

Summary of Changes

The *Employee and Labor Relations Manual*, Issue 27, constitutes a revision of ELM 26, which was published in May 2011. ELM 27 incorporates changes published in the *Postal Bulletin* through May 19, 2011.

How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* from January 27, 2011 through May 19, 2011.
- Find the chapter, subchapter, part, section, or system of records in the first column 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 ...
Chapter 4, Pay Administration				
415	Rate Retention and Change to Lower EAS Grade	change title to "Rate Retention and Change to Lower Nonbargaining Unit Grade."	22231	5-19-11
415.11	Saved Grade	instruct employees to apply for a position at their saved-grade level when they are assigned to a lower grade under saved-grade provisions.		
415.12	Saved Salary	add the phrase "in accordance with postal policy or" to the last sentence.		
415.21	Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, or a RIF	<ul style="list-style-type: none"> ■ change title to "Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, RIF-Related 30-Day Nonduty, Nonpay Status Period, or a RIF." ■ clarify circumstances in which salary may be lowered 2 years after a RIF. 		
415.23	Position Reclassified to a Lower Grade	clarify circumstances in which salary may be lowered 2 years after a position is reclassified to a lower grade.		

This chapter, subchapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of ...
415.24	Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade EAS Position.	<ul style="list-style-type: none"> ■ change title to “Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade Nonbargaining Position.” ■ clarify circumstances in which salary may be lowered after an employee voluntarily accepts a lower grade nonbargaining position. 	22231	5-19-11
Chapter 6, Employee Relations				
631	Policy	include that only ideas that trigger management action and are submitted through the eIDEAS application are eligible for monetary compensation.	22303	1-27-11
32	Eligibility	add language stating that all career employees automatically have the ability to access the eIDEAS application.		
633	Responsibilities	add section defining management’s responsibilities for the Ideas Program and the role of program coordinators.		
633	Criteria	renumber as 634.		
634.1	General	<ul style="list-style-type: none"> ■ renumber as 635.1. ■ clarify who may adopt and implement ideas and recognize employees. 		
634.2	Nonmonetary Awards	<ul style="list-style-type: none"> ■ renumber as 635.2. ■ clarify use of nonmonetary awards. ■ define the value of a nominal gift. ■ describe items that cannot be used as nonmonetary recognition for ideas. 		
634.3	Cash Awards	renumber as 635.3		

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635.31	Amounts and Description	<ul style="list-style-type: none"> ■ define “cash award.” ■ clarify that only adopted ideas that trigger management action can receive cash awards. ■ state that cash awards must be processed via the eAwards system. 	22303	1-27-11
635.32	Processing Cash Awards	add section that defines eAwards as the processing method for monetary recognition of adopted ideas.		
634.32	Awards for Ideas Adopted at Multiple Levels	renumber as 635.33.		
634.33	Deductions	renumber as 635.34		
634.34	Acceptance	renumber as 635.35.		
635	Records	<ul style="list-style-type: none"> ■ renumber as 636. ■ add language concerning Handbook AS-353, <i>Guide to Privacy, the Freedom of Information Act, and Records Management</i>. 		
636	Processing	<ul style="list-style-type: none"> ■ renumber as 637. ■ rename as “Processing Steps.” 		
636.1	Summary of Steps	renumber as 637.1		
636.2	Payment	<ul style="list-style-type: none"> ■ renumber as 637.2. ■ clarify that monetary awards are processed through eAwards. 		
636.3	Presentation Ceremonies	<ul style="list-style-type: none"> ■ renumber as 637.3. ■ allow installation head’s designee to present recognition. ■ clarify that recognition should be for ideas that are adopted by the Postal Service. 		
Exhibit 636.1	Idea Proposal Processing Summary	<ul style="list-style-type: none"> ■ renumber as Exhibit 637.1 ■ describe in detail the processing steps for idea submitters and evaluators. 		
666.32	N/A	state that the Office of Inspector General makes the final determination of whether or not to investigate allegations of reprisal, and does not forward them to Postal Service management.	22309	4-21-2011
666.36	N/A	change the phrase “declines to investigate” to “delcines to investigate or does not substantiate”.		

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Chapter 9, Labor Relations				
936.53	Examination of Invoice	transfer responsibility for documentation of purchases from the installation heads to the Uniform Program office.	22307	3-24-11
936.54	Evidence of Purchase	simplify and clarify vendors' recordkeeping requirements.		
936.55	Submission of Invoice	delete section.	22307	3-24-11
936.56	Processing of Invoice			
936.57	Processing of Stop Payment Notice			
936.58	Restrictions of Payment			
936.59	Posting Publicaiton 136			
9.6.6	Purchase Procedures for Nurses Program	change title to Purchasing Procedures for Nurses' Program.		
936.622	Optional	<ul style="list-style-type: none"> ■ revise procedures for nurses who have difficulty locating a Postal Service licensed uniform vendor. ■ transfer responsibility for reviewing invoices from the facility uniform clerk to the district Human Resources manager. ■ require Employee Identification Number instead of Social Security number. 		