Summary of Changes

The *Employee and Labor Relations Manual,* Issue 37, constitutes a revision of ELM 36, which was published in September 2013.

How to Use the Summary of Changes

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 *Postal* Bulletin issue number…	with an issue date of …
Chapter 1, Organizational Structures				
Chapter 1	Organizational Structures	Simplify and update language (several sections throughout chapter are outdated with titles and language that's no longer in use)	22386	April 3, 2014
Chapter 2, Job Evaluation				
Chapter 2	Job Evaluation	Simplify and update language (several sections throughout chapter are outdated with titles and language that's no longer in use)	22386	April 3, 2014
Chapter 3, Employment and Placement				
Chapter 3	Employment and Placement	Move section 312 regarding qualification standards to Chapter 2	22386	April 3, 2014
312	Qualification Standards	moved to Section 251	22387	April 17, 2014
360	Employment and Placement	Revised to update for compliance with USERRA law, update terminology, and minor editorial changes.	22386	April 17, 2014
310-353	Employment and Placement	Updated to reflect current EEO policy statement, to eliminate outdated references to exams and registers, and update with current terminology and current department names.	22387	April 17, 2014
383.2	Other Executive Positions	To redefine who establishes executive positions.	22389	May 15, 2014

This chapter, subchapter, part, or section…	titled…	was updated to…	in *Postal* Bulletin issue number…	with an issue date of …
Chapter 4, Pay Administration				
410	Pay Administration	These revisions will ensure compliance with laws governing the Fair Labor Standards Act (FLSA) and provide guidance to HR professionals within the Postal Service regarding application of internal policy	22394	July 24, 2014
417	Temporary Assignment to Nonbargaining Unit Positions	These revisions will ensure compliance with laws governing the Fair Labor Standards Act (FLSA) and provide guidance to HR professionals within the Postal Service regarding application of internal policy	22394	July 24, 2014
430	Basic and Special Pay Provisions	Revised to correct the title of the annotated Management Instruction. We are also revising part 636 and Exhibit 637 to clarify how eIDEAS records are retained and to update the eIDEAS processing steps.	22389	May, 15, 2014
436	Back Pay Reference Note	Revised to correct the title of the annotated Management Instruction. We are also revising part 636 and Exhibit 637 to clarify how eIDEAS records are retained and to update the eIDEAS processing steps.	22389	May, 15, 2014
432-445	Bargaining Unit Employees-Compliance Investigations	These revisions will ensure compliance with laws governing the Fair Labor Standards Act (FLSA) and provide guidance to HR professionals within the Postal Service regarding application of internal policy	22394	July 24, 2014
450	Collection of Postal Debts From Nonbargaining Unit Employees	Revised to remove the outdated version of PS Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness. We will replace the image of the form with instructions on where to locate the current version.	22388	May 1, 2014

This chapter, subchapter, part, or section…	titled…	was updated to…	in *Postal* Bulletin issue number…	with an issue date of …
452	Procedures Governing Administrative Salary	Revised to remove the outdated version of PS Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness. We will replace the image of the form with instructions on where to locate the current version.	22388	May 1, 2014
452.233	Consent to Salary Offsets	Revised to remove the outdated version of PS Form 3239, Payroll Deduction Authorization to Liquidate Postal Service Indebtedness. We will replace the image of the form with instructions on where to locate the current version.	22388	May 1, 2014
Chapter 5, Employee Benefits				
515.2	Definitions	Revised to reflect updated definitions of “Covered Service member”, “Military Member”, “Serious Injury or Illness” and “Health Care Provider” related to veterans, and includes the DOL Certification form for Veteran Caregiver Leave in 515.532.	22374	October 17, 2013
515.41	Conditions	Revised to reflect updated definitions of “Covered Service member”, “Military Member”, “Serious Injury or Illness” and “Health Care Provider” related to veterans, and includes the DOL Certification form for Veteran Caregiver Leave in 515.532.	22374	October 17, 2013
515.43	Authorized Hours	Revised to reflect updated definitions of “Covered Service member”, “Military Member”, “Serious Injury or Illness” and “Health Care Provider” related to veterans, and includes the DOL Certification form for Veteran Caregiver Leave in 515.532.	22374	October 17, 2013

This chapter, subchapter, part, or section…	titled…	was updated to…	in *Postal* Bulletin issue number…	with an issue date of …
515.532	Care of Others for Medical Reasons	Revised to reflect updated definitions of "Covered Service member", "Military Member", "Serious Injury or Illness" and "Health Care Provider" related to veterans, and includes the DOL Certification form for Veteran Caregiver Leave in 515.532.	22374	October 17, 2013
519.6	Special Events — Postal Service Invitation		22366	June 27, 2013
540	Injury Compensation Program	Forms were either retired, changed, or added since last update.	22392	June 26, 2014
541	Overview	Forms were either retired, changed, or added since last update.	22392	June 26, 2014
541.3	Forms	Forms were either retired, changed, or added since last update.	22392	June 26, 2014
Chapter 6, Employee Relations				
630	Ideas Program		22389	May 15, 2014
636	Records	We are revising part 636 and Exhibit 637 to clarify how eIDEAS records are retained and to update the eIDEAS processing steps	22389	May 15, 2014
637.3	Presentation Ceremonies	We are revising part 636 and Exhibit 637 to clarify how eIDEAS records are retained and to update the eIDEAS processing steps	22389	May 15, 2014
650	Nonbargaining Disciplinary, Grievance, and Appeal Procedures		22392	June 26, 2014
651	Disciplinary and Emergency Procedures		22392	June 26, 2014
651.1	Scope	Restructured the paragraph into a list and added language stating, the Office of Inspector General (OIG) employees are excluded from the ELM 650 Nonbargaining Disciplinary, Grievance and Appeal process and are covered under the Inspector General Manual, Chapter 109, Employee Relations.	22392	June 26, 2014
651.4	Emergency Placement in Off-Duty Status	Restructuring the first sentence into a list.	22392	June 26, 2014

This chapter, subchapter, part, or section…	titled…	was updated to…	in *Postal* Bulletin issue number…	with an issue date of …
651.5	Letter of Warning	Adding electronic personnel folder (eOPF) language.	22392	June 26, 2014
651.6	Letters of Warning in Lieu of Time-Off Suspensions		22392	June 26, 2014
651.61	Policy	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
651.63	Notice	Changed the verbiage" stating" to "which must state" and restructured the paragraph into a list and added name and title of the deciding official.	22394	July 24, 2014
651.64	Response	Restructured the paragraph into a list and added name and title of the deciding official.	22392	June 26, 2014
651.66	Retention	Adding electronic personnel folder (eOPF) language.	22392	June 26, 2014
651.7	Adverse Actions		22392	June 26, 2014
651.72	Policy	Restructuring the paragraph into a list.	22392	June 26, 2014
651.73	Notice	Being specific and consistent as to who can make substitutions for a proposing official or deciding official when issuing an adverse action. It now specifies that such a substitution may be made by the Vice President, Labor Relations, Area Vice President, and Area Manager, Human Resources, or their designee.	22392	June 26, 2014
651.75	Decision	Being specific and consistent as to who can make substitutions for a proposing official or deciding official when issuing an adverse action. It now specifies that such a substitution may be made by the Vice President, Labor Relations, Area Vice President, and Area Manager, Human Resources, or their designee.	22392	June 26, 2014
652	Appeal Procedures		22392	June 26, 2014
652.2	Appeals of Adverse Actions		22392	June 26, 2014
652.21	Coverage	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
652.23	Appeal to Step 1		22392	June 26, 2014
652.232	Headquarters, Headquarters Field Units, and Inspection Service Employees	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014

This chapter, subchapter, part, or section…	titled…	was updated to…	in *Postal* Bulletin issue number…	with an issue date of …
652.233	Exceptions	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
652.25	Post Hearing		22392	June 26, 2014
652.252	Step 1 Official Action	Restructuring the second sentence into a list;	22392	June 26, 2014
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
652.4	Other Appealable Actions		22392	June 26, 2014
652.41	Coverage	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
652.42	Step A	Increasing the supervisor response time limit for Step A from five to 10 days.	22392	June 26, 2014
652.43	Step B	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
652.44	Review	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
652.5	Alternative Dispute Resolution		22392	June 26, 2014
652.51	Exceptions	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
652.52	Mediation	All verbiage pertaining to OIG employees has been removed.	22392	June 26, 2014
Chapter 7, Training and Development				
711.2a.	LDTM	Change language to include “learning and development” not just “learning process” to reflect the difference between the two.	22388	May 29, 2014
711.3d.	LDTM	Add leadership development process to the objective	22388	May 29, 2014
711.413b.	NCED	To make the example more relevant to include updated names of sample subject matter and clarify actual position of Mail Processing Equipment Mechanic (MPE) as opposed to a generic reference.	22388	May 29, 2014
711.413d.	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
711.413e	NCED	To make the example more relevant to include updated name of sample subject matter. There is no longer a Digital Electronics course available through PEDC	22388	May 29, 2014
711.413f.	BLE	Simplified / clarified language	22388	May 29, 2014

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711.421	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
711.423	BLE	Corrected punctuation	22388	May 29, 2014
711.424b.	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
711.433	BLE	Corrected punctuation	22388	May 29, 2014
712.1	BLE	Corrected punctuation	22388	May 29, 2014
712.21	NCED	Simplified / clarified language	22388	May 29, 2014
712.22	BLE	Corrected punctuation	22388	May 29, 2014
712.24	NCED	Simplified / clarified language	22388	May 29, 2014
713.1	EEO	Bring in compliance with Law and/ or Postal Policy	22388	May 29, 2014
713.2f.	BLE	Updated the policy to include employee career goals	22388	May 29, 2014
713.3	BLE	Simplified / clarified language	22388	May 29, 2014
714.121	NCED	Simplified / clarified language	22388	May 29, 2014
714.122	BLE	Modified to reflect current policy of paying for training. This policy changed per Management Instruction, EL-710-2013-1, dated June 21, 2013.	22388	May 29, 2014
714.21	NCED	Updated delivery modes due to technology changes	22388	May 29, 2014
714.22	BLE	Corrected punctuation	22388	May 29, 2014
714.221	LDTM	Isolate LDTM from ERM as they are not the same functional unit	22388	May 29, 2014
714.224	BLE	Simplified / clarified language	22388	May 29, 2014
714.226	NCED	Deleted due to technology changes of delivery equipment infrastructure	22388	May 29, 2014
715.1	LDTM	Isolate LDTM from ERM as they are not the same functional unit	22388	May 29, 2014
715.43a	NCED	Simplified / clarified language	22388	May 29, 2014
715.43c	NCED	Procedure no longer applicable	22388	May 29, 2014
715.51	BLE	Simplified / clarified language	22388	May 29, 2014
715.52	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
715.53	LDTM	Change language from advanced management courses – these are leadership courses, clarification/ clarity of purpose	22388	May 29, 2014
716.11	BLE	Changed structure of this section to provide clarification on payment and reimbursement through eTravel.	22388	May 29, 2014
716.124	BLE	Applied proper punctuation	22388	May 29, 2014
716.3	BLE	Simplified / clarified language	22388	May 29, 2014

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717b.	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
721.1	LDTM	Policy updates/clarification on HQ role	22388	May 29, 2014
721.2d.	EEO	Bring in compliance with Law and/ or Postal Policy. Language changed to be consistent with language in section 713.1	22388	May 29, 2014
721.3d.	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
721.3h.	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
721.3j.	EEO	Bring in compliance with Law and/ or Postal Policy. Language changed to be consistent with language in section 713.1 and 721.2 (d).	22388	May 29, 2014
722.22	BLE	The reporting structure for the field PEDC unit has changed	22388	May 29, 2014
731	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014
732.11	BLE	Updated to reflect the Learning Management System (LMS) tool	22388	May 29, 2014
732.12	BLE	Separated the PS Form 2432 from PS Form 2548 and updated language	22388	May 29, 2014
732.13	BLE	Separated the PS Form 2432 from PS Form 2548 and updated language	22388	May 29, 2014
732.14	BLE	Bring in compliance with Management Instruction EL-710-2013-1, dated June 21, 2013 covering training costs.	22388	May 29, 2014
732.15	BLE	Training certificates are no longer issued.	22388	May 29, 2014
732.2	BLE	This information was provided in 732.11.	22388	May 29, 2014
741.22b.	LDTM	Policy clarification on non-postal training.	22388	May 29, 2014
741.23	LDTM	Policy change to include college, university AND Certification Programs as part of the Tuition Reimbursement process	22388	May 29, 2014
741.241	BLE	Policy clarification on non-postal training.	22388	May 29, 2014

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741.242a.	EEO	Bring in compliance with Law and/ or Postal Policy. Language changed to be consistent with language in section 713.1, 721.2 (d), and 721.3 (J).	22388	May 29, 2014
742.11	BLE	Bring in compliance with Management Instruction EL-710-2013-1, dated June 21, 2013 Requesting and Approving Funds for Training.	22388	May 29, 2014
742.12	BLE	Simplified / clarified language	22388	May 29, 2014
742.13	LDTM	Policy changes due to addition of Certification Program	22388	May 29, 2014
742.2	BLE	The eBuy approval process is now automated. Simplified language to reflect the new process.	22388	May 29, 2014
742.311	BLE	This follows policy established in a 2009 policy letter from former CHRO Anthony Vegliante.	22388	May 29, 2014
742.312	BLE	Simplified / clarified language	22388	May 29, 2014
742.313	LDTM/Travel & Relocation	Processing changes for payment using eBuy system for tracking and prior approval. Changed structure of this section to provide clarification on payment and reimbursement through eTravel. This follows policy established in 2009 policy letter from former CHRO Anthony Vegliante.	22388	May 29, 2014
742.313c.		Modified to reflect current policy of scanning and attaching all required receipts to eTravel reports. This policy changed per Management Instruction, FM-242-2012-2, dated July 11, 2012.	22388	May 29, 2014
742.313d.		Edited this paragraph to clarify instruction provided on what type of Expense to select for Training.	22388	May 29, 2014
742.314	San Mateo Accounting Service/ BLE	Processing changes for payment using eBuy system for tracking and prior approval. Bring in compliance with Management Instruction EL-730-2010-2 Submitting Requests for Purchases of Training Services.	22388	May 29, 2014
742.32	BLE	This follows policy established in 2009 policy letter from former CHRO Anthony Vegliante.	22388	May 29, 2014
742.4	BLE	Applied proper use of capitalization/abbreviation	22388	May 29, 2014

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743.1	LDTM	Updated to reflect the new policy issued by CHRO Jeffrey C. Williamson on October 7, 2013 to include Roles and Responsibilities	22388	May 29, 2014
743.2	LDTM	Non Postal Training Form changed to include Certification Program language and processing of all requests thru the CHRO and Manager LDTM; addition of process flow with the notification of all employees who have a live Continued Service Agreement being tracked by HRSCC – policy updates.	22388	May 29, 2014
743.3	LDTM	Changed reference number	22388	May 29, 2014
743.41	LDTM	New continued Service Agreement with above referenced policy changes	22388	May 29, 2014
743.42	LDTM	Policy change on Continued Service Agreement and Period of Commitment for programs can associate costs	22388	May 29, 2014
743.43	LDTM	Clarifications on the CSA process and processing regarding reimbursement by employees	22388	May 29, 2014
743.5	Reporting Requirements	At the close of each semester, national data is collected to capture all employees receiving tuition reimbursement during that time frame	22388	May 29, 2014
744.1	Failure to Enroll in or Complete Approved Training	Failure to successfully complete approved paid training may result in requirement to pay any cancellation fees or reimburse USPS for costs or liabilities incurred for tuition, fees books etc paid by the USPS.	22388	May 29, 2014
744.31	Conditions for Acceptance	Clarity around acceptance of a non govermental organization contribution or award to defray all or part of non- postal training expenses	22388	May 29, 2014
751.1	Purpose	Define professional organizations	22388	May 29, 2014
753.1	Individual Memberships	Define purpose/use of postal funds	22388	May 29, 2014
753.11	Voluntary	Criteria that must be met	22388	May 29, 2014
753.2	Institutional Membership	Policy restricting payment of individual dues does not preclude USPS institutional membership	22388	May 29, 2014

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753.3	Procurement of Memberships	Define responsibility and procurement owners	22388	May 29, 2014
Chapter 8, Safety, Health, and Environment				
881	Definition	Redefined definition of smoking	22389	May 15, 2014
Chapter 9, Labor Relations				
923	Eligible Organizations	To update the terminology associated with recent collective bargaining agreements; to update the filing procedures location from the Eagan Accounting Services Center to the Human Resources Shared Service Center; and to add the option for using an Employee Identification Number.	22389	May 15, 2014