

Summary of Changes

Overall ELM Revisions

Portions of the ELM with substantive changes listed below (other than those listing only exhibit changes) have also been edited throughout. Some material is reworded minimally to clarify meaning and preserve grammatical and stylistic consistency. Typographical, codification, and reference errors are corrected where found. Position and organization titles are updated.

Structural changes have been made to increase the consistency of the presentation. Material may be resequenced, and headings are sometimes added or made more informative. Numbered paragraphs are replaced by paragraphs with headings or subsumed under one heading as a list. The purposes of such change are to make the information easier for the reader to follow, to prepare for eventual indexing, and to contribute to the efficiency of automation that eases the publication of frequent online updates.

Such editorial changes are listed by section number with substantive changes in the summary below and marked with a revision bar (or made bold in exhibit tables) only where they are deemed necessary for clarification.

Chapters and subchapters currently under revision are indicated by boxed explanations at the beginning of the text in question.

Revisions Specific to Revised Portions

354.2, Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force

This new section and its supporting subsections are substituted for **354.2, Assignment of Nonbargaining Unit Employees**, and **354.4, Assignment of Employees in Regional Headquarters and Related Offices**, both of which cite in a reference note the memorandum of policy issued by the vice president of Human Resources on December 6, 1995, Reduction in Force Policies and Procedures. This memorandum was reproduced in ELM 13 as Exhibit 354.2.

The new version of 354.2 incorporates current policies and procedures applicable to nonbargaining unit employees, establishes the basis for veterans' preference status and entitlements, provides clarification concerning specific terms used in a reduction in force, and outlines the procedures for the establishment of a reinstatement list.

Additions to previously issued policies and procedures include the following:

354.213, Management Responsibility, is expanded to place responsibility for the coordination of reinstatement list activities on placement administrators (i.e., managers of Human Resources at the district and area

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levels and the manager of Corporate Personnel Management for Headquarters and Headquarters-related units).

354.215, Veterans' Preference Status, establishes the legal basis for veterans' preference status during a reduction in force, adjudication of veterans' preference claims, and the additional conditions that must be met by retired members of the uniformed services to be granted veterans' preference status.

Exhibit 354.215a, Veterans' Preference for Retired Military, identifies the conditions that must be met by retired members of the uniformed services before veterans' preference status is granted.

Exhibit 354.215b, Officer Personnel by Pay Grades and Titles (Ranks), identifies the pay grades and titles (ranks) of officers of the uniform services as defined by 5 U.S.C. 2101.

354.216, Veterans' Preference Entitlement, identifies the entitlements afforded veterans' preference eligible employees during a reduction in force, including a higher retention standing, assignment rights, and appeal rights to the Merit Systems Protection Board under the provisions of 5 CFR 351.901.

354.217, Definitions and Explanations, provides additional information concerning specific terms relevant to reduction in force (RIF) procedures, including competitive level, competitive area, retention register, tenure groups, veterans' preference subgroups, RIF service date, and representative rates.

354.22, Processing Requests for Organizational Change, establishes levels of responsibility and procedures for processing requests for organizational change, including the evaluation and implementation processes.

354.27, Establishing Reinstatement List, outlines the procedures for establishing a reinstatement list for eligible career nonbargaining unit employees who are separated due to a reduction in force and who are extended priority consideration for reinstatement to the Postal Service. This section includes the effective date of establishment and duration of a reinstatement list, employee eligibility requirements, reinstatement considerations, and disqualifying conditions.

Subchapter 410, Pay Administration Policy for Nonbargaining Unit Employees

Exhibit 417.235, Higher Level Pay, is modified to incorporate rate schedule "Q – City Carriers," to correct references in cells at the intersection of "From... Rural Carriers" and "To... EAS" and the intersection of "From... Tool & Die" and "To... Rural Carriers," and to correct the footnotes referenced in the cells to agree with ELM text and the Rural Carrier National Agreement.

Exhibits 418, Promotional Increase, and **418.1, Equivalent Grades**, are modified to incorporate rate schedule "Q – City Carriers."

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Subchapter 420, Wage Administration Policy for Bargaining Unit Employees

Exhibit 422.3, Bargaining Unit Step Increase Waiting Periods, is modified to change the title of the Operating Services Division (OSD) Schedule to remove the Rockville Support Branch and replace it with the Facilities and Services Section, Merrifield, VA, in accordance with the collective bargaining agreement. It is also updated to add step increments for City Carriers Schedule in accordance with the 1994 collective bargaining agreement and to change the title of Data Centers Schedule (DCS) to Information Service Centers (ISC) Schedule in accordance with the 1995 collective bargaining agreement.

Subchapter 430, Basic and Special Pay Provisions

Exhibit 432.62, Guarantee Time Eligibility Table, is modified to incorporate rate schedule “Q – City Carriers.”

Exhibit 434.141a, Postal Overtime Pay Eligibility Table, is modified to incorporate rate schedule “Q – City Carriers” and to clarify in footnote 2 that specified FLSA-time employees may be eligible for additional pay during the Christmas period.

Exhibit 434.141b, FLSA Overtime Pay Eligibility Table, and **Exhibit 434.141c, Penalty Overtime Pay Eligibility Table**, are modified to incorporate rate schedule “Q – City Carriers.”

Exhibit 434.2, Night Shift Differential Pay Eligibility Table, and **Exhibit 434.3, Sunday Premium Pay Eligibility Table**, are modified to incorporate rate schedule “Q – City Carriers.”

Exhibit 434.521, Holiday Worked Pay Eligibility Table, is modified to incorporate rate schedule “Q – City Carriers” and to clarify in footnotes 1 and 2 that FLSA-exempt supervisors may be eligible for additional pay for working on a holiday, but are not eligible for Christmas Worked pay.

Exhibit 434.621, Out-of -Schedule Premium Pay Eligibility Table, is modified to incorporate rate schedule “Q – City Carriers.”

Subchapter 450, Collection of Postal Debts From Nonbargaining Unit Employees

The address shown in 452.366a is corrected.

Subchapter 470, Incentive Awards and Service Recognition

ELM 470 is restructured so that awards are designated by the major heading as those appropriate for one of these groups:

- a. Private Citizens, Noncareer Postal Employees, and Contract Employees.
- b. All Career Employees.

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- c. Career Bargaining Unit Employees Only.
- d. Career EAS and PCES Employees Only.

Information within each major grouping is resequenced to show a parallel development.

Information concerning a given award is repeated if the award is appropriate to more than one category of individuals (e.g., information concerning Certificates of Appreciation).

Information new to the ELM, but not changing postal award policy, is added to the sections appropriate for EAS and PCES employees.

471.1, Policy, is modified to add a reference to Exhibit 471.

Exhibit 471, Overview of Recognition and Awards Programs, is added to aid in quickly identifying awards, approval authority, and requirements.

471.32a and sections through **471.32d** (under **Payment and Report of Taxable Awards**) are added to clarify differences in forms used for submitting bargaining unit employee awards and nonbargaining unit employee awards to the Minneapolis Accounting Service Center.

472, Certificates of Appreciation for Private Citizens, Noncareer Postal Employees, and Contract Employees, is added as a heading to group and clarify types of awards available for individuals in these categories.

Paragraphs from the June 1998 edition of ELM 13 pertaining to specific awards are repeated here, modified, resequenced, and renumbered. This ELM modification does not change postal award policy.

473, Awards and Service Recognition for All Career Employees, is added as a heading to group and clarify types of awards available for individuals in this category. Paragraphs from the June 1998 edition of ELM 13 pertaining to specific awards are modified, resequenced, and renumbered. This ELM modification does not change postal award policy.

474, Awards for Career Bargaining Unit Employees Only, is added as a heading to group and clarify types of awards available for individuals in this category. Paragraphs from the June 1998 edition of ELM 13 pertaining to specific awards are modified, resequenced, and renumbered. This ELM modification does not change postal award policy.

475, Awards for Career EAS and PCES Employees Only, is added to clarify types of awards available for individuals in this category. Policies pertaining to specific awards are incorporated from Vice President, Human Resources, Memorandum of March 19, 1998, issuing EAS Recognition and Awards Program and PCES Noncash Recognition award policies. This ELM modification does not change postal award policy.

Subchapter 510, Leave

512.222d, Service Counted (under **Military Service**), is added to show that service in the military academies is counted as military service.

Exhibit 512.223a, Wars, Campaigns, and Expeditions of the Armed Forces Since 1937, is updated in accordance with information from OPM.

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Exhibit 512.312, Accrual and Crediting for Part-Time Career Employees, is corrected so that footnote 1 shows that it is the last pay period of the *leave* year, rather than of the *calendar* year, for which the accrual may be 10 hours.

512.522, Part-Time Regular (under **Leave Charge Information**), is modified to correct a typographical error, changing *duty* to *day*.

512.6, Vacation Planning and Special Programs, adds “Special Programs” to the heading.

512.63, Annual Leave Exchange, is added to document existing postal policy for annual leave exchange.

512.64, Annual Leave Sharing, is added to document existing postal policy for annual leave sharing. An associated management instruction is in the process of being issued.

513.373, Recision of Restriction (under **Restricted Sick Leave**), is amended to show that Form 3972, *Absence Analysis*, rather than the PDC quarterly listing (discontinued in 1993), is now reviewed quarterly.

514.22, Administrative Discretion (under **LWOP Policy**) and **Exhibit 514.4f** (under **Acceptable Reasons and Instructions for LWOP**) are modified to conform to a recent national pre-arbitration settlement.

514.24, Leave Credit Adjustment, is modified so that the statement in **Exception** clarifies that there is no adjustment to the leave computation date for military or OWCP LWOP.

515.9, Family Leave Poster, is modified to concur with a Department of Labor regulation.

516.46b (under **Recording Court Service**) is amended to correct the time certificate to be used by rural carriers.

519.28, Special Events (under **Administrative Leave**), is added to clarify policy for the attendance of special events by spouses and guests who are postal employees.

519.71, Definition, and all sections through **519.732, Partial-Day Absences**, are modified to clarify that except for absences covered by the FMLA, partial-day absences by FLSA-exempt employees, including absences exceeding 4 hours, may not be charged to annual leave, sick leave, or LWOP. While personal absence time is normally limited to 4 hours, the new language states more clearly that there can be instances when it is appropriate to approve partial-day absences of more than four hours. Subsequent sections are renumbered.

Subchapter 610, Employee Services

PDC is changed to *Minneapolis Accounting Service Center* throughout.

612.21, Official Directives, is modified by the addition of *memorandums of policy* and the deletion of *Headquarters circulars*, which are being replaced by management instructions.

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612.231a(2) (under **Bulletin Boards, Utility and Convenience**) is amended to indicate the necessity for posting OSHA Poster 2203 on bulletin boards.

614.4, Funds, is amended to indicate that blind vendors working under a permit with the State Licensing Agency should not be charged commissions or the standard operating fee for reimbursement to the Postal Service of utilities costs. Reference to Handbook EL-602 is made to give direction for distribution of income from vending machines.

615.721, Installation Head, is revised to correct the referenced ELM section.

616.211, Organization (under **Annual Savings Bond Drive**), is changed to show that the annual savings bond drive is now conducted using primarily a direct mail method.

616.213, Supplies (under **Annual Savings Bond Drive**), is changed to show that supplies are provided by the Department of Treasury.

616.31, Authorization for Payroll Allotment, is amended to clarify that completed Forms 1192 are sent to the Minneapolis Accounting Service Center for data entry during the bond drive, and to the local DDE/DR site at all other times.

616.4, Reports, is changed to clarify the nature of the reports provided..

617.22, Postal Service Organization, is amended to indicate the role of the vice presidents of Area Operations in the campaign.

617.31, Participation, is amended to remove the reference to the number of employees required within a geographic area to justify participation in the campaign.

617.32, Time Frame, is amended to indicate a time frame established by the Office of Personnel Management (OPM) in which a campaign may be run.

617.42, Authorization for Payroll Allotment, is changed to clarify the proper DDE/DR site during the dates of the campaign.

617.5, Reports, is amended by addition of material to reflect that reports are generated by the Minneapolis Accounting Service Center. Language is added to advise of prohibitions against maintaining records of personal information on contributors or noncontributors.

617.6, Recognition (formerly **Awards**), is changed to head the section with a more appropriate general category.

617.61, Plaques, is amended to delete the various categories of recognition. Recognition criteria vary from year to year and between the various Principal Combined Fund Organizations (PCFOs) across the country.

617.7, Further Information, is amended to delete reference to the *Team Captain/Keyworker Training Manual*. Postal employees should refer to Publication 530 for Postal Service Combined Federal Campaign (CFC) operational guidelines. Information on local CFC procedures is provided to all keyworkers by the local Principal Combined Fund Organization (PCFO).

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Subchapter 640, Employee Claims

641, Nonbargaining Unit Employees, is added to head all information about nonbargaining unit employee claims. All subsequent sections are renumbered.

641.1, Policy, is amended by the removal of information about bargaining unit employees, which is moved to 642.

641.42, Damaged Property (formerly **644.2**), is modified to delete the statement that property may be replaced in kind.

641.55, Appeal (formerly **645.5**), is modified to show that letters of appeal are now forwarded to the appropriate field office, area office, Headquarters and Headquarters field unit, or Inspection Service and Inspection Service field office official for a final decision.

642, Bargaining Unit Employees, is added to head information about bargaining unit employee claims, formerly found in 641.

Subchapter 650, Nonbargaining Disciplinary, Grievance, and Appeal Procedures

651.3, Emergency Placement in Off-Duty Status, is updated by the deletion of “without pay” to reflect current practice.

652.2, Appeal of Adverse Actions, is updated by the deletion of “and Suspensions of Fourteen Days or Less” to reflect current practice.

Subchapter 680, Participation in Supervisory and Managerial Organizations

681, Participation Rights, is amended to eliminate the right to form a supervisory or managerial organization from the list of postal personnel rights.

Chapter 7, Training and Development

References to “knowledge, skills, and attitude” are changed to “knowledge, skills, and abilities.” *Ability* is a broader term than *attitude* and relates measurably to performance.

References to Handbook F-10, *Travel*, are updated to reference Handbook F-15, *Travel and Relocation*.

References to the San Mateo Postal Data Center (PDC) are updated to reference the San Mateo Accounting Service Center (ASC).

711.2, Purpose and Goals, is changed to recognize the facilitative role of the postal training function.

711.413h (under **Categories of Training and Development, Examples**) is modified to identify the USPS-APWU National Agreement in one training example cited.

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711.422d (under **Self Development Training, Conditions**) is modified to clarify that employees are prohibited from performing productive job-related work during self-development training.

711.423, Job Relatedness (under **Self Development Training**), is the revised header for this section. A typographical error in Issue 13 is corrected to refer to ELM 711.41.

711.424, Examples (under **Self Development Training**), is revised to reflect current interests, jobs, and modern delivery platforms.

717, Nonpostal Personnel Participation in Postal Training, is revised to restrict the spending of postal funds for contractors to attend either postal or nonpostal training.

The former **718, Contract and Noncareer Personnel Participation in Nonpostal Training**, is deleted.

742.21, Standard Training (under **Nonpostal Training Policy, General Procedures**) is revised to allow executives to designate signature authority for nonpostal training.

742.22, Medical Training, is revised to reflect organizational changes in structures, titles, and names of locations.

Subchapter 870, Employee Assistance Program

871.1, Purpose, is restructured and revised.

871.11, General, provides revised information to include additional problem categories for which the EAP provides services. (PB 21995, 4/8/1999)

871.12, Alcohol and Drug Abuse, includes information on the continuing concern with alcohol and drug abuse. (PB 21995, 4/8/1999)

871.2, Definitions, is expanded to include new EAP terms. (PB 21995, 4/8/1999)

871.3, Policy, is restructured and revised.

871.31, Job Security, contains information on voluntary participation formerly in 871.31. (PB 21995, 4/8/1999)

871.32, Limits to Protection, contains the remainder of the information from 871.31 and adds alcohol and drug abuse to the description of the limits to protection for an EAP client in relation to disciplinary actions and criminal activities. (PB 21995, 4/8/1999)

871.33, Confidentiality, contains information on confidentiality formerly in 871.32. The statement on conformance with collective-bargaining agreements formerly in 871.33, duplicative of information in 871.12, is deleted. (PB 21995, 4/8/1999)

871.34, Reasonable Access, is added to explain the accessibility of EAP counselors and to include the union representative. (PB 21995, 4/8/1999)

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871.35, Scheduling, contains information about first and subsequent visits formerly in 872.44. (PB 21995, 4/8/1999)

872.1, Education, is revised to cover current educational activities provided by the EAP. (PB 21995, 4/8/1999)

872.21, Patterns of Behavior and Work Performance Problems (formerly **Alcoholism**), is expanded to cover services provided by the EAP for other problems. (PB 21995, 4/8/1999)

872.22, Referrals to EAP (formerly 872.4 **Referral and Interview**), is restructured.

872.221, Management Referrals, containing information formerly in 872.42, is revised to include under "Exceptions" the current EAP policy dealing with management referrals and Last Chance Agreements. The statement formerly in 872.42 stating that management has the authority to require the employee to attend an initial EAP interview is deleted. (PB 21995, 4/8/1999)

872.222, Referrals From Others, containing information formerly in 872.43, is expanded to include management association representatives. (PB 21995, 4/8/1999)

872.223, Self-Referrals, contains information formerly in 872.41. (PB 21995, 4/8/1999)

872.224, EAP Response, is added to provide information on how counselors return EAP calls and set up appointments in response to requests for service. (PB 21995, 4/8/1999)

872.23, Problem Evaluation, is added to reflect the EAP's involvement with Department of Transportation regulations. (PB 21995, 4/8/1999)

872.31, EAP Counseling Units (formerly **Postal Resources**), is revised to reflect current EAP practices. (PB 21995, 4/8/1999)

872.32, Residential and Community Resources (formerly **Outside Resources**), is revised to cover the expanded services now provided by the EAP. (PB 21995, 4/8/1999)

872.4, Follow-Up (formerly 872.5), is restructured.

872.41, Progress, contains information on monitoring progress formerly in 872.5. (PB 21995, 4/8/1999)

872.42, Discontinuance of Participation, is added to describe options in relationship to EAP participation. (PB 21995, 4/8/1999)

872.43, Return to Work, containing some of the information formerly in 872.5, is revised to describe current EAP procedures in returning to work. (PB 21995, 4/8/1999)

872.5, Program Evaluation, formerly 872.6, is restructured.

872.51, General, contains information about annual review of field operations formerly in 872.6. (PB 21995, 4/8/1999)

872.52, District Reviews, and **872.53, Subcontract Provider Reviews**, are added to show the role of the workplace and intervention

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analyst in using established evaluation procedures. (PB 21995, 4/8/1999)

873, Reinstatement of Recovered Employees, is revised to reflect current procedures. (PB 21995, 4/8/1999)

873.11, Consideration of Request, is revised to reflect reinstatement requests from recovered employees. (PB 21995, 4/8/1999)

873.12, Consideration of Other Factors, is revised and expanded to show exceptions to reinstatement consideration. (PB 21995, 4/8/1999)

873.21, Procedures, is broadened to include problems other than alcoholism and dependency on drugs, and list items are modified.

873.21a is revised to modify information regarding confidentiality restrictions. (PB 21995, 4/8/1999)

873.21b is revised to consolidate information formerly in *b*, *c*, and *d* to reflect the employee's continued participation in the EAP. (PB 21995, 4/8/1999)

873.22, Management Responsibilities (formerly 873.3 **Responsibilities**), is modified by the revision of the title and to reflect procedures for reinstatement. (PB 21995, 4/8/1999)

873.3, Compliance With Agreements (formerly 873.32 **Standard Procedures**), is modified by the revision of the title. (PB 21995, 4/8/1999)

874.2, Definition of Restricted Information, is revised to add reference to the Public Health Services Act to the explanation of restricted information. (PB 21995, 4/8/1999)

874.31, Postal Service Providers, contains an expanded explanation of current requirements and references to the CFR and the ASM. (PB 21995, 4/8/1999)

874.32, Private Providers, is added to include ownership of EAP client records when EAP services are provided by a private vendor. (PB 21995, 4/8/1999)

874.4, Disclosure, is restructured into two sections: **874.41, General**, and **874.42, Criminal Activity**.

874.411, Usual Recipients, formerly 874.41, contains several modified list items.

874.411b (formerly *c*) is revised to reflect current procedures. (PB 21995, 4/8/1999)

874.411c (formerly *d*) is revised to provide a correct position title. (PB 21995, 4/8/1999)

874.411d (formerly *e*) is revised to add reference to litigation or administrative proceedings as situations allowing disclosure. (PB 21995, 4/8/1999)

874.411f and **g** are added to include exercise of the "duty to warn" and fulfillment of agency function to the situations allowing disclosure. (PB 21995, 4/8/1999)

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874.421, EAP Records (formerly 874.43), is revised to reflect current procedures. (PB 21995, 4/8/1999)

874.422a, b, and c (under **Limitation of Confidentiality**) are added to specify instances in which disclosures can be made without a release signed by a client. (PB 21995, 4/8/1999)

875, Employee and Workplace Intervention Analysts, is added to detail the activities of employee and workplace intervention analysts in the EAP. (PB 21995, 4/8/1999)

Chapter 9, Labor Relations

Position titles are updated throughout 930 as follows:

- a. *Ramp transfer clerk* is amended to reflect the fact that there is no such position. Eligible employees include *ramp clerks* (2312-0000) and *transfer clerks, AMF* (2315-1111), *who perform ramp clerk duties*. The change appears in **931.13a, 932.11c, 933.111, and 934.11e**.
- b. *Special delivery messenger* is updated to reflect the change in title as a result of the merger with the clerk craft. The change appears in **931.13a, 932.11c, 933.11, and 934.11f**.
- c. *General mechanic* is updated to *maintenance mechanic* to reflect the consolidation of maintenance positions in 1994. The change appears in **932.11h**.
- d. *Senior vice president of Marketing* replaces *Assistant Postmaster General, Marketing*, in **933.811**.
- e. *District manager* replaces *Field Division General Manager/Postmaster* in **933.812**.
- f. *Vice president of Labor Relations* replaces *Assistant Postmaster General, Labor Relations Department* in **933.84**.
- g. *District Human Resources manager* replaces *Field Director, Human Resources, of the appropriate Division* in **939.12**.

922, Dues Collection Schedule, is modified to show that dues are withheld each pay period for the National Association of Postal Supervisors.

923, Eligible Organizations, is amended to update the address of the National Postal Mail Handlers Union and to add the address of the International Association of Machinists.

924.212a (under **Employee Eligibility, Exception**) is modified to clarify that nonbargaining temporary employees are not eligible to participate in dues withholding procedures.

924.423, American Postal Workers Union, is added to show that the APWU processes Standard Form 1187 to initiate dues withholding (effective April 1, 1996).

925.122e (under **Special Circumstances**) is added to show that the APWU processes Form 1188 for its members to cancel dues withholding.

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933.111, Type 1a (under **Type 1 Uniforms**), is amended to show in both the Items for Men and Items for Women tables that tractor-trailer operators are eligible for windbreakers and that white uniform socks must have blue stripes.

933.12, Type 1 Combinations, is amended to eliminate the redundant and incorrect inclusion of slacks in the skirt, culottes, and jumper grouping in the Female Combinations table.

933.3, Type 3 Uniform Items, is amended to correct the description of Headgear to indicate that only the vertical corporate emblem is used on uniform and work clothes caps.

934.11d (under **Optional Wear**) is amended to delete the redundant and incorrect reference to the ramp transfer clerk.

934.31, Walking Shorts and Knee-Length Hose, is amended to add blue-gray socks and white with blue stripe socks to the authorized list of options when walking shorts are worn. The restriction to purchasing black knee-length hose is eliminated, as other styles are now reimbursable.

935.211a (under **Absences From Uniform Category of 90 Days to 1 Year, Policy**) is modified to show the current procedure for requesting the termination of the uniform allowance.

935.212, Suspension Instructions, is modified to show current procedure for suspending the uniform allowance.

935.262, Change in Eligibility, is modified to show current procedure for recording a change of eligibility for the uniform allowance.