

## **Guidance and Procedures for Sunday Premium Remedial Claims**

The Exchange, along with other DoD organizations, is back-paying Sunday premium pay in accordance with OPM Policy Memorandum 2009-21.

### **APPLIES TO:**

Current and former AAFES Crafts and Trades (CT) associates employed between 26 May 2003 and 5 February 2010.

### **ELIGIBILITY:**

1. You must have been employed as a CT associate during the period 26 May 2003 through 5 February 2010.
2. You must have been employed in a part-time (RPT, TPT) or intermittent (INT) category position.
3. Your regular scheduled tours of duty as a part-time or intermittent CT associate included working on a Sunday.
4. You must have worked on a Sunday and did not previously receive premium pay.

### **ACTION(S) REQUIRED BY YOU:**

1. You are required to submit a completed and signed claim form detailing the dates, times and number of hours you worked on each Sunday.
2. You have the burden of proof. You must establish that you were
  - a. A part-time or intermittent CT associate;
  - b. Worked on Sunday during the claim period; and
  - c. You did not receive Sunday Premium Pay.
3. You are required to submit documentation to support your claim. Acceptable forms of documentation may include, but are not limited to, bi-weekly work schedules, time and attendance records, or personally maintained logs (i.e. personal calendars or notes). Documentation must establish you worked on a Sunday during the claim period.

4. If you were also a former employee of another DoD component and are eligible for Sunday Premium back pay from both AAFES and your other former employer, you required to complete a claim with each employer individually.
5. The claim and supporting documentation must be submitted no later than **26 May 2015**.

**PAYMENT INFORMATION:**

1. An acknowledgement of claim receipt will be sent within 15 business days.
2. Incomplete or unsigned claims will be returned to you without processing.
3. Completed claims submitted with supporting documentation will be processed for payment within 90 calendar days after acknowledgement of receipt.
4. Premium pay calculations are as follows:
  - a. Sunday Premium Pay is an additional 25% of the associate's basic pay for regularly scheduled Sunday work, for the entire shift worked, not to exceed 8 hours.
  - b. Sunday premium pay is only paid for actual hours worked (does not include Vacation Leave, Sick Leave, or LWOP hours).
  - c. The Back Pay Act, 5 U.S.C. § 5596 does not extend to these types of claims; therefore, interest on claims will not be paid.
5. AAFES Part-Time and Intermittent CT associates active as of 30 December 2010 may have previously received premium back pay for any Sunday hours worked during the period 26 May 2009 through 5 February 2010. Automatic payment for this period appeared on paycheck 30 Dec 2010. Do not include this period in any claims if you have already received payment.

Questions regarding Sunday Premium Pay claims may be directed to [SundayPremiumClaims@aafes.com](mailto:SundayPremiumClaims@aafes.com).