

## **Claims Conference Process**

### **Prior to the claims conference:**

- Request claims conference with Assistant Division Superintendent or designated supervisor within 60 days of the date claim(s) were declined.
- Supervisor and Local Chairman agree on a conference date.
- Local Chairman provides information regarding claims to be conferenced at least two (2) weeks in advance using the claim information form and should also include any supporting documentation. Claim information forms and supporting documentation should be provided to the supervisor electronically (email).

### **After the claims conference:**

- Copies of completed claim information forms provided to Local Chairman noting approval/denial of the claim.
- If the Local Chairman elects to progress a denied claim to the Division Superintendent, the claim information form should be included.
- If it was agreed the claim would be paid, the supervisor will upload approved claim information forms to Payroll (using the "Field Settled Claims Upload Process").

# Field Settled Claim Form

Claims must be submitted at least 2 weeks in advance of conference.

To ensure prompt and accurate handling of claims, the information below is required.

Employee Name: Local Chairman Name:

Employee ID: Local Chairman Employee ID:

Claim Code(COT): Date Submitted to Officer:

Claim Date:

Timeslip Number:

Declination Code:

Help Desk Ticket Submitted: Yes No

Remarks/Statement of Claim:

Supporting Agreement Provision:

## Field Handling After Conference

Date of Conference: Claim Approved? Yes No

Payment: Hours/Miles/Dollars Name of Field Officer Present:  
Basic Pay

Reason for declination (if declined):