

**Johnnie Green**

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**AFGE Local 2959 is conducting an investigation on behalf of Bargaining Unit Employees (BUEs) who are located in Arkansas, Texas and Oklahoma that were improperly denied overtime pay from January 1, 2011 to present. Attached is a questionnaire for you to complete to the best of your knowledge and ability and return to Local 2959 President at the above e-mail address. You may either fill in your answers and return it in MSWord, or print it out and return it in PDF format. Without your information and input, we will be unable to confirm if you have been negatively impacted and whether you would potentially be entitled to compensation if Local 2959 prevail in this matter.**

## SBA EMPLOYEE QUESTIONNAIRE

### Disclaimer:

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*The Union and its designated counsel are investigating a Union grievance for unpaid overtime to all bargaining unit employees under AFGC Local 2959.*

*This information you provide will be used to investigate your entitlement to unpaid overtime and other applicable benefits.*

*The Union and its representative will be relying on the accuracy of the information provided to investigate and potentially determine your damages if any, and to potentially determine a fair and appropriate pay-out structure.*

*When applicable, the information provided will be compared to available records and if there are any inconsistencies, the parties may rely on the accuracy of the applicable records.*

*This information is privileged attorney client communications and attorney work-product as defined by Federal Rules of Civil Procedure Rule 501 et. al. and shall not be disclosed without the express consent of legal counsel.*

*Finally, the Union and its counsel cannot make any guarantees of recovery*

### Contact Information:

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Name:

Home Address:

Phone number:

E-mail:

### Work History with SBA:

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**Directions:** Please answer the following questions for each job title/position you have had with the SBA from January 2011 forward. If you have had multiple job titles/positions with the SBA from January 2011 forward, then answer the same questions for each job title/position on a separate piece of paper. Also, if you need to add additional information to your answers below please do so on another sheet of paper and indicate the number, letter, and number you are answering. You may either type or hand-write your answers in the appropriate section. Please state if the answer is unknown or note if your answer is a guess or best estimation.

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9. Did you regularly have to travel for this job (Y/N):

**c. Overtime**

1. Please state your officially assigned work hours per week (your core working schedule – *ie. Monday-Friday 8:00am to 5:00pm*):

2. Did you ever work over forty hours per week in this title/position (Y/N):

3. **If you did** work over forty hours per week, please answer the following questions:

a. How often would you normally work over 40 hours per week (*ie. once a month, twice a month, three times a month*):

b. How many hours of overtime would you normally work per week:

c. Did you always report your overtime on your Time and Attendance Sheet (Y/N):

**If not**, why not:

**If so**, were you always paid money for your reported overtime:

4. Did you ever receive “comp time,” “credit hours” or other benefits in lieu of overtime:

5. Did you ever request “comp time,” “credit hours” or other benefits in lieu of overtime:

6. Were you ever told that you had to receive “comp time,” “credit hours” or any other benefit in lieu of overtime (Y/N):

**If so**, please state the name of the person who told you this, and their position:

7. Were you ever told that you were not allowed to work overtime (Y/N):

**If so**, please state:

- a. The name of the person who told you this:
- b. Whether this statement was oral and/or in writing:

8. Were you ever told that if you worked overtime you would not be paid for your overtime (Y/N):

If so, please state the person's name and title:

**d. Settlement outside of the Grievance**

1. Please state if anyone with the Agency has approached you about settling, resolving, or otherwise paying you in exchange for signing a release giving up rights to overtime in exchange for any benefits (Y/N):

If so, please state the following:

- a. The name of the person that approached you:
- b. The date(s) you were approached:
- c. Whether you signed the agreement, and if so, whether you have a copy

**Estimation of Damages:**

If you worked overtime that was not compensated in overtime pay, please provide your best estimation as to how many hours of overtime were not compensated for 2011, 2012, 2013 and 2014:

2011\_\_\_\_\_

2012\_\_\_\_\_

2013\_\_\_\_\_

2014\_\_\_\_\_

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**Reminder** - If you have additional Job Titles/Positions with the SBA from 2011 forward, please answer the same questions on a separate piece of paper using the same number, letter, number designation as above. The following is an example:

- 2.a. Loan Servicing Specialist
  - b.1. 1/1/2011 – 2/1/2012
  - b.2. District Office, Little Rock, AR.
  - b.3. Processed loans
  - etc.