

UTU 171 Claim Handling

The general Chairman's Office will not accept claims from Local Chairman unless they have complete documentation attached. If this documentation is not attached, your Local Chairman has been instructed to return it at the local level without forwarding it to our office. For your reference, all claims should at least include legible copies of the following:

All claims must be forwarded to LC #315 through TSS Tie Up screen #15 Item 3 (Declines). **You must also include paperwork in UTU Claims Box as you have in the past.

Operating Claims

- DECLINATION (1 PER CLAIM)
- 816 REPORT (for pay half the violation took place in) (1 PER CLAIM)
- DELAY REPORT (1 PER CLAIM)
- CALL SLIP (1 PER CLAIM)
- ANY SWITCH LISTS, NOTICE, WORK ORDER, ETC. that support claim (1 per CLAIM)

NON Operating Claims (1-B TICKETS)

- INBOUND and OUTBOUND POOL or EXTRA BOARD HISTORY (1 PER CLAIM)
- SENIORITY ROSTER (1 PER CLAIM)
- EMPLOYEE WORK or MOVEMENT HISTORY (1 PER CLAIM)
- BOARD STANDING (1 PER CLAIM)
- BIDS (1 PER CLAIM)

If the circumstances warrant additional documents not listed above, please provide them. It is also recommended that in instances where further explanation is necessary, provide a written statement of facts.

Suggestions

- Be very descriptive on your timeslip, delay reports, flagging report, etc. Sometimes the information you provide is the only documentation the Carrier has of the event. For instance, if you perform service during your tour of duty that you feel mandates additional payment, but do not enter the specifics on your delay report, there will be no record that the service was ever performed.
- Fill out records (timeslips, delays, flagging form, etc.) as though describing the event to a third party. Detail of service, employee involved, times, etc. must be illustrated as much as possible. Just remember that your claim will most likely be settled by individuals that do not know you or your territory.
- Many claims require written notification to the Carrier. Be sure to document that any request to have the matter corrected be received by the Carrier.
- **All claims and supported documents MUST be stapled in the upper corner.**