

Summary of Postal Bulletin Updates June 1998 Through April 8, 1999

1. Overall Revisions

Subchapter 870 has been edited in its entirety. Language is changed in some instances to promote clearer, fuller understanding. Sequence is changed and some heading titles are modified to improve readability. Changes are made to correct grammatical, printing, and reference errors and to preserve consistency of style. These changes are listed in the summary below only where they are deemed necessary for clarification.

2. Specific Revisions

Substantive changes published in the *Postal Bulletin* are marked with vertical bars in the margins.

871.1 Purpose is restructured and revised.

871.11 General provides revised information to include additional problem categories for which the EAP provides services. (PB 21995, 4/8/1999)

871.12 Alcohol and Drug Abuse includes information on the continuing concern with alcohol and drug abuse. (PB 21995, 4/8/1999)

871.2 Definitions is expanded to include new EAP terms. (PB 21995, 4/8/1999)

871.3 Policy is restructured and revised.

871.31 Job Security contains information on voluntary participation formerly in 871.31. (PB 21995, 4/8/1999)

871.32 Limits to Protection contains the remainder of the information from 871.31 and adds alcohol and drug abuse to the description of the limits to protection for an EAP client in relation to disciplinary actions and criminal activities. (PB 21995, 4/8/1999)

871.33 Confidentiality contains information on confidentiality formerly in 871.32. The statement on conformance with collective-bargaining agreements formerly in 871.33, duplicative of information in 871.12, is deleted. (PB 21995, 4/8/1999)

871.34 Reasonable Access is added to explain the accessibility of EAP counselors and to include the union representative. (PB 21995, 4/8/1999)

871.35 Scheduling contains information about first and subsequent visits formerly in 872.44. (PB 21995, 4/8/1999)

872.1 Education is revised to cover current educational activities provided by the EAP. (PB 21995, 4/8/1999)

872.21 Patterns of Behavior and Work Performance Problems (formerly **Alcoholism**), is expanded to cover services provided by the EAP for other problems. (PB 21995, 4/8/1999)

872.22 Referrals to EAP (formerly 872.4 **Referral and Interview**) is restructured.

872.221 Management Referrals, containing information formerly in 872.42, is revised to include under “Exceptions” the current EAP policy dealing with management referrals and Last Chance Agreements. The statement formerly in 872.42 stating that management has the authority to require the employee to attend an initial EAP interview is deleted. (PB 21995, 4/8/1999)

872.222 Referrals From Others, containing information formerly in 872.43, is expanded to include management association representatives. (PB 21995, 4/8/1999)

872.223 Self-Referrals contains information formerly in 872.41. (PB 21995, 4/8/1999)

872.224 EAP Response is added to provide information on how counselors return EAP calls and set up appointments in response to requests for service. (PB 21995, 4/8/1999)

872.23 Problem Evaluation is added to reflect the EAP’s involvement with Department of Transportation regulations. (PB 21995, 4/8/1999)

872.31 EAP Counseling Units (formerly **Postal Resources**) is revised to reflect current EAP practices. (PB 21995, 4/8/1999)

872.32 Residential and Community Resources (formerly **Outside Resources**) is revised to cover the expanded services now provided by the EAP. (PB 21995, 4/8/1999)

872.4 Follow-Up (formerly 872.5) is restructured.

872.41 Progress contains information on monitoring progress formerly in 872.5. (PB 21995, 4/8/1999)

872.42 Discontinuance of Participation is added to describe options in relationship to EAP participation. (PB 21995, 4/8/1999)

872.43 Return to Work, containing some of the information formerly in 872.5, is revised to describe current EAP procedures in returning to work. (PB 21995, 4/8/1999)

872.5 Program Evaluation, formerly 872.6, is restructured.

872.51 General contains information about annual review of field operations formerly in 872.6. (PB 21995, 4/8/1999)

872.52 District Reviews and **872.53 Subcontract Provider Reviews** are added to show the role of the workplace and intervention analyst in using established evaluation procedures. (PB 21995, 4/8/1999)

873 Reinstatement of Recovered Employees is revised to reflect current procedures. (PB 21995, 4/8/1999)

873.11 Consideration of Request is revised to reflect reinstatement requests from recovered employees. (PB 21995, 4/8/1999)

873.12 Consideration of Other Factors is revised and expanded to show exceptions to reinstatement consideration. (PB 21995, 4/8/1999)

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873.21 Procedures is broadened to include problems other than alcoholism and dependency on drugs, and list items are modified.

873.21a is revised to modify information regarding confidentiality restrictions. (PB 21995, 4/8/1999)

873.21b is revised to consolidate information formerly in *b*, *c*, and *d* to reflect the employee's continued participation in the EAP. (PB 21995, 4/8/1999)

873.22 Management Responsibilities (formerly 873.3 **Responsibilities**) is modified by the revision of the title and to reflect procedures for reinstatement. (PB 21995, 4/8/1999)

873.3 Compliance With Agreements (formerly 873.32 **Standard Procedures**) is modified by the revision of the title. (PB 21995, 4/8/1999)

874.2 Definition of Restricted Information is revised to add reference to the Public Health Services Act to the explanation of restricted information. (PB 21995, 4/8/1999)

874.31 Postal Service Providers contains an expanded explanation of current requirements and references to the CFR and the ASM. (PB 21995, 4/8/1999)

874.32 Private Providers is added to include ownership of EAP client records when EAP services are provided by a private vendor. (PB 21995, 4/8/1999)

874.4 Disclosure is restructured into two sections: **874.41 General** and **874.42 Criminal Activity**.

874.411 Usual Recipients, formerly 874.41, contains several modified list items.

874.411b (formerly *c*) is revised to reflect current procedures. (PB 21995, 4/8/1999)

874.411c (formerly *d*) is revised to provide a correct position title. (PB 21995, 4/8/1999)

874.411d (formerly *e*) is revised to add reference to litigation or administrative proceedings as situations allowing disclosure. (PB 21995, 4/8/1999)

874.411f and **g** are added to include exercise of the "duty to warn" and fulfillment of agency function to the situations allowing disclosure. (PB 21995, 4/8/1999)

874.421 EAP Records (formerly 874.43) is revised to reflect current procedures. (PB 21995, 4/8/1999)

874.422a, b, and c (under **Limitation of Confidentiality**) are added to specify instances in which disclosures can be made without a release signed by a client. (PB 21995, 4/8/1999)

875 Employee and Workplace Intervention Analysts is added to detail the activities of employee and workplace intervention analysts in the EAP. (PB 21995, 4/8/1999)