

Summary of Changes

Overall ELM Revisions

Subchapters not currently being revised significantly (and thus introduced by boxed explanations at the beginning of the text in question) have been updated to show the following organizational changes:

1. *Human Resources* at Headquarters is replaced by *Employee Resource Management*.
2. *Safety and Health* at Headquarters is replaced either by *Safety Performance Management* or by *Health and Resource Management*.
3. *Medical unit* and *health unit* are replaced by *health services office*.
4. The *Minneapolis Accounting Service Center* (ASC) and *Information Systems Service Center* (ISSC) are replaced by *Eagan Accounting Service Center* (ASC) and *Information Technology Service Center* (ITSC).

Because Appendix B has been deleted, the reference *Appendix A* is replaced by *Appendix* throughout.

Subchapters 670, 810, 820, 830, 840, 850, and 860 have been significantly revised and edited throughout. Some material is reworded minimally to clarify meaning and preserve grammatical and stylistic consistency. Typographical, codification, and reference errors are corrected where found. Position and organization titles are updated.

Structural changes have been made to increase the consistency of the presentation. Material may be resequenced, and headings are sometimes added or made more informative. Numbered paragraphs are replaced by paragraphs with headings or subsumed under one heading as a list.

The purposes of such change are to make the information easier for the reader to follow, to prepare for eventual indexing, and to contribute to the efficiency of automation that eases the publication of frequent online updates. Only where they are deemed necessary for clarification are such editorial changes listed by section number in the summary below and marked with a revision bar or made bold in exhibit tables.

Specific Revisions

Chapter 3, Employment and Placement

314.2, Personnel Investigation Records, is corrected so that the date of the memorandum of policy concerning Office of Personnel Management Special Agency Check is September 15, 1997.

323.43, Former Postal or Federal Employees, is modified by the deletion of the reference note. The policy memorandum to which the note refers, Guidelines for Federal Employees and Annuitants Applying for Temporary or

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Noncareer Postal Positions, is replaced by information in Handbook EL-312, *Employment and Placement* (an incremental revision of Handbook EL-311, *Personnel Operations*).

Chapter 4, Pay Administration

Exhibit 417.235, Higher Level Pay

Exhibit 417.235, Higher Level Pay, is corrected so that the last sentence of footnote 2, added in error in ELM 14, is deleted.

Chapter 5, Employee Benefits

Subchapter 510, Leave

512.222, Service Counted (under **Military Service**), is modified so that 512.22a incorporates the former 512.222d because periods of academy active service must also be terminated by honorable discharge or transfer to inactive reserves under honorable conditions for the service to be creditable. The last paragraph is changed to clarify that if an employee is “eligible” for a military retirement annuity, 512.223 applies rather than 512.222.

Chapter 6, Employee Relations

Subchapter 670, Diversity, Equal Employment Opportunity, and Affirmative Action

Subchapter 670 is modified significantly, condensed in some sections and expanded in others to include material found previously published in policy statements and management instructions, and thus it is marked with change bars throughout. Major changes are summarized in the following entries.

670, Diversity, Equal Employment Opportunity, and Affirmative Action (formerly **Affirmative Action and Equal Employment Opportunity**), is modified so that the subchapter heading includes “Diversity.”

671, Overview, is added to broaden the scope of the subchapter and to focus on managing the diversity of the workforce.

672, Federal Legal Requirements for Equal Employment Opportunity and Affirmative Action, brings together statements of legal requirements as found in laws, executive orders, EEOC regulations, and Office of Personnel Management guidance.

673, Policy (formerly **671.1** and **671.2**), is modified to include a variety of specific commitments to diverse representation in all employee groups and prohibition of discrimination and harassment in addition to general equal employment opportunity and affirmative action goals and to detail employee and management responsibility.

674, Organizational Responsibilities (formerly **672**), is condensed to focus on responsibilities of the deputy postmaster general as affirmative employment official for the Postal Service; of Diversity Development, Labor

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Relations, and Human Resources; and of the Diversity and Affirmative Action Advisory Committees.

675, Affirmative Action Activities (formerly **673**), is condensed to avoid superfluous language. (The former **675, Complaint Processing and Appeals**, is deleted.)

676, On-Site EEO Evaluations (formerly **674**), is reserved for a section currently under revision.

Chapter 8, Safety and Health

General

Subchapters 810 through 850 have been significantly revised, in part as a result of the passage of the Postal Employee's Safety Enhancement Act of 1998, which alters the Postal Service's status under the Occupational Safety and Health Act. There are also numerous administrative changes to reflect organizational and title changes.

Subchapter 810, Occupational Safety and Health Program

811, General, is modified to discuss legal authority, safety principles and philosophy, offsite safety, and records. Management commitment, involvement, and accountability are stressed.

812.14, Vice President of Employee Resource Management, omits duties as "Designated USPS Safety and Health Official" because the Postal Service is no longer a federal agency for purposes of the OSH Act.

812.3, Installation Heads, now designates the installation head or designee in smaller facilities with no full-time safety person as the collateral duty safety person, and references Handbook EL-802, *Executive's and Manager's Safety Compliance Guide*.

813.1, Headquarters, now establishes Safety Performance Management as the lead organization in managing Occupational Safety and Health Administration (OSHA) citations and in providing comment on proposed OSHA regulations.

813.32, Collateral Duty Safety Personnel, expands collateral duty safety responsibilities, including inspections of offices with less than 100 workyears.

814.2, Responsibilities, adds mention of OSHA standards specifically.

815.12, Area Executive Safety and Health Committee, and **815.13, Performance Cluster Safety and Health Committee**, add specific information on area and performance cluster Executive Safety and Health Committee duties.

817.12, Executives and Managers, expands on executive's and manager's required training to ensure OSHA compliance and program quality.

817.2, Safety and Health Staff Training and Education, now requires collateral duty safety training as well as a safety professional training curriculum.

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817.3, Joint Labor-Management Safety and Health Committee

Orientation, adds OSHA compliance as a training element.

817.5, OSHA Required Training, adds requirements for OSHA training.

817.6, Refresher Training, requires refresher training based on OSHA requirements.

817.8, OSHA Poster 2203, Job Safety and Health Protection, now requires that the OSHA 2203 poster be displayed.

817.9, Training Records, addresses requirements for maintenance of training records.

819, Accountability for Safety and Health Performance, Compliance, and Evaluations, discusses management accountability for safety performance.

Subchapter 820, Reports and Investigations, Program Evaluations, and Inspections

Subchapter 820 has been extensively restructured to include OSHA requirements for injury and illness reporting, new inspection procedures, program evaluations, and dealing with OSHA inspections.

821, Actions in the Event of Accident, Injury, or Illness, now deals with actions to take in the event of accidents, injuries, or illnesses, including reporting, accident investigation and analysis. OSHA requirements for reporting and logging injuries and illnesses are added.

822, Supplementary Actions in the Event of Serious Accidents, Including Fatalities, now deals with actions to take in the event of serious accidents or fatalities, including reporting, investigation, and analysis.

822.21, OSHA Investigations, requires consultation with Headquarters General Counsel and Safety Performance Management before proceeding with a serious accident investigation if OSHA is also investigating.

823, Program Evaluations, clarifies requirements for conducting internal evaluations and reporting on them.

824, Safety and Health Inspections, now deals with safety and health inspections.

824.2, Methods, indicates that safety personnel must be technically competent to perform inspections and use checklists that reference current OSHA and other requirements.

824.31, Area Oversight and Inspections, requires area Human Resources managers to ensure that safety and health inspections are conducted and provides for area level inspections.

824.32, PC Offices With Less Than One Hundred Workyears, now requires the collateral duty safety person in facilities with less than 100 workyears to conduct the annual safety and health inspection, under the guidance of district safety personnel. District and plant safety personnel are required to follow up, as necessary, to ensure quality inspections and provide assistance.

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824.425, Documentation and Reporting, references inspection checklists and reports.

825, OSHA Inspections, now covers OSHA inspections and provides detailed guidance on dealing with inspectors and subsequent required actions. Headquarters Safety Performance Management and General Counsel have authority for managing OSHA citations.

Subchapter 830, Motor Vehicle and Industrial Safety

831.1, Objective, now includes compliance with Department of Transportation regulations.

831.31, Driver Selection, now references TD 087-Course Number 43513 in lieu of Handbook EL-827, which is obsolete.

831.331, Supervisory Responsibility, references Handbook PO-701, *Fleet Management*, and Handbook EL-814, *Postal Employee's Guide to Safety*, and requires checks of probationary drivers.

832, Powered Industrial Truck Safety, is retitled. Requirements for training using course 52503, Powered Industrial Trucks, and compliance with the new OSHA standard are added.

833, Safety and Health in Design, Procurement and Construction, is retitled.

833.3, Contractor Safety, is retitled, and reference to Joint Operations of Federal Agencies/Private Sectors is deleted.

Subchapter 840, Safety Awareness Programs

841.3, Media, no longer refers to 638.

842.1, Participation, no longer includes the Annual Fire Prevention Contest.

842.25, Safe Driver Award Rules, is retitled and refers to the National Safety Council rule book for the Postal Service. All reference to Safe Driver Award Committee rules is deleted.

843.1, Concept, adds language prohibiting incentive programs from encouraging nonreporting of accidents. Reference to 620 is added.

843.4, Presentation Ceremonies, indicates that installation heads must now provide publicity for incentive awards.

844.1, Policy, has added to the seatbelt use incentive the condition that the employee not be in violation of the traffic laws at the time of the accident.

844.2, Determination, now provides that, in cases where a determination and documentation cannot be made, it will be assumed that the employee was in compliance with the law.

844.3, Payment, now requires that a copy of the request for payment be forwarded to Safety Performance Management at Headquarters.

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Subchapter 850, Emergency Action Plans and Fire Prevention and Control

This subchapter is retitled and is reordered and numbered accordingly.

852.1, Responsibility, refers to MI EL-810-96-1, *Hazardous Materials and Emergency Response*.

853.15, Training, adds training on the facility hazmat SOP.

854.31, General, adds training on the hazmat SOP using Handbook EL-812, *Hazardous Materials and Spill Response*.

855.3, Corrective Action, now refers to the safety checklists.

857, Vehicle Protection, now refers to Handbook PO-701, *Fleet Management*, in lieu of Handbook M-52, which is obsolete.

Subchapter 860, Medical and Occupational Health Services

Position titles and organizational structure are changed throughout this subchapter as follows:

1. *Service center medical director* is replaced by *senior area medical director*.
2. *Associate area medical director* is added.
3. *Medical officer* is replaced by *postal physician*.
4. *Head nurse* is eliminated.
5. *Occupational health nurse administrator* is added.
6. *Staff nurse* is replaced by *occupational health nurse*.
7. *Health unit* and *medical unit* are replaced by *occupational health services office*.

Substantive changes are as follows:

861.1, Program Overview, is modified to provide a more comprehensive overview of the National Medical and Occupational Health Program.

861.2, Mission, is added, incorporating the objectives from the old **862.2, Objective**, and adding language to demonstrate the expanded role and services required of the National Medical and Occupational Health Program.

861.3, Approach (formerly **861.2**), is modified by the removal of the term *overall*, made unnecessary by the addition of *National*.

862.1, General Policy, is modified to add the term *medical* to the statement to clarify the kind of treatment provided. *Registered nurses* are now identified as *occupational health nurses*.

862.2, Medical and Occupational Health Program Facilities (formerly **862.3**), is modified to add the term *Occupational Health Program* to a heading introducing three new facility names and obsoleting *medical unit* and *health unit*.

862.21, District Administrative Office, is added to describe Medical and Occupational Health Program administrative offices without on-site employee service.

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862.22, District Health Services Office, is added to describe Medical and Occupational Health Program offices staffed by occupational health nurses.

862.23, Area Administrative Office, is added to describe Medical and Occupational Health Program area offices.

863.1, General, is modified to incorporate the former 863.21 and 863.2, deleting reference to X rays, physiotherapy, and laboratory functions (no longer provided by the Postal Service) and introducing the new position titles for senior and associate area medical directors and area and district occupational health nurse administrators. The terms *Field Director*, *Human Resources*, and *medical officer* are obsolete terms. All medical directors report at the area level.

863.22, Qualifications, is modified to include the nurse qualification of certification in cardio-pulmonary resuscitation (CPR).

863.31, National Medical Director (formerly **Medical Directors**), is modified to reflect the new structure and responsibilities.

863.32, Area Medical Directors, is added to reflect the new structure and responsibilities.

863.33, Postal Physicians (formerly **863.32 Medical Officers**), is modified so that subsequent sections reflect the new structure and responsibilities.

863.34, Contract Physician (formerly **863.33**), is modified to reflect the new structure and responsibilities.

863.35, Occupational Health Nurse Administrators (formerly **863.34**), is modified to reflect the new structure and responsibilities.

863.36, Health Services Office Staff Nurses, is added to reflect the new structure and responsibilities.

864, Medical Assessment and Examinations (formerly **Physical Examinations**), is modified to redefine the scope of such examinations.

864.1, Applicant Medical Assessments and Employee Examinations (incorporating the former **864.1, Preemployment**, and **861.2, Examining Physicians**), is modified to reflect current practices. The former 864.23 becomes 861.2.

864.3, Fitness for Duty, is restructured into three sections. Language is modified for clarity and reflects current practices contained in the corresponding management instruction on fitness-for-duty examinations that replaces Handbook EL-806, *Health and Medical Services*, 160.

864.32, Requesting Examination, adds a reference to the provisions in 545.44 for injury compensation cases.

865, Return to Duty After Extended Illness or Injury (formerly **864.4**), is modified to incorporate policy previously found in Handbook EL-311, *Personnel Operations*, 342. Language is changed to be consistent with that used throughout 860.

866.2, Emergency Procedure (formerly **865.2 Treatment**), is resequenced and modified to reflect current practice.

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867, Rehabilitation After Work-Related Injury or Illness (formerly **866**), is modified to show four items rather than two for better identification of individual subjects.

868.11, Special (formerly **867.11**), is modified to add postal inspectors to the list of examples of special employees.

868.12, Medical Surveillance and Surveys (formerly **867.12 Medical Surveys**), is modified to reflect current practice.

868.5, Conflict of Interest (formerly **867.5**), is divided into three sections, **868.51, Full-Time Medical Personnel**; **868.52, Part-Time and Contract Medical Personnel**; and **868.53, Contract Medical Facilities and Providers** for better identification of subjects.

868.52, Part-Time and Contract Medical Personnel, is modified to include a new requirement of the Office of Workers' Compensation Programs concerning selecting a contract physician as "physician of choice."

Appendixes

Appendix B, Forms List, is deleted. **Appendix A, Records Control Schedules**, is consequently relabeled **Appendix**, and references are changed.