

# Summary of Changes

The *Employee and Labor Relations Manual*, Issue 17, constitutes a revision of the ELM 16, including modifications to Chapters 3, 4, 5, 6, 8, 9, and the Appendix.

The Specific Revisions section below summarizes subchapter changes. The changes are organized by section number and in the text of the manual by a revision bar. Language has been added, changed, or rearranged to promote clarity. In addition, language or sections have been deleted and the sections have been renumbered and references changed accordingly.

## Specific Revisions

### Chapter 3, Employment and Placement

Changes made to this chapter include rewording, additions, deletions, and relocations of sections. The references to Handbook EL-312, *Employment and Placement*, have been modified to reflect the September 2001 edition of this handbook.

**Obsolete sections:** The following sections of ELM 16 are obsoleted with the issuance of ELM 17: 311.3-311.32, 312.2, 313-314.63, 321.12, 323-323.9, 331.1-331.33, 342, 351.54, 352.2, 353.21, 353.31-353.345, 355-355.14, 363.32, 363.34-364.3, 364.5-364.52, 365.14, 365.16-365.174, 365.23, 365.25, 365.312, 366-366.3, 372-372.1, 373-373.1, 376.1-378.2.

### Subchapter 310, General Provisions

**311.11, Best Qualified Personnel**, is reworded for clarity.

**311.12, Administrative Responsibilities**, is reworded for clarity.

**311.2, Administrative Responsibilities**, is retitled.

**311.21, Vice President of Employee Resource Management**, is modified with the added words *vice president of Employee Resource Management*.

**311.22, Area Manager of Human Resources**, is retitled and reworded for clarity.

**311.23, Diversity Development**, has been added to establish the importance of diversity in recruitment, retention, and promotion practices.

**312.21, Nonbargaining Positions**, is retitled and reworded for specificity.

**312.22, Bargaining Positions**, is retitled and modified with a reference to Handbook EL-312.

**320, Recruitment**, is retitled.

**321, General Provisions for Recruitment**, is retitled.

**321.1, Anticipating Recruitment Needs**, is retitled, relocated from 321.11, and reworded for clarity.

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**321.2, Obtaining Recruiting Materials and Publicizing Job**

**Opportunities**, is modified with a reference to Handbook EL-312.

**321.3, Administering Entrance Examinations**, is modified with a reference to Handbook EL-312.

**321.4, Reopening Entrance Examination to Replenish Register**, is retitled and modified with a reference to Handbook EL-312.

**321.5, Review of Rating**, is reworded for clarity and modified with a reference to Handbook EL-312.

**321.6, Register Reference Factors**, is modified with a reference to Handbook EL-312.

**321.7, Register Maintenance**, is retitled, reworded for clarity, and modified with a reference to Handbook EL-312.

**322, Special Employment Programs (Employment of Individuals With Disabilities)**, is modified with a reference to Handbook EL-312.

**330, Examinations and Registers**, is retitled.

**331, Purpose of Examinations**, is retitled, relocated from 331.1, and modified with a reference to Handbook EL-312.

**332.1, General**, is reworded for clarity and modified with a reference to Handbook EL-312.

**332.2, Entrance Examinations**, is reworded for clarity.

**332.3, Inservice Examinations**, is modified with a reference to Handbook EL-312.

**332.4, Examination Locations**, is retitled, reworded for clarity, and modified with a reference to Handbook EL-312.

**333, Veterans' Preference**, is reworded for clarity and modified with a reference to Handbook EL-312.

**334, Establishing Registers**, is relocated from 341.

**334.1, Definition**, is relocated from 341.1, reworded for clarity, and modified with a reference to Handbook EL-312.

**334.2, Required Actions**, is relocated from 341.2.

**334.21, Appointing Official**, is relocated from 341.21 and reworded for clarity.

**334.22, Installation**, is relocated from 341.22 and reworded for clarity.

**334.3, Maintaining Adequate Registers**, is relocated from 341.3.

**334.31, Responsibility**, is relocated from 341.31 and reworded for clarity.

**334.32, When Register Is Inadequate**, is relocated from 341.32, specifies the responsibility of the district manager of Human Resources, and is modified with a reference to Handbook EL-312.

**334.33, Publicizing Job Opportunities**, is relocated from 341.33 and modified with a reference to Handbook EL-312.

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**334.4, Restricted Records**, is retitled, relocated from 341.4, and modified with a reference to Handbook EL-312.

**340, Suitability, Selection, and Appointment**, is retitled.

**341, Positions Restricted to Preference Eligibles**, is relocated from 323.24, reworded for clarity, and modified with an updated reference to Handbook EL-312.

**342, Preemployment Suitability Determinations**, is relocated from 323.9, reworded for clarity, and modified with a reference to Handbook EL-312.

**343, Applicants Separated for Cause**, is relocated from 323.232 and modified with a reference to Handbook EL-312.

**344, Hiring Worksheets**, is relocated from 342.1.

**344.1, When to Issue Hiring Worksheets**, is retitled, relocated from 342.11, and reworded for clarity.

**344.2, Interviewing Applicants**, is a new section that provides policy on interviewing applicants in person.

**344.3, Appointing Official Responsibilities**, is retitled, relocated from 342.12, and reworded for clarity.

**344.4, Rule of Three**, is relocated from 342.13 and reworded for clarity.

**344.5, Nonselection of a Veteran**, is relocated from 342.14, reworded for clarity, and modified with a reference to EL-312.

**345, Auditing Hiring Worksheets**, is relocated from 342.2, reworded for clarity, and modified with a reference to Handbook EL-312.

**346, Offer of Appointment**, is relocated from 323.213.

**347, Former Postal or Federal Employees**, is relocated from 323.43, reworded for clarity, and modified with a reference to EL-312.

**348, Dual Employment**, is retitled and relocated from 323.6.

**348.1, Dual Employment Within the Postal Service**, is retitled and relocated from 323.61.

**348.11, General Explanation**, is relocated from 323.611.

**348.12, Consideration Factors**, is retitled, relocated from 323.612, and reworded for clarity.

**348.13, Appointment Authority**, is retitled, relocated from 323.613, and reworded for clarity.

**348.14, Appointment Requirements**, is relocated from 323.614 and modified with a reference to Handbook EL-312.

**348.15, Compensation, Benefits, and Other Rights**, is relocated from 323.615.

**348.16, Change to Full-Time Status**, is relocated from 323.616 and reworded for clarity.

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**348.2, Between Postal Service and Other Federal Agencies**, is relocated from 323.62 and modified with a reference to Handbook EL-312.

**348.3, Between Postal Service and Private Industry**, is relocated from 323.63 and reworded for clarity.

**351.2, Positions Not to Be Filled on a Permanent Basis**, is modified with references to Handbook EL-312 and the ELM and reworded for clarity.

**351.31, Qualification**, is modified with a reference to Handbook EL-312.

**351.32, Eligibility for Consideration**, is modified with references to Handbook EL-312.

**351.4, Equal Opportunity**, is reworded for clarity.

**351.52, Merit Promotion Program Objectives**, is retitled and reworded for clarity.

**351.53, Policies**, is modified with the addition of item e and a reference to Handbook EL-312.

**351.54, Exceptions to Competitive Promotion Procedures**, is retitled, relocated from 351.55, and modified with a reference to Handbook EL-312.

**351.55, Temporary Promotions**, is retitled, relocated from 351.56, and modified with a reference to Handbook EL-312.

**352, Selection for Bargaining Positions**, is modified with a reference to Handbook EL-312.

**353.1, Promotion**, is relocated from 353.11 and 353.12 and modified with a reference to Handbook EL-312.

**353.2, Reassignment**, is relocated from 353.21.

**353.21, Management Option**, is relocated from 353.22.

**353.22, Employee Self-Nomination**, is relocated from 353.23.

**353.23, Unassigned Employees**, is relocated from 353.24.

**353.3, Temporary Assignment**, is modified with a reference to Handbook EL-312.

**354.11, Bargaining Employee**, is retitled and reworded for clarity.

**354.12, Nonbargaining Employees**, is retitled.

**354.221, Evaluating the Need for Change**, is retitled.

**354.344, Salary Protection**, is modified with an updated reference to the ELM.

**361, General Considerations**, is reworded for clarity.

**362, Change to Lower Level**, is retitled.

**362.2, When Change to Lower Level May Be Made**, is retitled.

**362.23, Relegation of a Post Office**, is reworded for clarity.

**363.2, Conversion to Career Appointment**, is reworded for clarity.

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**363.31, Vacancies**, is reworded for clarity.

**363.32, Positions Restricted to Veterans**, is relocated from 363.33, reworded for clarity, and modified with a reference to EL-312.

**364, Changes in Duty Status**, is retitled, relocated from 364.4, and reworded for clarity.

**365.14, Notice to Federal Employee About Unemployment Insurance**, is retitled and relocated from 365.15.

**365.213, Because of Illness**, is reworded for clarity.

**365.23, Separation, Retirement**, is retitled, relocated from 365.24, and modified with an updated reference to the ELM.

**365.312, Effective Date**, is retitled and relocated from 365.313.

**365.322, Reasons for Action**, is reworded for clarity.

**365.33, Termination or Separation of Temporary or Casual Employees**, is reworded for clarity.

**371, Introduction**, is reworded for clarity.

**372, Sound Supervision**, is relocated from 372.2 and reworded for clarity.

**373, Performance Evaluation Systems**, is relocated from 373.2.

**373.1, Formal Evaluation**, is retitled and relocated from 373.21.

**373.2, Informal Evaluation**, is retitled and is relocated from 373.22.

**376, Performance Evaluation During Probation**, is modified with a reference to Handbook EL-312.

## Chapter 4, Pay Administration

### Subchapter 430, Basics and Special Pay Provisions

**434.622, Exceptions**, is modified to show a change to item j.

### Subchapter 440, Fair Labor Standards Act (FSLA) Administration

**444.312, USPS Administration**, is modified to show the new office name: *Office of Customer Requirements*.

### Subchapter 470, Incentive Awards and Service Recognition

**Exhibit 471, Overview of Recognition and Award Programs**, is modified to show increases in award amounts, and a new section is added under EAS Recognition and Awards Program and PCES Noncash Recognition Only.

**475.16, Documenting and Processing the Award**, is modified to explain where to document expenses on the organization expense budget.

**475.22, Description**, is modified to move information on taxability into the introductory paragraph.

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**475.24, Award Limit Ceilings**, is modified to show that the maximum amount of the award is increased to \$2,000 and the fiscal year cash limit is increased to \$2,000.

**475.27, Documenting and Processing the Award**, is reworded for clarity.

**475.32, Description**, is modified to show that the maximum amount of the Vice President Award is increased to \$5,000.

**475.42, Description**, is modified to show that the maximum amount of the team award is increased to \$2,000 and the fiscal year cash limit is increased to \$2,000.

**475.44, Award Limits Ceiling**, is modified to show an increase of up to \$2,000 cash for Team Awards.

**475.5, Exceptional Performance Awards**, is added to show a new category of awards for nonbargaining employees.

## Chapter 5, Employee Benefits

### Subchapter 510, Leave

**517.41, General Allowance**, is modified with an addition to allow employees to carry over allotted but unused (not to exceed 15 days) paid military leave from one fiscal year to the next.

**517.53, Continuance of Night Differential Pay**, is relocated from 517.55.

**517.54, Absence Beyond the General Military Leave Allowance**, is relocated from 517.56.

**517.541, Training Periods**, is relocated from 517.561.

**517.542, Choice of Annual Leave or LWOP**, is relocated from 517.562.

**517.71, Forms 3973**, the words *and charges for nonworkdays* are deleted to be consistent with the changes in Section 517.53.

### Subchapter 519, Administrative Leave

Subchapter 519 is resequenced and renumbered for easier searching, and references within are modified accordingly.

**519.1, Definition**, is modified by the removal of the note precluding administrative leave for the donation of organs, blood platelets, and bone marrow.

**519.2, Special Conditions**, is retitled.

**519.216, Employees on Annual Leave, Sick Leave, or LWOP**, is retitled.

**519.23, Relocation**, is retitled and relocated from 519.3.

**519.231, Policy**, is retitled and relocated from 519.32.

**519.232, Requirements**, is retitled and modified to specify the requirements for eligibility for relocation leave.

**519.233, Notation on Form 50**, is relocated from 519.33.

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**519.234, Limitations**, is relocated from 519.34.

**519.24, Adverse Action Investigation and Decision**, is added to make explicit the policy for removal of an employee from duty status.

**519.3, Civil Participation**, is relocated from 519.23.

**519.31, State and Local Civil Defense Programs**, is retitled and relocated from 519.23.

**519.311, No Charge to Leave**, is relocated from 519.231.

**519.312, Annual or LWOP**, is relocated from 519.232.

**519.313, Availability for Civil Defense Assignment**, is relocated from 519.233.

**519.314, Key Role Restriction**, is relocated from 519.234.

**519.315, Statement Requirement**, is relocated from 519.235.

**519.32, Voting or Registering to Vote**, is relocated from 519.24.

**519.321 Policy**, is relocated from 519.241.

**519.322 Administrative Determination**, is relocated from 519.242.

**519.323, Voting**, is relocated from 519.243.

**519.324 Registration**, is relocated from 519.244.

**519.325, Restrictions**, is relocated from 519.245.

**519.33, Funeral Services**, is relocated from 519.26.

**519.331, Absence of Veterans to Attend Funeral Services**, is relocated from 519.261.

**519.332, Funeral of Immediate Relatives Who Died in Combat Zone**, is relocated from 519.262.

**519.4, Medical Events**, is retitled.

**519.41, Blood Donations**, is relocated from 519.25.

**519.411, Policy**, is relocated from 519.251.

**519.412, Time Allowed**, is relocated from 519.252.

**519.413, Restrictions**, is relocated from 519.253.

**519.414, Facility Arrangements**, is relocated from 519.254.

**519.42, Bone Marrow, Stem Cell, Blood Platelet, and Organ Donations**, is added to make provision for administrative leave for qualification and donation of bone marrow, stem cells, blood platelets, and organs.

**519.421, Policy**, is added to specify policy for qualification and donation of bone marrow, stem cells, blood platelets, and organs.

**519.422, Time Limitations**, is added to specify time limitations for donation of bone marrow, stem cells, blood platelets, and organs.

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**519.43, Physical Examination for Entry Into the Armed Forces**, is relocated from 519.28.

**519.44, First Aid Examination and Treatment for On-the-Job Injury or Illness**, is relocated from 519.5.

**519.441, Employee on Regular Tour**, is relocated from 519.51.

**519.442, Employee in Overtime Status**, is relocated from 519.52.

**519.45, Day of Death**, is added to make explicit provisions for compensation on the day of an employee's death.

**519.5 Special Events**, is relocated from 519.4.

**519.51, Postal Service Invitation**, is retitled and relocated from 519.4

**519.52, Postmaster Organization Conventions**, is retitled and relocated from 519.27

**519.521, Conventions**, is relocated from 519.271.

**519.522, Recording Leave at Time Card Offices**, is relocated from 519.272.

**519.523, Travel or Per Diem**, is relocated from 519.273.

### Subchapter 530, Life Insurance Program

**535.712, Information Source**, is modified with the new address for the Office of Federal Employees Group Life Insurance.

## Chapter 6, Employee Relations

**681, Participation Rights**, is modified with a corrected citation to the *United States Code*.

## Chapter 8, Safety and Health

### Subchapter 810, Occupational Safety and Health Program

**811.24(a), Safety Philosophy**, returned to original language of the safety philosophy to be more precise.

**812.3, Installation Heads**, is modified with the addition of the new position title *collateral duty facility safety coordinator*.

**813.1, Headquarters**, is modified with the added words *to provide a safe working environment*.

**813.2, Area Offices**, is modified with added language on area Human Resource responsibilities to provide technical support to processing and distribution center safety staff and facility safety coordinators.

**813.32, Collateral Duty Facility Safety Coordinator**, is modified to clarify the duties of the collateral duty facility coordinator.

**814.2(b), Responsibilities**, is modified with the added words *good housekeeping* to employee responsibilities.



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**815.14, Plant Management Safety and Health Committee**, is modified with a change to the title of plant safety and health committee to parallel other committees.

**817.2, Safety and Health Staff Training and Education**, is modified with the addition of facility safety coordinator.

**817.5, OSHA Required Training**, is modified with updated references Management Instructions.

**817.7, New or Additional Equipment and Techniques Training**, is reworded for clarity.

**817.9, Training Records**, is modified with the deletion of the reference to the Local Employee Training System. New language on documenting safety talks and on-the-job training is added.

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

**821.141, Postal Accident Log**, is modified with a referenced electronic accident log.

**821.142, OSHA Annual Summary of Injuries and Illnesses**, is modified with a deleted reference to Human Resources Information System.

**821.22, Method**, item d is modified with a clarified requirement to review on-the-job safety/review analyses following an accident.

**822.11, Installation Head Preliminary Serious Accident Report**, provides further clarification on when a serious accident report is necessary, based on OSHA guidance on in-patient hospitalization. This reduces workload regarding serious accident reporting and investigation.

**822.12, Performance Cluster Manager Report to Area and Headquarters**, is modified by changing serious accident reporting to the Area and Headquarters. Only fatalities, amputations, mutilations, and OSHA reportable accidents must be reported to the Area and Headquarters. This reduces reporting workload. Added language requiring the serious accident report follow the format to standardize reports received at Headquarters.

**822.21, OSHA Investigations**, is modified with the addition of *occupational* before fatalities.

**822.221, Mandatory Composition**, is modified with the provision for a waiver of serious accident investigation boards when not warranted. This should reduce workload for those serious accidents if an investigation would be of no value to the Postal Service.

**822.225, Investigation Reporting and Response Requirements**, is modified with the addition of *OSHA reportable*.

**823.23, Performance Clusters**, is modified with the elimination of duplicative language regarding Area Operations vice president review of evaluations.

**823.31, Installations Greater Than 100 Workyears of Employment**, is added to provide policy for review of evaluations at these installations.

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**823.32, Installations Greater Than 50 and Less Than 100 Workyears of Employment**, is added to provide policy for review of evaluations at these installations.

**824.2, Methods**, is modified with a reference to Safety Toolkit for inspection checklists.

**824.32, PC Installations With One Hundred Workyears or More**, is retitled.

**824.33, PC Installations With Less Than One Hundred Workyears**, is retitled.

**824.331, Requirement**, is modified with revised language to indicate that the collateral duty facility safety coordinator (FSC) will conduct inspections using instructions and a checklist.

**824.422, Inspection Rules**, is modified with the addition of collateral duty FSC in item a.

**824.332, Teams**, is reworded for clarity.

**824.52, Hazard Abatement Committee**, is modified to clarify when postmasters may designate a chair for abatement committees for detached units.

**824.54, Reinspection and Followup**, is modified by adding the provision for spot checking safety deficiency abatement.

**824.633, Approving Official**, is modified with the addition of *determined locally*.

**824.637, Tenants in Postal Service Buildings**, is deleted.

**825.451, Management Participation During Inspection**, is modified with the addition of FSC.

**825.48, Closing Conference**, is modified with the addition of FSC.

**825.54, Citation Management**, is revised by deleting redundant language on Handbook EL-802.

### **Subchapter 830, Motor Vehicle and Industrial Safety**

**833.1, Standards, Ergonomics, and Engineering**, is modified by changing *procurement* to *purchasing*.

**833.3, Supplier (Contractor) Safety**, is retitled by changing *contractor* to *supplier* to conform with the *Purchasing Manual*.

### **Subchapter 840, Safety Awareness Program**

**844.1, Policy**, is revised to clarify language on seat belt usage and the incentive.

### **Subchapter 850, Emergency Action Plans and Fire Prevention and Control**

**852.1, Responsibility**, is modified with the addition of *tornadoes*, *earthquakes*.

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**852.2, Content**, is revised with the addition of *shelters* in item a.

**853.13, Duties of EETs**, is revised with the addition of another duty for procedures for accounting for all employees after an emergency evacuation.

**853.15, Training**, is modified with a change to refresher training for emergency evacuation team members from quarterly to annual. Item j has added language on sheltering, tornadoes, and other special situations.

**853.18, Installations Without EETs**, is modified with the addition of another duty regarding procedures for accounting for all employees after an emergency evacuation.

**853.2, Drills**, has added language on sheltering drills.

**854.1, Responsibility**, is modified with the addition of FSC.

**855.1, Responsibility**, is modified with the deletion of quarterly inspections required for all postal-owned and postal-leased installations.

**855.2, Frequency**, is modified with a change regarding fire inspection frequency to semi-annual for installations less than 100 workyears.

**855.3, Procedures**, is relocated from 855.2 with added language on the Safety Toolkit.

**855.4, Corrective Action**, is relocated from 855.2.

## Chapter 9, Labor Unions

### Subchapter 930, Work Clothes and Uniforms

**934.3, Warm Weather Items — Type I Uniforms (see 933.111)**, is retitled.

**934.32, Summer Shirt and Tie**, is modified with the addition of *union representatives*.

**938.324, Replacements**, is modified with the change of the amount of reimbursement for replacement work clothes to \$54.

## Appendix

**14. Preemployment Investigative Records (120.110)**, is modified to clarify the timeframe for retaining employee records.

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