

# Update Notice

## Employee and Labor Relations Manual Issue 17 (July 2002)

*Employee and Labor Relations Manual* (ELM), Issue 17, was last printed in July 2002. To inform you of changes since that time, we periodically update this online edition of the ELM. We use vertical bars (revision bars) in the margin to indicate text changed since July 2002.

### How to Use This Update Notice

This online version of the ELM 17 incorporates revisions from the *Postal Bulletin* articles listed in the table below.

- Use the table in this update notice to find out about updates to the manual that were published in the *Postal Bulletin*.
- In the first column, find the chapter, subchapter, part, section, or records series of the appendix and read across the other columns to find specific information about that revision.

| This chapter, subchapter, part, or section... | titled...   | was updated to...   | in <i>Postal Bulletin</i> issue number... | with an issue date of... |
|---|---|---|---|--------------------------|
| <b>Chapter 3, Employment and Placement</b>    |   |   |   |                          |
| 355   | Light Duty Assignments  | add Section 355 to provide policy on light duty assignments.  | 22095                                     | 2-6-2003                 |
| <b>Chapter 4, Pay Administration</b>          |   |   |   |                          |
| 412.1   | Career Appointment  | reflect changes in determining differential rate for Executive and Administrative Schedule employees. | 22100                                     | 4-17-2003                |
| 412.1   | Career Appointment  | update and simplify salary assignment information for newly appointed career employees.               | 22139                                     | 10-14-2004               |
| 412.1   | Career Appointment  | reflect in item b a policy change in how supervisory differential adjustment rate is calculated.      | 22153                                     | 4-28-2005                |
| Exhibit 412.1b                                | Position Groups Eligible for Supervisory Differential                 | make the exhibit number accord with references to this table and to update the title and content.     | 22139                                     | 10-14-2004               |
| Exhibit 412.1b                                | Position Groups Eligible for Supervisory Differential Adjustment Rate | retitle and reflect a policy change in how supervisory differential adjustment rate is calculated.    | 22153                                     | 4-28-2005                |
| 413.1   | Definition  | simplify the definition of promotions.  | 22139                                     | 10-14-2004               |

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| <b>Chapter 4, Pay Administration</b>           |   |  |   |                          |
| 413.21   | EAS Employees   | reflect changes in determining differential rate for Executive and Administrative Schedule employees.  | 22100                                     | 4-17-2003                |
| 413.21   | Nonbargaining Unit Employees                          | title and update to simplify salary assignment information for employees receiving promotions.   | 22139                                     | 10-14-2004               |
| 413.21   | Nonbargaining Unit Employees                          | reflect in items b and d the revision to 412.1b and Exhibit 412.1b.  | 22153                                     | 4-28-2005                |
| 413.22   | Bargaining Unit Employees                             | reflect in item b the revision to 412.1b.  | 22153                                     | 4-28-2005                |
| 413.3  | Position Upgrade                                      | reflect the revision in 412.1b.  | 22153                                     | 4-28-2005                |
| 414.21   | Nonbargaining Unit Employees                          | reflect changes in determining differential rate for Executive and Administrative Schedule employees.  | 22100                                     | 4-17-2003                |
| 414.21   | Nonbargaining Unit Employees                          | reflect the revision in Exhibit 412.1b.  | 22153                                     | 4-28-2005                |
| 415.12   | Veterans' Preference Saved Grade Under RIF            | updates salary assignment information for employees eligible for veterans' preference changed to lower grade position during a reduction in force. | 22139                                     | 10-14-2004               |
| 415.13   | Saved Salary  | update salary assignment information for employees assigned to lower grade positions with saved salary.  | 22139                                     | 10-14-2004               |
| 415.14   | Veterans' Preferences Retained Salary Under RIF       | delete it.   | 22139                                     | 10-14-2004               |
| 415.15   | Protected Salary                                      | delete it.   | 22139                                     | 10-14-2004               |
| 415.2  | Changes to Lower Grade Using RIF Avoidance Procedures | update salary assignment information for employees changed to lower grade during reduction in force avoidance.                                     | 22139                                     | 10-14-2004               |
| 415.31   | Non-Veterans' Preference Eligibles                    | update salary assignment information for non-veterans' preference eligibles assigned to lower grade positions during a reduction in force.         | 22139                                     | 10-14-2004               |
| 415.32   | Veterans' Preference Eligibles                        | update salary assignment information for veterans' preference eligibles assigned to lower grade positions during a reduction in force.             | 22139                                     | 10-14-2004               |

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| <b>Chapter 4, Pay Administration</b>           |  |  |   |                          |
| 415.51   | Voluntary Change to Lower Grade  | retitle and update salary assignment information for employees making voluntary changes to lower grade as differentiated from those being demoted for cause or refusing reasonable assignments to higher grades.   | 22139                                     | 10-14-2004               |
| 415.54   | Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period | add salary assignment information for employees with rate retention who refuse reasonable assignment to higher level positions.  | 22139                                     | 10-14-2004               |
| 415.55   | Change to Lower Level Due to Demotion for Cause  | add salary assignment information for employees changed to lower grade as demotion for cause.  | 22139                                     | 10-14-2004               |
| 415.6  | Rate Retention Effect on Promotion   | update salary assignment information for change of grade for employees with rate retention.  | 22139                                     | 10-14-2004               |
| 415.73   | Same Relative Percentile Point   | delete it.   | 22139                                     | 10-14-2004               |
| 416  | Pay for Performance  | update the title (formerly Merit Pay) and the text throughout with language necessary to make the change from Merit Pay policy to Pay for Performance policy.  | 22138                                     | 9-30-2004                |
| 416.22   | Management Association Officials   | show that the annual Pay for Performance increase to the salary of record for employees who are placed on leave without pay to devote full-time service as elected national officers of a recognized management association is equal to the National Performance Assessment score. | 22139                                     | 10-14-2004               |
| 417.234  | Higher Level Pay Conditions  | reflect the change from Merit Pay policy to Pay for Performance policy and also to simplify the provision to reflect the standardization of the higher level pay policy for EAS employees to require only a 5-day waiting period.  | 22138                                     | 9-30-2004                |

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| <b>Chapter 4, Pay Administration</b>           |   |   |   |                          |
| 418.1  | Equivalent Grades                                       | improve clarity regarding how the table in exhibit 418.1 is actually used during personnel action processing.   | 22140                                     | 10-28-2004               |
| Exhibit 418.1                                  | Equivalent Grades                                       | recognize the city letter carrier position upgrades necessitated by the Fleischli Arbitration Award of September 19, 1999.  | 22109                                     | 8-21-2003                |
| Exhibit 418.1                                  | Equivalent Grades                                       | accommodate the single grade upgrade for electronic technicians, from former grade 11 to new grade 12, to correct clerical errors in the exhibit's instructions and a grade level designation in the EAS schedule, and to add existing grade 26 in the EAS schedule.  | 22140                                     | 10-28-2004               |
| 420  | Wage Administration Policy for Bargaining Unit Employee | <ul style="list-style-type: none"> <li>■ recodify and format to include a broad structure and numbering scheme to encompass all current salary schedules. It is modified throughout to update the names of bargaining unit categories, schedule acronyms, and grade ranges.</li> <li>■ change references to "area supply centers" to "material distribution center." References to the bargaining unit "Mail Equipment Shops" are changed to "Material Distribution Center."</li> <li>■ change "salary" to "wage" when the compensation term is either preceded by "basic" or "setting" or followed by "rate," "adjustment," "increase," or "level." The changes are made to increase technical accuracy when discussing an employee's compensation expressed as an hourly rate rather than as an annualized salary equivalent.</li> <li>■ adapt references as necessary. In addition, minor editorial revisions are made for clarity and consistency.</li> </ul> | 22109                                     | 8-21-2003                |

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| <b>Chapter 4, Pay Administration</b>           |                                      |   |   |                          |
| 421.41   | Appointments                         | add language to 421.41a to clarify that transfers to or from the rural carrier craft require a new career appointment.  | 22109                                     | 8-21-2003                |
| 421.42   | Assignments                          | add language to 421.42b(2) to clarify that rural craft employees are paid based on route evaluated hours or route mileage and adds language to 421.42c to clarify that the provision applies to up to three positions.                      | 22109                                     | 8-21-2003                |
| 421.45   | Wage Increases                       | add language to 425.45b to clarify the most prevalent step identification procedure   | 22109                                     | 8-21-2003                |
| 421.45   | Salary Increases                     | modify item b to clarify the definition of step increase.   | 22096                                     | 2-20-2003                |
| 421.514  | Termination                          | add language to 421.514c to clarify how a protected rate is currently terminated under certain promotion circumstances.   | 22109                                     | 8-21-2003                |
| 421.521  | Explanation                          | add 421.521c to indicate that saved rate applies to an employee who accepts a job offer based on limitations due to an injury on duty.  | 22109                                     | 8-21-2003                |
| 421.524  | Termination                          | add language to 421.524c to clarify how a saved rate is currently terminated under certain promotion circumstances.   | 22109                                     | 8-21-2003                |
| 421.525  | Effect on Promotion                  | clarify the impact of saved rate special pay status on promotion actions.   | 22109                                     | 8-21-2003                |
| 421.7  | Rate Schedule Summary and References | update the names of bargaining unit categories, schedule acronyms, grade ranges, and references.  | 22109                                     | 8-21-2003                |
| Exhibit 421.81                                 | Higher Level Pay                     | hold in reserve pending further revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."   | 22109                                     | 8-21-2003                |
| Exhibit 421.82                                 | Promotion Increases                  | update the names of bargaining unit categories, schedule acronyms, and grade ranges. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |

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| <b>Chapter 4, Pay Administration</b>           |  |   |   |                          |
| 422.111  | Salary Schedule                                  | note at 422.111b that the Mail Equipment Shop/Material Distribution Center Schedule has 11 grades following the Goldberg Arbitration Award of December 18, 2001.  | 22109                                     | 8-21-2003                |
| 422.121  | Career Appointment                               | modify 422.121a, Reinstatement, to conform to current practice and add 422.121e, Hiring Into the Rural Carrier Craft, to explain current practices more fully. The procedures for hiring into the PS and MESC Schedule 2 are also clarified in 422.121f.  | 22109                                     | 8-21-2003                |
| 422.123  | Promotion Rules                                  | include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." In 422.123b(6), the rule choice provision regarding wage rules now requires decisions regarding deviation from standard practice to be made by the district Human Resources manager rather than by the installation head. To conform to actual pay practices and maintain consistency with 422.144b, it is also modified in 422.123b(7) to delete from the list of exclusions reference to temporary promotions and higher level assignments. | 22109                                     | 8-21-2003                |
| Exhibit 422.123a                               | Promotion Chart — PS Schedule 1 to PS Schedule 2 | include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." It is also revised to incorporate the newly created APWU Grade 11, necessitated by the Goldberg Arbitration Award of December 18, 2001.   | 22109                                     | 8-21-2003                |
| Exhibit 422.123b                               | Promotion Chart — PS Schedule 2 to PS Schedule 2 | include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." It is also revised to incorporate the newly created APWU Grade 11, necessitated by the Goldberg Arbitration Award of December 18, 2001.   | 22109                                     | 8-21-2003                |

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| <b>Chapter 4, Pay Administration</b>           |   |  |   |                          |
| 422.124  | Reassignment Rules                            | correct item c(4) and (1), (2), (3), and (4) in item d to properly describe calculation of the next step date during voluntary reassignments to equivalent grades in another bargaining unit.  | 22153                                     | 4-28-2005                |
| 422.124  | Reassignment Rules                            | add 422.124d to clarify reassignments for PS and MESC employees.   | 22109                                     | 8-21-2003                |
| 422.125  | Reductions in Grade                           | add 425b(3) to clarify reduction in grade for PS and MESC employees.   | 22109                                     | 8-21-2003                |
| Exhibit 422.13                                 | Bargaining Unit Step Increase Waiting Periods | show the addition of Step Q in the IT/ASC Schedule necessitated by the Collins Arbitration Award of April 26, 2000.  | 22109                                     | 8-21-2003                |
| 422.223  | Promotion Rules                               | include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |
| 422.415  | Employee Classification                       | add text to 422.415a to show both regular and part-time flexible rural carriers.   | 22109                                     | 8-21-2003                |
| 422.421  | Career Appointment                            | modify at 422.421a(3) the reference to part-time flexible rural carriers as described further in the Rural Carrier labor contract at Article 7.A.2.  | 22109                                     | 8-21-2003                |
| 422.422  | Promotion                                     | include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |
| 422.523  | Promotion Rules                               | include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |

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| <b>Chapter 4, Pay Administration</b>           |                            |  |   |                          |
| 422.622  | Promotion Rules            | include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |
| 422.723  | Promotion Rules            | include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |
| 422.283  | Promotion Rules            | include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |
| 422.9  | Tool and Die Shop Schedule | reflect the reconstitution of the Tool and Die Shop bargaining unit January 31, 1997. It incorporates provisions previously found in ELM 12 and subsequent changes.  | 22019                                     | 8-21-2003                |
| 422.923  | Promotion Rules            | include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." | 22109                                     | 8-21-2003                |
| 424.3  | Step Increase              | remove the performance requirements for eligibility for step increases for rural carriers.   | 22096                                     | 2-20-2003                |
| 425  | Postal Nurses Schedule     | divide into subsections, give titles to the subsections, number accordingly, and provide information on Postal Nurses Schedule previously given in Section 424.  | 22096                                     | 2-20-2003                |
| 428  | Postal Police Officers     | divide into subsections, give titles to the subsections, number accordingly, and provide information on Postal Police Officers Schedule.   | 22096                                     | 2-20-2003                |



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| <b>Chapter 4, Pay Administration</b>          |  |   |   |                          |
| 430   | Basic and Special Pay Provisions         | replace the term “guarantee” with “guaranteed” throughout the subchapter, and restore substantive provisions affecting Sunday premium pay that were in place in ELM 15, before revisions of May 2000.   | 22126                                     | 4-15-2004                |
| Exhibit 434.2                                 | Night Differential Pay Eligibility Table | add a reference to administrative leave applicability for nonbargaining unit employees.   | 22139                                     | 10-14-2004               |
| 434.221                                       | Eligibility for Night Differential       | add a reference to administrative leave.  | 22139                                     | 10-14-2004               |
| 434.4   | Holiday Leave Pay                        | improve clarity and to notify eligible employees that they may elect to receive annual leave in lieu of holiday leave pay.  | 22128                                     | 5-13-2004                |
| 434.8   | Pyramiding of Premiums                   | re-implement the substantive provisions of ELM 15 and so allow payment of Sunday premium to eligible employees who are on continuation of pay status or on military or court leave.   | 22129                                     | 5-27-2004                |
| 436.2   | Limitations                              | comply with a ruling of the Merit System Protection Board dating from October 17, 1994, that allowed protections for individuals eligible for veterans’ preference in employment matters.   | 22150                                     | 3-17-2005                |
| 436.52  | Corrective Action                        | show that employees who separate for retirement erroneously and are restored to service are compensated as if they had worked during the period of erroneous separation rather than given the amount they would have received in retirement payments. | 22144                                     | 12-23-2004               |
| 436.61  | Purpose                                  | clarify the general obligation the Postal Service has in paying interest on back pay claims.  | 22115                                     | 11-13-2003               |
| 436.62  | Availability of Interest                 | clarify under what circumstances the Postal Service is required to pay interest on a back pay claim.  | 22115                                     | 11-13-2003               |
| 436.63  | Determination of Interest                | clarify how the Accounting Service Center (ASC) determines the rate of interest to be paid on a back pay claim.   | 22115                                     | 11-13-2003               |

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| <b>Chapter 4, Pay Administration</b>           |  |  |   |                          |
| Exhibit 436.63a                                | Interest on Back Pay Decisions                             | clarify how the ASC determines the rate of interest for an adjustment on a back pay award issued by a court, arbitration, or federal agency decision.  | 22115                                     | 11-13-2003               |
| 452.4  | Exceptions to Procedures Found in sections 452.2 and 452.3 | give a new title and revise to incorporate the statutory provision in section 31001(h) of the Debt Collection Improvement Act of 1996, codified at 5 U.S.C. section 5514(a)(3), that excludes certain routine intra-agency adjustments of pay from the provisions of section 5514(a)(2). | 22133                                     | 7-22-2004                |

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| <b>Chapter 4, Pay Administration</b>           |  |  |   |                          |
| 470  | Recognition and Awards                       | <p>give a new title and revise to provide greater flexibility in granting cash and noncash awards. The revisions include:</p> <ul style="list-style-type: none"> <li>■ Clarifying the definitions of <i>Service Award</i>, <i>Informal Award</i>, <i>Formal Award</i>, and <i>Special Award</i>, and identifying the employee group eligible for each award.</li> <li>■ Clarifying the definitions of <i>noncash award</i>, <i>cash equivalent award</i>, and <i>cash award</i>.</li> <li>■ Clarifying the tax implications of awards.</li> <li>■ Revising the budget limit for all awards to one half of one percent (0.005%) of the total end of fiscal year salary budget and directing that administration of this budgeted amount be on a performance cluster level.</li> <li>■ Revising the procedures for requesting 50-year service pins. Updating sample letters of appreciation.</li> <li>■ Updating eAWARDS payment procedures.</li> <li>■ Combining award categories, expanding the pool of employees eligible, and increasing the maximum dollar value of cash and cash equivalent awards that may be issued each fiscal year.</li> </ul> | 22133                                     | 7-22-2004                |
| 470  | Recognition and Awards                       | reflect that the fiscal year limit for Team Awards is \$2,000.   | 22137                                     | 9-16-2004                |
| 474.241  | Comparison to Regular Within-Grade Increases | clarify the determination of the step and next step date for a quality step increase action.   | 22115                                     | 11-13-2003               |

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| <b>Chapter 5, Employee Benefits</b>           |  |  |   |                          |
| 512.24  | Service Not Counted                              | add foreign national service to the list of types of service for which annual leave credit is not allowed.   | 22142                                     | 11-25-2004               |
| 512.512                                       | Holidays   | explain the charging of annual leave on a worked holiday for full-time employees who have elected to receive annual leave credit in lieu of holiday leave pay.   | 22146                                     | 1-20-2005                |
| 512.633                                       | Nonbargaining Unit Annual Leave Exchange         | provide a general statement regarding the exchange of annual leave for cash rather than to indicate the exact number of hours allowed.   | 22116                                     | 11-27-2003               |
| 512.64  | Annual Leave Sharing                             | show that instructions for the administration of the terms and conditions of the Annual Leave Sharing Program are found in MI EL-510-2003-2, <i>Annual Leave Sharing Program</i> .   | 22150                                     | 3-17-2005                |
| 512.65  | Annual Leave Credit in Lieu of Holiday Leave Pay | to show that eligible employees may substitute annual leave credit for holiday leave pay and to indicate which leave may be charged to those employees on a worked holiday.  | 22146                                     | 1-20-2005                |
| 512.73  | Lump Sum Terminal Leave Payment                  | retitle and to (a) clarify the amounts to which employees may be entitled whether or not they separate under the Voluntary Early Retirement Authority (VERA), (b) include all the various kinds of leave that may be represented in the terminal leave payment for nonbargaining and bargaining unit employees, and (c) specify that the beneficiaries or estates of nonbargaining unit employees who die in service receive the same terminal leave payments that the employees would have received if they had separated while living. | 22150                                     | 3-17-2005                |
| 513.411                                       | General  | explain the charging of sick leave on a worked holiday for full-time employees who have elected to receive annual leave credit in lieu of holiday leave pay.   | 22146                                     | 1-20-2005                |
| 513.421                                       | General  | explain the charging of sick leave on a worked holiday for part-time employees who have elected to receive annual leave credit in lieu of holiday leave pay.   | 22146                                     | 1-20-2005                |

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| <b>Chapter 5, Employee Benefits</b>           |  |  |   |                          |
| Exhibit 514.4                                 | Acceptable Reasons and Instructions for LWOP                         | explain the charging of LWOP on a worked holiday for employees who have elected to receive annual leave credit in lieu of holiday leave pay.   | 22146                                     | 1-20-2005                |
| 517.41  | General Allowance  | allow the time that part-time employees spend on leave without pay due to active duty military service to earn credit toward the 1,040 hours required each fiscal year to receive paid military leave. | 22139                                     | 10-14-2004               |
| 519.21  | Acts of God and Civil Disorders                                      | revise the title by adding "Civil Disorders."  | 22107                                     | 7-24-2003                |
| 519.21  | Acts of God  | re-add section from ELM 17.3 because policies given in ELM 17.3 remain in effect, namely, the policies for Acts of God and Civil Disorders are provided in two distinct sections.                      | 22115                                     | 11-13-2003               |
| 519.211                                       | General  | incorporate civil disorders into the provisions.   | 22107                                     | 7-24-2003                |
| 519.212                                       | Authorizing Administrative Leave for Acts of God and Civil Disorders | revise the title by adding "Civil Disorders" and incorporate civil disorders into the provisions.  | 22107                                     | 7-24-2003                |
| 519.213                                       | Determining the Cause of Absense                                     | incorporate civil disorders into the provisions.   | 22107                                     | 7-24-2003                |
| 519.214                                       | Early Dismissal Due to Acts of God and Civil Disorders               | revise the title by adding "Civil Disorders" and incorporate civil disorders into the provisions.  | 22107                                     | 7-24-2003                |
| 519.215                                       | Employees Prevented From Reporting                                   | incorporate civil disorders into the provisions.   | 22107                                     | 7-24-2003                |
| 519.22  | Relocation   | replace text with the information previously provided in section 519.23.   | 22107                                     | 7-24-2003                |
| 519.22  | Civil Disorders  | re-add section from ELM 17.3 because policies given in ELM 17.3 remain in effect.  | 22115                                     | 11-13-2003               |
| 519.23  | Adverse Action Investigation and Decision                            | replace text with information previously provided in section 519.24.   | 22107                                     | 7-24-2003                |
| 519.23  | Relocation   | re-add section from ELM 17.3 because policies given in ELM 17.3 remain in effect.  | 22115                                     | 11-13-2003               |

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| <b>Chapter 5, Employee Benefits</b>            |                                     |  |   |                          |
| 516.41   | General                             | change the policy regarding what payments a juror may keep when on court leave.  | 22110                                     | 9-04-2003                |
| 519.4  | National Day of Observance          | provide guidance for any national day of observance that the postmaster general declares subsequent to the declaration of a national day of observance by Executive Order of the president of the United States.         | 22151                                     | 3-31-2005                |
| 519.6  | Nonbargaining Unit Personal Absence | add 519.6 through 519.652.   | 22085                                     | 9-19-2002                |
| 519.62   | Policy                              | clarify that absences due to conditions covered by FMLA are among those partial-day absences that may be requested.  | 22155                                     | 5-26-2005                |
| 519.632  | Partial-Day Absences                | emphasize that managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours.   | 22155                                     | 5-26-2005                |
| 520  | Health Benefits                     | edit throughout for consistency of presentation and conformance to Postal Service editorial style.   | 22109                                     | 8-21-2003                |
| 521.411  | Responsibility of Employing Office  | delete the second paragraph, which was redundant.  | 22109                                     | 8-21-2003                |
| 521.423  | Foster Children                     | modify the "Note" to indicate that a sample certification form is found in Exhibit 521.423, Certification of Foster Children. Exhibit 521.43 is revised to elaborate on the certification requirements per OPM guidance. | 22109                                     | 8-21-2003                |
| 521.621  | Eligible for Coverage               | indicate that RI 70-5, <i>Guide to Federal Employee Health Benefit Plans for TCC and Former Spouse Enrollees</i> , is sent to an eligible former spouse.   | 22109                                     | 8-21-2003                |
| 521.711  | Eligible for Coverage               | modify item d to show that former spouses awaiting approval or disapproval from OPM are among those who are eligible for temporary continuation of coverage  | 22109                                     | 8-21-2003                |
| 523  | Enrollment                          | reflect a new title.   | 22109                                     | 8-21-2003                |
| 523.6  | Enrollment by a Former Spouse       | reflect a new title.   | 22109                                     | 8-21-2003                |

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| <b>Chapter 5, Employee Benefits</b>            |  |   |   |                          |
| 523.61   | Enrollment Form                              | indicate that all former spouse SFs 2809, <i>Employee Health Benefits Election Form — Federal Employees Health Benefits Program (FEHB)</i> , are forwarded to the National Finance Center (NFC) rather than to the Eagan Retirement Branch. The title of the section is also revised. | 22109                                     | 8-21-2003                |
| 523.632  | Contents of File                             | restructure text under item f which becomes items 1 through 6 and "Payroll's" is replaced by "NFC."   | 22109                                     | 8-21-2003                |
| 523.634  | Disposition of File                          | indicate that it is the NFC that maintains the file and to clarify the terms under which the personnel office maintains records.  | 22109                                     | 8-21-2003                |
| 524.529  | Change to Self Only                          | elaborate on circumstances considered "qualified life status changes."  | 22109                                     | 8-21-2003                |
| 524.531  | Change in Marital Status                     | include at item a(1) common law marriage under the criteria for change in status and at item c to clarify the provision for new spouse enrollment.  | 22102                                     | 8-21-2003                |
| 524.62   | Change to Self Only                          | clarify change to Self Only depending on whether premiums are paid on a pretax basis or an after-tax basis.   | 22102                                     | 8-21-2003                |
| 524.773  | Application for Conversion                   | clarify the time frame within which application for conversion can be made.   | 22102                                     | 8-21-2003                |
| 524.774  | Late Conversion                              | clarify the steps to be taken when an application for conversion is belated. Subsequent sections are renumbered 524.775 and 524.776, respectively.  | 22102                                     | 8-21-2003                |
| 524.831  | Tax Benefits                                 | delete obsolete information indicating that a pre-tax benefit is not available under FEHB.  | 22102                                     | 8-21-2003                |
| 524.832  | Career Employees                             | add occurrence of a qualified life status change as an opportunity for waiver of pretax basis for payment of premiums.  | 22102                                     | 8-21-2003                |
| 524.833  | Certain Noncareer and Transitional Employees | add occurrence of a qualified life status change as an opportunity to elect payment of premiums on a pretax basis.  | 22102                                     | 8-21-2003                |

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| <b>Chapter 5, Employee Benefits</b>            |   |  |   |                          |
| 524.84   | Health Benefits Schedule                                    | indicate that Publication 12, <i>Health Benefits Open Season Administrative and Processing Information</i> , is available on the Postal Service intranet and to eliminate reference to cost information.   | 22102                                     | 8-21-2003                |
| 524.921  | New Enrollment  | clarify the effective date of a new enrollment.  | 22102                                     | 8-21-2003                |
| 524.922  | Change in Enrollment  | replace “employing office” with “NFC.”   | 22102                                     | 8-21-2003                |
| 524.93   | Payment of Premiums   | replace “Eagan ASC” with “NFC.”  | 22102                                     | 8-21-2003                |
| 524.95   | Cancellation of Enrollment                                  | replace “employing office” with “NFC.”   | 22102                                     | 8-21-2003                |
| 524.965  | Former Spouse   | replace “employing office” with “NFC.”   | 22102                                     | 8-21-2003                |
| 524.966  | National Finance Center Responsibility                      | show in the title and in the text the role of the NFC in terminating health coverage for former spouses.   | 22102                                     | 8-21-2003                |
| 525.132d                                       | Health Benefits Refund Program                              | set forth procedures for processing health benefits refunds in a manner appropriate to the accounting shared services environment.   | 22152                                     | 4-14-2005                |
| 525.141  | Reporting to OWCP   | clarify that injury compensation personnel annotate OWCP Form CA-7/20, <i>Claim for Compensation on Account of Traumatic Injury or Occupational Disease/Attending Physician's Report</i> .   | 22102                                     | 8-21-2003                |
| 525.146  | On LWOP Ten Months, But Enrollment Not Transferred          | show in the title and in item a that the time period is 10 months rather than 8 months in accordance with OPM guidance.  | 22102                                     | 8-21-2003                |
| 525.222  | Procedures to Be Followed by Employing Office               | indicate at item e that enrollment is continued for an employee entering nonpay status who fails to respond to notice of his or her option to continue or terminate health benefits and that the employee is expected to pay his or her portion of the premiums due. | 22102                                     | 8-21-2003                |
| 525.52   | Enrollment Eligibility Both as a Employee and as a Survivor | clarify terms under which a surviving spouse may apply for reinstatement of annuitant- or survivor-acquired health benefits enrollment.  | 22102                                     | 8-21-2003                |



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| <b>Chapter 5, Employee Benefits</b>            |  |   |   |                          |
| 533.224  | Birthdays and Pay Periods                          | clarify policy on birthdays and pay periods for optional insurance purposes.  | 22113                                     | 10-16-2003               |
| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 634.31   | Amounts  | specify policy about ideas implemented locally.   | 22115                                     | 11-13-2003               |
| 635  | Records  | reflect the addition of eIDEAS to the Ideas Program.  | 22115                                     | 11-13-2003               |
| 636.2  | Payment  | show that technology, specifically eAwards, is used to process payments.  | 22115                                     | 11-13-2003               |
| Exhibit 636.1                                  | Idea Proposal Processing Summary                   | indicate the electronic process for submitting idea proposals.  | 22115                                     | 11-13-2003               |
| 651  | Disciplinary and Emergency Procedures              | add new subsections and renumber.   | 22098                                     | 3-20-2003                |
| 651.2  | Representation                                     | clarify representation prohibitions and add an employee's right for representation during disciplinary investigative questioning.   | 22098                                     | 3-20-2003                |
| 651.3  | Nondisciplinary Corrective Measures                | add language to reinforce managers' and supervisors' responsibilities for subordinate employees' performance improvement.           | 22098                                     | 3-20-2003                |
| 651.4  | Emergency Placement in Off-Duty Status             | add alcohol/drug impairment language and a provision for dealing with behavior potentially injurious to self or other employees.    | 22098                                     | 3-20-2003                |
| 651.5  | Letters of Warning                                 | add retention timeframe.  | 22098                                     | 3-20-2003                |
| 651.6  | Letters of Warning in Lieu of Time-Off Suspensions | incorporate applicable parts of Management Instruction (MI) EL-650-96-3.  | 22098                                     | 3-20-2003                |
| 651.61   | Policy   | incorporate applicable parts of MI EL-650-96-3.   | 22098                                     | 3-20-2003                |
| 651.62   | Implementation                                     | incorporate applicable parts of MI EL-650-96-3.   | 22098                                     | 3-20-2003                |
| 651.63   | Notice   | incorporate applicable parts of MI EL-650-96-3.   | 22098                                     | 3-20-2003                |
| 651.64   | Response   | incorporate applicable parts of MI EL-650-96-3.   | 22098                                     | 3-20-2003                |
| 651.65   | Decision   | incorporate applicable parts of MI EL-650-96-3 and add a 30-calendar-day time-frame for the deciding official to render a decision. | 22098                                     | 3-20-2003                |

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| <b>Chapter 6, Employee Relations</b>           |                                 |   |   |                          |
| 651.66   | Retention                       | incorporate applicable parts of MI EL-650-96-3 and change the retention period of Letters of Warning in Lieu of Time-Off Suspensions from 3 years to 2 years.                                 | 22098                                     | 3-20-2003                |
| 651.7  | Adverse Actions                 | incorporate material previously given in 651.6.   | 22098                                     | 3-20-2003                |
| 651.71   | Definition                      | provide material previously given in 651.61.  | 22098                                     | 3-20-2003                |
| 651.72   | Policy                          | provide material previously given in 651.62.  | 22098                                     | 3-20-2003                |
| 651.73   | Notice                          | provide material previously given in 651.63.  | 22098                                     | 3-20-2003                |
| 651.74   | Response                        | provide material previously given in 651.64 and add new language.   | 22098                                     | 3-20-2003                |
| 651.75   | Decision                        | provide material previously given in 651.65 and include 60-calendar-day time limit for a deciding official to render a decision in an adverse action.   | 22098                                     | 3-20-2003                |
| 651.76   | Duty Status                     | provide material previously given in 651.66 and explain disposition of a case.  | 22098                                     | 3-20-2003                |
| 651.77   | Exceptions to Thirty-Day Notice | to add material previously given in 651.67.   | 22098                                     | 3-20-2003                |
| 652  | Appeal Procedures               | give new title and renumber   | 22098                                     | 3-20-2003                |
| 652.1  | Scope                           | replace the word "grievance" with the word "appeal".  | 22098                                     | 3-20-2003                |
| 652.21   | Coverage                        | delete reference to 14 day or less suspensions because they are not adverse actions.  | 22098                                     | 3-20-2003                |
| 652.22   | Exclusion                       | provide material previously given in 652.212.   | 22098                                     | 3-20-2003                |
| 652.23   | Appeal to Step 1                | renumber.   | 22098                                     | 3-20-2003                |
| 652.231  | Field Employees                 | provide material previously given in 652.212 and make the Headquarters vice president Labor Relations or designee the Step 1 official for adverse actions instead of the Area vice president. | 22098                                     | 3-20-2003                |

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| <b>Chapter 6, Employee Relations</b>           |  |  |   |                          |
| 652.232  | Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees                              | provide material previously given in 656.222   | 22098                                     | 3-20-2003                |
| 652.233  | Exceptions   | provide material previously given in 656.223   | 22098                                     | 3-20-2003                |
| 652.241  | Action If No Hearing Requested   | include instruction for the Step 1 official to issue a final decision within 21 calendar days; previously was 652.231  | 22098                                     | 3-20-2003                |
| 652.242  | Action When Hearing Requested  | provide for the assignment of a neutral hearing officer within 10 calendar days of a hearing request and for a hearing to be held no later than 75 calendars days after a neutral hearing officer is assigned; previously was 652.232                          | 22098                                     | 3-20-2003                |
| 652.243  | Management Obligation for Witnesses  | add a provision for witnesses to testify via alternative means when unable to attend a hearing in person; previously was 652.233   | 22098                                     | 3-20-2003                |
| 652.245  | Noninterference Rule   | provide material previously given in 652.235   | 22098                                     | 3-20-2003                |
| 652.246  | Transcript   | provide material previously given in 652.236   | 22098                                     | 3-20-2003                |
| 652.247  | Attorney Fees  | clarify that attorney fees are not applicable to appeals covered in 650  | 22098                                     | 3-20-2003                |
| 652.25   | Post Hearing   | add subsections 652.251, Hearing Officer Action, and 652.252, Step 1 Official Action, to provide for a proposed decision (vs. a finding of fact) by the neutral hearing officer prior to the Step 1 official's final decision and to add processing timeframes | 22098                                     | 3-20-2003                |
| 652.3  | Appeal of Letters of Warning in Lieu of Time-off Suspensions and/or Time-off Suspensions for Office of Inspector General Employees | incorporate appeals provisions from MI EL-650-96-3   | 22098                                     | 3-20-2003                |
| 652.4  | Other Appealable Actions   | delete the word "grievance" and replace it with "appeal(s)" and include OIG coverage   | 22098                                     | 3-20-2003                |

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| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 652.41   | Coverage   | change EAS levels to conform to recent level increases; previously was 652.31   | 22098                                     | 3-20-2003                |
| 652.42   | Step A   | renumber; previously was 652.32   | 22098                                     | 3-20-2003                |
| 652.43   | Step B   | renumber; previously was 652.33   | 22098                                     | 3-20-2003                |
| 652.44   | Review   | renumber; previously was 652.34   | 22098                                     | 3-2003                   |
| 652.5  | Alternative Dispute Resolution                         | include provisions for mediation for letters of warning in lieu of time-off suspensions and for adverse actions   | 22098                                     | 3-20-2003                |
| 661  | Statutory Provisions                                   | revise the title.   | 22152                                     | 4-14-2005                |
| 661.1  | Laws Referenced in This Manual                         | incorporate the contents of former 665.1.   | 22152                                     | 4-14-2005                |
| 661.2  | Application to Postal Employees                        | incorporate the contents of former 665.2, except that former sections 665.2a and 665.2bb are deleted. Other sections of former 665.2 are renumbered and/or updated due to regulatory changes.   | 22152                                     | 4-14-2005                |
| 661.3  | Standards of Conduct                                   | delete the entire section (ethics information moved to 662.1).  | 22152                                     | 4-14-2005                |
| 661.4  | Conflicts of Interest                                  | delete the entire section (information regarding financial disclosures by employees is now contained in 662.2; information regarding employment conflicts of interest is now contained in 662.1; information regarding conflicts of interest regarding gifts, entertainment, and favors is now contained in 662.1). | 22152                                     | 4-14-2005                |
| 661.5  | Other Prohibited Conduct                               | move to section 665.2.  | 22152                                     | 4-14-2005                |
| 661.6  | Indebtedness   | delete the entire section.  | 22152                                     | 4-14-2005                |
| 661.7  | Provisions Concerning Special Postal Service Employees | delete the entire section.  | 22152                                     | 4-14-2005                |
| 661.8  | Ethical Conduct Advisory Service and Remedial Action   | delete the entire section except for subsections 661.812 and 661.813 regarding ethics officials and advice, which were moved to 662.12 and 662.11, respectively.  | 22152                                     | 4-14-2005                |
| 662.1  | Publication  | incorporate former 661.1, 661.2, 661.3, 661.42, and 661.43.   | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 662.11   | Ethics Advice                              | incorporate former 661.813 and add that information given to ethics officials is not protected by the attorney-client privilege.  | 22152                                     | 4-14-2005                |
| 662.12   | Ethics Officials                           | incorporate former 661.812 and revise the titles of the positions from which employees may receive ethics advice.   | 22152                                     | 4-14-2005                |
| 662.2  | Financial Disclosure                       | incorporate information previously contained in former 661.41; refers employees to the applicable section in the Code of Federal Regulations (CFR) and to Management Instruction EL-660-97-1. | 22152                                     | 4-14-2005                |
| 663.111  | Employees Included                         | reword for clarity.   | 22152                                     | 4-14-2005                |
| 663.112  | Employees Excluded                         | reword for clarity.   | 22152                                     | 4-14-2005                |
| 663.113  | Nonpartisan Office                         | incorporate the provisions of former 663.221.   | 22152                                     | 4-14-2005                |
| 663.114  | Employee Responsibility                    | incorporate the provisions of former 663.222.   | 22152                                     | 4-14-2005                |
| 663.115  | Prohibition Against Conflict               | incorporate the provisions of former 663.223.   | 22152                                     | 4-14-2005                |
| 663.116  | Campaign While on Leave                    | incorporate the provisions of former 663.224.   | 22152                                     | 4-14-2005                |
| 663.12   | Additional Prohibited Political Activities | amend 663.12b to prohibit wearing of political badges or buttons on duty and/or while in uniform regardless of whether the employee deals with or is exposed to the public.                   | 22152                                     | 4-14-2005                |
| 663.13   | Investigation and Enforcement              | is revised to clarify the process and to delete the CFR reference.  | 22152                                     | 4-14-2005                |
| 663.21   | General                                    | increase clarity.   | 22152                                     | 4-14-2005                |
| 663.31   | Prohibition Against Participation          | add a title and make minor changes in wording.  | 22152                                     | 4-14-2005                |
| 663.32   | Prohibition Against Sponsorship            | add a title.  | 22152                                     | 4-14-2005                |
| 663.33   | Exceptions                                 | add "title and change the reference from "APMG, Employee Relations" to "area manager of Human Resources."   | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |                                       |  |   |                          |
| 664  | Bribery, Undue Influence, or Coercion | update titles and addresses and to add the Office of Inspector General and the Assistant Inspector General for Investigations to the list of entities where copies of reports must be sent, and to delete reference to the Chief Postal Inspector. | 22152                                     | 4-14-2005                |
| 665  | Postal Service Standards of Conduct   | Revise the title and contents.   | 22152                                     | 4-14-2005                |
| 665.1  | General Expectations                  | add a new heading.   | 22152                                     | 4-14-2005                |
| 665.11   | Loyalty                               | incorporate former 666.3 and make minor revisions to wording.  | 22152                                     | 4-14-2005                |
| 665.12   | Performance of Public Duties          | incorporate former 666.4 and make minor revisions to wording.  | 22152                                     | 4-14-2005                |
| 665.13   | Discharge of Duties                   | incorporate former 666.1.  | 22152                                     | 4-14-2005                |
| 665.14   | Reporting Violations                  | incorporate former 666.52 and to reflect the realignment of OIG and Inspection Service responsibilities.   | 22152                                     | 4-14-2005                |
| 665.15   | Obedience to Orders                   | incorporate former 666.51 and make minor revisions to wording.   | 22152                                     | 4-14-2005                |
| 665.16   | Behavior and Personal Habits          | incorporate former 666.2 and 661.53 and add a reference to the applicability of the Federal Standards of Ethical Conduct described in revised 662.1.   | 22152                                     | 4-14-2005                |
| 665.2  | Prohibited Conduct                    | incorporate former 661.5 and delete "Other" from the heading.  | 22152                                     | 4-14-2005                |
| 665.21   | Incomplete Mail Disposition           | incorporate former 666.85 and add a citation to 18 U.S.C. 1700.  | 22152                                     | 4-14-2005                |
| 665.22   | Unofficial Recommendations            | add a prohibition against employees making recommendations of persons to be employed by the Postal Service as consultants, agents, etc., unless such recommendations are part of their official duties.  | 22152                                     | 4-14-2005                |
| 665.23   | Discrimination                        | incorporate former 661.51 and add a prohibition against discrimination on the basis of marital and parental status, sexual orientation, and reprisal for EEO activity.   | 22152                                     | 4-14-2005                |
| 665.24   | Violent and/or Threatening Behavior   | add a prohibition against violence and threats of violence in the workplace environment.   | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |                                       |  |   |                          |
| 665.25   | Illegal Drug Sale, Use, or Possession | incorporate former 661.55 and revise by adding prohibitions against sale and possession of illegal drugs and against abuse of legal drugs while on duty or on postal premises.                 | 22152                                     | 4-14-2005                |
| 665.26   | Intoxicating Beverages                | incorporate former 661.54 and revise by deleting the first sentence and adding provisions for disciplinary action.   | 22152                                     | 4-14-2005                |
| 665.27   | Gambling                              | incorporate former 661.56 and add a reference to the Randolph-Sheppard Act.  | 22152                                     | 4-14-2005                |
| 665.3  | Cooperation in Investigations         | incorporate former 666.6 and add a reference to cooperation in OIG investigations.   | 22152                                     | 4-14-2005                |
| 665.4  | Attendance                            | to incorporate title from 666.8.   | 22152                                     | 4-14-2005                |
| 665.41   | Requirement of Regular Attendance     | to incorporate former 666.81, revise the heading, and add a provision that failure to meet this requirement could result in disciplinary action, including removal.                            | 22152                                     | 4-14-2005                |
| 665.42   | Absence Without Permission            | incorporate former 666.82, to add a provision that failure to meet this requirement could result in disciplinary action, and to add information regarding the Family Medical Leave Act (FMLA). | 22152                                     | 4-14-2005                |
| 665.43   | Tardiness                             | incorporate former 666.83 and make minor revisions to language.  | 22152                                     | 4-14-2005                |
| 665.44   | Falsification in Recording Time       | incorporate former 666.84 and to add a provision that falsification in recording time could result in criminal prosecution.  | 22152                                     | 4-14-2005                |
| 665.5  | Furnishing Address                    | incorporate former section 666.7 and to update the methods that must be used to change an employee mailing address.  | 22152                                     | 4-14-2005                |
| 665.6  | Disciplinary Action                   | incorporate 666.86 and to make minor revisions to language.  | 22152                                     | 4-14-2005                |
| 666.1  | Prohibited Personnel Practices        | incorporate title of former 668.1  | 22152                                     | 4-14-2005                |
| 666.1  | Restrictions                          | incorporate title of former 668.11.  | 22152                                     | 4-14-2005                |
| 666.11   | Applicability of Restrictions         | incorporate former 668.111 and revise the title.   | 22152                                     | 4-14-2005                |
| 666.12   | Prohibited Discrimination             | incorporate former 668.112.  | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 666.12a  | Political Affiliation                              | incorporate former 668.112a.  | 22152                                     | 4-14-2005                |
| 666.12b  | Individual Status                                  | combine former 668.112b and 668.112c and add a prohibition against discrimination based on reprisal for protected activity, parental status, and sexual orientation in connection with examination, appointment, reappointment, reinstatement, reemployment, promotion, transfer, demotion, removal, or retirement.   | 22152                                     | 4-14-2005                |
| 666.12c  | Conduct That Does Not Adversely Impact Performance | incorporate former 668.112d.  | 22152                                     | 4-14-2005                |
| 666.13   | Nepotism   | incorporate former 668.113.   | 22152                                     | 4-14-2005                |
| 666.14   | Improper Employment and Placement Practices        | incorporate former 668.114.   | 22152                                     | 4-14-2005                |
| 666.15   | Improper Recommendations                           | incorporate former 668.115.   | 22152                                     | 4-14-2005                |
| 666.16   | Coercion of Political Activity                     | incorporate former 668.116.   | 22152                                     | 4-14-2005                |
| 666.17   | Reprisal for Exercising Appeal Rights              | incorporate former 668.117.   | 22152                                     | 4-14-2005                |
| 666.18   | Reprisal for Release of Information                | incorporate former 668.118; revise to indicate that disclosure of information under 666.18a and b that is specifically prohibited by law does not carry protection against reprisal. Further revisions provide that any disclosures made under section 666.18a and b to the Inspector General of the Postal Service are not prohibited by law unless the complaint was made or the information was disclosed with the knowledge that it was false or with willful disregard for its truth or falsity. | 22152                                     | 4-14-2005                |
| 666.2  | Remedies   | incorporate title of 668.12.  | 22152                                     | 4-14-2005                |
| 666.21   | General  | incorporate 668.121; make minor changes to language.  | 22152                                     | 4-14-2005                |



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| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 666.22   | Equal Employment Opportunity Complaint Procedures            | incorporate 668.122, make minor changes to language, update the time limit for filing EEO Complaints, add reprisal as a basis, and change the citation from "675" to "Publication 133, <i>What You Need to Know About EEO.</i> "  | 22152                                     | 4-14-2005                |
| 666.23   | Adverse Action Appeals to the Merit Systems Protection Board | incorporate 668.124, update the time limit for appeals to the Merit Systems Protection Board (MSPB), and add that preference eligible employees may appeal reduction-in-force actions to the MSPB.  | 22152                                     | 4-14-2005                |
| 666.24   | Grievance Procedures   | incorporate 666.123 and update to reflect the provisions of 652.4 regarding grievance procedures for nonbargaining unit employees.  | 22152                                     | 4-14-2005                |
| 666.25   | Nonbargaining Unit Appeals Procedures                        | incorporate 668.125; replace the 6-month continuous service requirement with the requirement to be a nonprobationary employee in order to be eligible to appeal an adverse action under 652.2, add a reference to 652.2 for appeals of adverse actions, and add a reference to 652.3 for appeals of letters of warning in lieu of time-off suspensions. | 22152                                     | 4-14-2005                |
| 666.26   | Other Appeal Procedures for Prohibited Personnel Practices   | incorporate 668.126; revise title; change the position to which such appeals are sent to the Vice President, Labor Relations; revise procedures for allegations of violations of law to show such violations are referred to the Inspection Service and/or the Office of Inspector General.   | 22152                                     | 4-14-2005                |
| 666.3  | Whistleblower Protection                                     | add procedures for investigations by the Office of Inspector General (OIG) of allegations of reprisal for the release of information under section 666.18 raised by Postal Service employees; and to provide that such allegations raised by OIG employees will be referred to an outside organization or individual for investigation.                 | 22152                                     | 4-14-2005                |
| 667  | Service Matters  | incorporate former title of 668.2.  | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 667.1  | General Service Behavior   | add new section title.  | 22152                                     | 4-14-2005                |
| 667.11   | Compiling Directories  | incorporate former 668.21.  | 22152                                     | 4-14-2005                |
| 667.12   | Engaging in Campaigns for Changes in Mail Service                      | incorporate former 668.22.  | 22152                                     | 4-14-2005                |
| 667.13   | Paying for Exchange of Positions                                       | incorporate former 668.23.  | 22152                                     | 4-14-2005                |
| 667.14   | Manufacture of Rural Mailboxes   | incorporate former 668.24.  | 22152                                     | 4-14-2005                |
| 667.15   | Loitering  | incorporate former 668.25.  | 22152                                     | 4-14-2005                |
| 667.16   | Controversies With the Public  | incorporate former 668.26.  | 22152                                     | 4-14-2005                |
| 667.17   | Obstructing the Mail   | incorporate former 668.27.  | 22152                                     | 4-14-2005                |
| 667.18   | Giving Testimony or Campaigning for Additional Transportation Services | incorporate former 668.28.  | 22152                                     | 4-14-2005                |
| 667.2  | Interception of Oral or Wire Communications by Postal Employees        | incorporate title of former 668.29.   | 22152                                     | 4-14-2005                |
| 667.21   | Prohibition  | incorporate former 668.291.   | 22152                                     | 4-14-2005                |
| 667.22   | Exceptions   | incorporate former 668.292; add that investigations by the Office of Inspector General are also excepted, and add provisions for call monitoring programs for legitimate business purposes provided they comply with applicable federal statutes and regulations. | 22152                                     | 4-14-2005                |
| 667.23   | Definitions  | incorporate former 668.293 and update United States Code citation.  | 22152                                     | 4-14-2005                |
| 667.3  | Records, Information, and Associated Processing Systems and Equipment  | incorporate title of former 668.3.  | 22152                                     | 4-14-2005                |
| 667.31   | Purpose of Controls  | incorporate former 668.31, revise the title, and update section references.   | 22152                                     | 4-14-2005                |
| 667.32   | Prohibited Disclosures   | incorporate title of former 668.32.   | 22152                                     | 4-14-2005                |
| 667.321  | General  | incorporate former 668.321.   | 22152                                     | 4-14-2005                |
| 667.322  | Personal Information   | incorporate former 668.322.   | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |   |  |   |                          |
| 667.323  | Trade Information   | incorporate former 668.323, update the ASM reference, and add a reference to Handbook AS-353.  | 22152                                     | 4-14-2005                |
| 667.33   | Prohibited Uses   | incorporate title of former 668.33.  | 22152                                     | 4-14-2005                |
| 667.331  | Personal Use  | incorporate former 661.52 and 668.331 and add provisions for limited personal use of postal office equipment.  | 22152                                     | 4-14-2005                |
| 667.332  | Damage  | incorporate former 668.332 and add that employees will be held accountable for damage under certain conditions.  | 22152                                     | 4-14-2005                |
| 667.333  | Bypassing Security Controls   | incorporate former 668.333 and add a citation to the ASM.  | 22152                                     | 4-14-2005                |
| 667.334  | Sanctions for Misuse  | add possible sanctions for misuse of postal equipment.   | 22152                                     | 4-14-2005                |
| 667.34   | Protection Responsibilities   | incorporate former 668.34 and add that information about customers must be protected from unauthorized use or disclosure.  | 22152                                     | 4-14-2005                |
| 667.35   | Reporting Violations  | incorporate former 668.35 and update section references.   | 22152                                     | 4-14-2005                |
| 668  | Legal Assistance Provided by the Postal Service   | incorporate title from former 667.   | 22152                                     | 4-14-2005                |
| 668.1  | Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases | incorporate title from former 667.1.   | 22152                                     | 4-14-2005                |
| 668.11   | General   | incorporate former 667.11 and 667.21. The separate provisions for handling civil suits arising out of employee operation of motor vehicles in former 667.1 is deleted. Requests for legal representation for civil proceedings and state criminal proceedings against employees for actions which were performed in performance of their official duties will be handled under revised section 668.1. The reference to the Federal Tort Claims Act is expanded to include all of 28 U.S.C. 2679. | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 668.12   | Procedure for Requesting Legal Representation by the Department of Justice | incorporate title of former 667.22.   | 22152                                     | 4-14-2005                |
| 668.121  | Employee Responsibilities  | delete the provisions of former 667.12 and incorporate the provisions of former 667.221.  | 22152                                     | 4-14-2005                |
| 668.122  | Installation Head or Higher Level Official Responsibilities                | delete the provisions of former 667.13 and incorporate the provisions of former 667.222 and amend former 667.22 by adding a requirement at 668.122a for the installation head to submit a statement to the area managing counsel that states if he/she believes the employee was acting within the scope of his/her employment. | 22152                                     | 4-14-2005                |
| 668.123  | Postal Inspection Service and Office of Inspector General                  | incorporates former 667.223 and adds provisions for OIG employees to follow procedures established by the Inspector General to request representation by the Department of Justice rather than the procedures in 668.   | 22152                                     | 4-14-2005                |
| 668.124  | Criteria for Granting Representation                                       | incorporate former 667.23.  | 22152                                     | 4-14-2005                |
| 668.125  | Department of Justice Representation                                       | incorporate former 667.3.   | 22152                                     | 4-14-2005                |
| 668.2  | Reimbursement of Employees for Legal Fees, Judgments, and Settlements      | incorporate title of former 667.4.  | 22152                                     | 4-14-2005                |
| 668.21   | Legal Fees   | incorporate former 667.41.  | 22152                                     | 4-14-2005                |
| 668.22   | Judgments and Settlements  | incorporate former 667.42.  | 22152                                     | 4-14-2005                |
| 668.23   | Criteria for Reimbursement   | incorporate former 667.43.  | 22152                                     | 4-14-2005                |
| 668.3  | USPS Governors and Officers  | incorporate former 667.5 and delete PCES and headquarters employees from the title and remove applicability of this section to them.  | 22152                                     | 4-14-2005                |
| 668.31   | Requests for Legal Representation  | incorporate former 667.51.  | 22152                                     | 4-14-2005                |
| 668.32   | Legal Fees   | incorporate former 667.52.  | 22152                                     | 4-14-2005                |

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| <b>Chapter 6, Employee Relations</b>           |  |   |   |                          |
| 668.33   | Judgments and Settlements                        | incorporate former 667.53 and revise title.   | 22152                                     | 4-14-2005                |
| 669a   | Postal Service                                   | incorporate former 669a and make minor changes to wording.  | 22152                                     | 4-14-2005                |
| 669b   | Employee   | incorporate former 669b and delete reference to "special Postal Service employee."  | 22152                                     | 4-14-2005                |
| 669c   | Person   | incorporate former 669d.  | 22152                                     | 4-14-2005                |
| 669d   | Official responsibility                          | incorporate former 669f.  | 22152                                     | 4-14-2005                |
| 669e   | Employee's interests                             | incorporate former 669g.  | 22152                                     | 4-14-2005                |
| 669f   | Business dealings with the Postal Service        | incorporate former 669h.  | 22152                                     | 4-14-2005                |
| 669g   | The Standards of Ethical Conduct                 | incorporate former 669i.  | 22152                                     | 4-14-2005                |
| 669h   | Property   | incorporate former 669j.  | 22152                                     | 4-14-2005                |
| 669i   | Information system                               | incorporate former 669k.  | 22152                                     | 4-14-2005                |
| 669j   | Office equipment                                 | add a definition of included office equipment.  | 22152                                     | 4-14-2005                |
| 669k   | Personnel action                                 | add a definition and specific examples of "personnel actions."  | 22152                                     | 4-14-2005                |
| <b>Chapter 8, Safety and Health</b>            |  |   |   |                          |
| 865  | Return to Duty After Absence for Medical Reasons | more accurately reflect current policy and practices regarding those situations in which return-to-work documentation is requested. | 22155                                     | 5-26-2005                |
| 870  | Employee Assistance Program                      | reflect policy changes to the Employee Assistance Program.  | 22089                                     | 11-14-2002               |
| 871.35   | Scheduling                                       | provide for inclusion of HIPAA requirement on disclosures.  | N/A                                       | N/A                      |
| 872.221  | Management Referrals                             | eliminate an unnecessary and irrelevant sentence.   | N/A                                       | N/A                      |
| 873.22   | Management Responsibilities                      | update the reference to Handbook EL-312.  | N/A                                       | N/A                      |
| 874.31   | Postal Service Providers                         | update the reference to Privacy Act regulations and policy.   | N/A                                       | N/A                      |
| <b>Chapter 9, Labor Relations</b>              |  |   |   |                          |
| 931.13   | Types of Clothing                                | revise item b to replace "window" with "retail."  | 22080                                     | 7-11-2002                |
| 931.261  | Appearance                                       | add new sentence to end of section.   | 22080                                     | 7-11-2002                |
| 932.11   | Regular Uniforms                                 | add new item h and re-order other items.  | 22080                                     | 7-11-2002                |

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| <b>Chapter 9, Labor Relations</b>              |   |   |   |                          |
| 932.13   | Work Clothes  | reflect a change to a job title.  | 22094                                     | 1-23-2003                |
| 932.21   | New, Part-Time, and Casual Employees                      | revise the first sentence.  | 22080                                     | 7-11-2002                |
| 932.31   | Specifications  | delete "Natick, MA."  | 22080                                     | 7-11-2001                |
| 932.32   | Quality Control Certification                             | delete "U.S. Army Natick Laboratories, Natick, MA."   | 22080                                     | 7-11-2002                |
| 933.1  | Type 1 Uniforms   | reflect current uniform requirements.   | 22132                                     | 7-8-2004                 |
| 933.12   | Type 1 Combinations                                       | replace the word "window" with "retail" in footnote 6.  | 22080                                     | 7-11-2002                |
| 933.21   | Type 2 Items  | replace the table "Items for Men" and the table "Items for Women" to reflect new uniform options. | 22081                                     | 7-25-2002                |
| 933.22   | Type 2 Combinations                                       | replace the table.  | 22080                                     | 7-11-2002                |
| 933.4  | Type 4 Uniform Items and Combinations                     | reflect updates to uniforms worn by security force police officers.                               | 22090                                     | 11-28-2002               |
| 933.72   | Other Insignia  | replace the word "window" with "retail".  | 22080                                     | 7-11-2002                |
| 934.2  | Cold Weather Items<br>(Does not apply to Type 2 Uniforms) | give a new title for 934.2.   | 22080                                     | 7-11-2002                |
| 934.3  | Warm Weather Items<br>(Does not apply to Type 2 Uniforms) | give a new title for 934.3  | 22080                                     | 7-11-2002                |
| 934.4  | Seasonal Changes of Uniform                               | reflect uniform policy for retail employees.  | 22080                                     | 7-11-2002                |
| 934.5  | Employees in Nonuniform Categories                        | replace "window" with "retail."   | 22080                                     | 7-11-2002                |