



## Brotherhood of Locomotive Engineers and Trainmen Local Committee of Adjustment

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### Claim Submission Process

Brothers and Sisters,

We have received a request to share the claim submission process. This process has not changed. The steps below will serve us as a reminder of the process.

#### Step 1

- Fill out a Payment Request Form and submit to payroll.
- Make sure to include all supporting evidence that shows violation of agreement. Example of supporting evidence (time and delays, extra board picture, kronos printout, copy of article violated, work orders)
- Make a copy of all paperwork submitted and keep for your records.

#### Step 2

- If returned with a denial or message to forward to Local Chairman submit to Union Locker # 137 immediately. Include all supporting evidence and article violated.

#### Step 3

- Once your claim is received and submitted on your behalf to the carrier you will be notified by the Local Committee of Adjustments.
- If there is any questions or additional supporting evidence needed you will be notified by the Local Committee of Adjustments.

#### Step 4

- At this point your claim will either be paid or denied. If paid you will be notified what pay period it will be paid.
- If denied your claim will be appealed and submitted to the General Chairman for further processing.