

# Summary of Changes

The *Employee and Labor Relations Manual*, Issue 30, constitutes a revision of ELM 29, which was published in October 2011. ELM 30 incorporates changes published in the *Postal Bulletin* through December 1, 2011.

## How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* from June 30, 2011, through December 1, 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 ...
<b>Chapter 1, Organizational Structures</b>				
113.3	Organizational Entities	revise item “k” to clarify and expand the responsibilities of a postmaster.	22325	12-1-11
<b>Chapter 3, Employment and Placement</b>				
354.2	Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force	clarify that the Postal Service may, at its option, apply provisions of 354.2 that are not required by RIF statutes or OPM RIF regulations.	22322	10-20-11
<b>Chapter 8, Safety, Health, and Environment</b>				
870	Employee Assistance Program	<ul style="list-style-type: none"> <li>■ stress throughout that an employee’s participation in EAP is voluntary.</li> <li>■ refer to “substance abuse, dependence, or other addictions” instead of “alcohol and drug abuse.”</li> <li>■ break long paragraphs into numbered lists.</li> </ul>	22314	6-30-11
871.11	General	<ul style="list-style-type: none"> <li>■ add the word “voluntary.”</li> <li>■ add statement that EAP assists employees and their families with efforts “to resolve personal issues that may impact adversely on work performance and/or personal well-being.”</li> </ul>		
871.12	Alcohol or Drug Abuse	change “Alcohol or Drug Abuse” in title and text to “Substance Abuse, Dependence, or Other Addictions.”		

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871.2	Definitions	<ul style="list-style-type: none"> <li>■ add the following definitions:               <ul style="list-style-type: none"> <li>– EAP counselor.</li> <li>– Management referral.</li> <li>– Other addictions.</li> <li>– Substance abuse.</li> <li>– Substance dependence.</li> </ul> </li> <li>■ delete these definitions:               <ul style="list-style-type: none"> <li>– Alcoholism.</li> <li>– Drug Abuse.</li> <li>– Written referral.</li> </ul> </li> <li>■ add depression and anxiety to the list of “other problems.”</li> </ul>	22314	6-30-11
871.34	Reasonable Access	provide additional guidance about what constitutes “reasonable access.”		
872.21	Patterns of Behavior and Work Performance Problems	add “depression, anxiety, substance abuse, dependence, or other addictions” to the list of employee problems that may affect job performance.		
873.43	Return to Work	<ul style="list-style-type: none"> <li>■ add this statement: “...the EAP counselor may, upon the employee’s request and authorization, monitor the course of rehabilitation...”</li> <li>■ delete the requirement for medical personnel to examine an employee and make a recommendation to management about the employee’s return to work.</li> <li>■ delete: “The installation head determines whether to return the employee to duty.”</li> </ul>		
874.1	Policy	<ul style="list-style-type: none"> <li>■ change title to “Restricted Information.”</li> <li>■ define “restricted information” and cite relevant federal laws.</li> </ul>		
874.2	Definition of Restricted Information	<ul style="list-style-type: none"> <li>■ change title to “Policy.”</li> <li>■ state Postal Service policy on release of restricted information.</li> </ul>		
874.31	Postal Service Providers	<ul style="list-style-type: none"> <li>■ cite Postal Service policies that implement the Privacy Act and HIPAA.</li> <li>■ cite Postal Service System of Records.</li> </ul>		