UNITED STATES POSTAL SERVICE

# Employee and Labor Relations Manual

Issue 37

September 2014
Transmittal Letter

## A. Introduction

The Postal Service™ is positioning itself to meet its current and future business objectives by maintaining a skilled and ready workforce that is diverse, engaged, efficient, and safe. This will enable the Postal Service successfully to perform our long-standing mission of providing affordable, universal service.

The *Employee and Labor Relations Manual* (ELM) is a critical tool for understanding and implementing the programs and processes that contribute to this goal.

## B. Explanation

ELM 37 was published in September 2014 and includes all revisions published in the *Postal Bulletin* through July 24, 2014. The Summary of Changes contains detailed information about all revisions since the publication of ELM 36 in September 2013. All changes published in the *Postal Bulletin* are effective immediately.

## C. Availability

1. **Online.** The online ELM is updated periodically; however, all ELM changes that are published in the *Postal Bulletin* are effective immediately. ELM Issues 12.1 through 37 are available on both the Postal Service PolicyNet® Web site and at: *http://about.usps.com/manuals/elm/html/welcome.htm*

2. **Hard copy.** You can order the ELM from the Material Distribution Center (MDC) by using touch tone order entry (TTOE). Call 800-273-1509 and follow the prompts.

You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order).

## D. Comments and Questions. Send comments and questions to:

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