

## **AFNAF Guidance and Procedures for Sunday Premium Claims For Human Resources Offices**

### **1. ELIGIBILITY:**

a. Employees must be a prevailing rate employee who had a regularly scheduled workweek which included a period of service of 8-hours or less, that was not overtime work, and a part of which was performed on Sunday. AF NAF employees may be Regular or Flexible category and had a regular work schedule that included Sunday work. AF NAF employees assigned to a Flexible or Regular employment category who only worked intermittently on Sundays are not eligible for Sunday Premium payment. Submission of a claim is required from: separated NAF employees and all current NAF employees for periods prior to 26 May 2009. Claims back to 26 May 03 will be accepted within 6 years after the claim accrues. Claims "accrued" on 26 May 09, the date of the administrative decision. Based on the accrual date, claims for Sunday work performed between 26 May 03 and 26 May 09 must be received not later than 26 May 15.

**NOTE:** Pay band (NF and CY) employees are only eligible if the employing installation had an established policy to pay Sunday Premium Pay to NF and CY employees.

b. Claimants who are also former employees of another NAF Component and eligible for Sunday Premium from both NAF Components are required to complete claim forms for each respective employer. Claims procedures and eligibility guidance may differ for each component.

c. Former employees, for Sunday Premium purposes, are defined as those employees filing a claim against an installation at which they are no longer employed.

### **2. ACCEPTABLE DOCUMENTATION:** Documentation may include, but is not limited to:

a. AF 2545, NAFI Notification of Personnel Action

b. Bi-weekly work schedules

c. Time and attendance cards/sheets

d. Any other documentation such as employee affidavits or supervisory records that establish the employee performed eligible Sunday work during the period claimed

### **3. CLAIM PROCESS:**

a. Claims filed for remedial payment under this process accepted by an employee shall be deemed to be correct and to have fully corrected any pay error for the period of time covered by this guidance. The employee may not file another claim for Sunday Premium earned from the employer during such time period through any other process or forum. The Back Pay Act, 5 U.S.C. § 5596, does not extend to these types of claims; therefore, interest on the claims will not be paid.

b. Claim Forms:

(1) If the claimant is a current employee, the appropriate form for completion is [Sunday Premium Claim Form for Current Employees.doc](#). Completed forms should be signed, dated, and submitted to the local NAF Human Resources Office.

(2) If the claimant is a former employee, the appropriate form for completion is [Sunday Premium Claim Form for Former Employees.doc](#). Completed forms should be signed, dated and mailed to applicable NAF Human Resources Office. An address listing of human resources offices may be found at [HRO Address Listing- current as of 7Sep 2010\[1\].docx](#).

- For example: An employee worked at Lackland AFB in 2005, but is currently working at Luke AFB. The employee is considered a “former” employee with respect to his/her claim for Sunday Premium for the time at Lackland AFB and his/her claim for the Lackland AFB Sunday Premium would be submitted to the Lackland AFB Human Resources Office. If the employee has not worked at another installation, and has been working at Randolph AFB since 2003, the employee’s claim for Sunday Premium from 2003 to May 2009 is filed with the HRO at Randolph AFB

**4. CALCULATION OF SUNDAY PREMIUM REMEDIAL PAYMENTS:** Payments are calculated as follows: Installation Resource Management Offices will review time and attendance documents to validate Sunday work. Payments will be made based on number of hours worked and hourly rate of pay for the applicable shift.

**5. PROCEDURES FOR HANDLING THE CLAIM – HUMAN RESOURCES OFFICES:**

a. Handling Sunday Premium Pay Error Claims (26 May 2003- 25 May 2009) for Current and Former Employees. The installation may have relevant records that negate the need for the employee to submit documentation in support of their claim; however, if documentation is submitted the HRO is responsible for:

- (1) Reviewing claim forms and any supporting documents submitted by the claimant.
- (2) Forwarding the necessary documentation to the Resource Management Office for verification and calculation of the claim and payment.
- (3) Maintaining the supporting documentation and claims forms in a separate case file for each employee claim.
- (4) Administering, reviewing and processing appeals for current employees ensuring that the appeal is within the scope of the appeal procedures, is timely, and includes all applicable information.

**6. PROCEDURES FOR HANDLING THE CLAIM – RESOURCE MANAGEMENT OFFICE:**

- a. The payroll/hours worked data may be obtained from the time and attendance records, or other reports maintained in the payroll office.
- b. Calculate the number of hours worked and rate of hourly rate of pay for the applicable shift.

c. Forwarding the Excel spreadsheet at [SundayPremium\\_Claims.xlsx](#) to the Shared Service Center (SSC) payroll via Remedy for processing.

**7. APPEALS.** Current and former employees will have access to an appeal process if a Sunday Premium claim is denied or the employee disputes the amount of the payment.

a. Remedial payment of a Sunday Premium claim that is accepted by an employee shall be deemed to be correct and to have fully remedied any pay error with respect to Sunday Premium for the period of time covered by the Air Force guidance. The employee who accepts remedial payment of a Sunday Premium claim may not appeal the claim or file another claim for Sunday Premium earned from the Air Force during such a time period through any other process or forum.

b. Current NAF employees disputing a claim for Sunday Premium from their current NAF employer may submit an appeal with their local NAF Human Resources Office using the AF NAF appeals process outlined in AFMAN 34-310, *Nonappropriated Fund Personnel Program Management and Administration Procedures*, Chapter 9.

c. The procedures for all other appeals for denied or disputed claims can be found at [Sunday Premium Pay Appeal Procedures.docx](#). These appeals are filed with HQ AFSVA/SVXH at the address below:

HQ AFSVA/SVXH  
Attn: Sunday Premium Claims  
2261 Hughes Ave, Suite #156  
Lackland AFB TX 78235-9852

**8. QUESTIONS.** Questions regarding Sunday Premium Remedial Payments may be directed to: [HQAFAFHRO@us.af.mil](mailto:HQAFAFHRO@us.af.mil)

