



Employee and Labor Relations Manual (ELM)

Issue 13

June 1998
Transmittal Letter

1. **Explanation.** ELM Issue 13 incorporates changes that have occurred since Issue 12 was published in May 1989. These include:

- Changes previously published in *Postal Bulletins*.
- Changes previously published in policy memorandums.
- Changes resulting from agreements with the unions and management associations.
- Changes mandated by law or federal regulations applicable to the Postal Service.

Almost all chapters include updated position titles and revisions reflecting organization structure changes. In addition, some chapters include information in boxed sections in the table of contents and/or in the text. These boxes are identified as "Reference Notes," which show sources of additional information, or "Revision Notes," which identify chapters that are under revision but still in the clearance process.

All changes, their origin, and brief explanations of each are listed in a summary of changes following the table of contents for each chapter or subchapter and, except for deletions, are identified in the text by a bold bar in the margin.

2. **Availability**

1. **Online Copy.** The online version of the ELM appears on the Postal IntraNet at <http://blue.usps.gov/cpim>. It is accessed under "Corporate Information" through the "Policies and Procedures" home page, which contains the various manuals of the Postal Service by function. The online version will be updated immediately as changes occur and are published or announced in the *Postal Bulletin*.

The Postal Service memorandums identified in the boxes marked "Reference Notes" are also being made available on the "Policies and Procedures" home page at <http://blue.usps.gov/cpim> under "Policy Memos." As these are published online, their availability will be announced in the *Postal Bulletin*. Most referenced documents published by other agencies can be found through the "Human Resources" home page at <http://blue.usps.gov/hrisp>, which is accessed under "USPS Organizations" through "USPS Functional Organizations."

2. **Hard Copy.** The hard copy may be obtained within the Postal Service by submitting Form 7380, *MDC Supply Requisition*, to this address:

TOPEKA MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITION
500 SW MONTARA PARKWAY
TOPEKA KS 66624-9602

All others should call MDC Customer Service at 1-800-332-0317 for information on price and ordering instructions.

The hard copy will be updated and reissued periodically to incorporate the changes accumulated since the last issue, i.e., those published in the *Postal Bulletin* and already included in the online version.

Users of the hard copy need to ensure that it is maintained to include the changes published in the *Postal Bulletin*. The *Postal Bulletin* is distributed internally to postal facilities and may be ordered by the public from the U.S. Government Printing Office by calling 202-512-1800.

3. Comments and Questions. Send comments and questions to:

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