE TO OBTAIN OTHER EMPLOYMENT FOR ALL PARTS OF THE BACK PAY PERIOD, EXCEPT THE FIRST 45 DAYS GIVING THE FOLLOWING INFORMATION FOR EACH EMPLOYER CONTACTED:
 - A) THE DATE OR APPROX. DATE THE CONTACT WAS MADE
 - B) THE BUSINESS NAME, ADDRESS, AND TELEPHONE #
 - C) WHETHER THE CONTACT WAS IN PERSON, BY TELEPHONE, OR BY MAIL
 - D) THE NAME OF THE PERSON CONTACTED OR WHO CONDUCTED THE INTERVIEW
 - E) WHETHER AN EMPLOYMENT APPLICATION WAS FILED AND
 - F) THE REASON, IF KNOWN, WHY EMPLOYMENT WAS NOT OFFERED
- IF THE EMPLOYEE DOES HAVE NEW EMPLOYMENT DURING THE BACK PAY PERIOD THE EMPLOYEE MUST SUBMIT A STATEMENT SHOWING THE HOURS WORKED AND GROSS EARNINGS
- IF EMPLOYEE WAS SELF-EMPLOYED DURING BACK PAY PERIOD EMPLOYEE MUST SUBMIT AN AFFIDAVIT INDICATING GROSS AMOUNT EARNED AND ANY DEDUCTIONS FOR ORDINARY AND NECESSARY BUSINESS EXPENSES INCURRED WITH SUCH SELF-EMPLOYMENT. ANY BUSINESS EXPENSES CLAIMED MUST BE ITEMIZED AND SUBSTANTIATED BY RECEIPTS OR OTHER DOCUMENTATION. IF SUCH EMPLOYMENT EXISTED PRIOR TO THE BACK PAY PERIOD, YOU MUST SUBMIT YOUR EARNING FOR THE 6 MONTH PERIOD PRIOR TO THE BEGINNING OF THE BACK PAY PERIOD.
- IF THE EMPLOYEE HAD A PART-TIME JOB BEFORE SEPARATION OR REMOVAL AND THE HOURS WERE EXPANDED DURING THE BACK PAY PERIOD A STATEMENT FROM EMPLOYER SHOWING HOURS WORKED AND GROSS EARNING MUST BE SUBMITTED.

- IF THE EMPLOYEE RECEIVES UNEMPLOYMENT COMPENSATION DURING THE BACK PAY PERIOD HE/SHE MUST IDENTIFY THE DATES, COVERED AND AMOUNT RECEIVED
- IF THE EMPLOYEE RECEIVES ANY ANNUITY PAYMENTS DURING BACK PAY PERIOD THE DATES AND AMOUNT RECEIVED MUST BE IDENTIFIED

THIS DOCUMENTATION WILL BE REQUESTED UPON RETURNING TO THE POSTAL SERVICE AND BACK PAY HAS BEEN AWARDED EITHER BY AN ARBITRATOR OR PART OF THE SETTLEMENT IN THE GRIEVANCE PROCEDURE. ALL MONEYS WILL BE DEDUCTED FROM WHAT YOU WOULD HAVE EARNED IF WORKING NORMAL PAY PERIODS. IF THE EMPLOYEE FAILS TO CONDUCT JOB SEARCHES AND/OR FAILS TO PROVIDE DOCUMENTATION THAT EMPLOYMENT WAS SOUGHT DURING BACK PAY PERIOD THE POSTAL SERVICE CAN DENY BACK PAYMENT. A GRIEVANCE SHOULD BE FILED IF THIS HAPPENS.