



Employee and Labor Relations Manual

Issue 15

December 1999
Transmittal Letter

A. Explanation. Issue 15 of the *Employee and Labor Relations Manual* (ELM) includes the following changes:

- Revision of 512.222, Service Counted, regarding creditable military service.
- Total revisions of subchapters 810 through 860 of chapter 8, Safety and Health.
- Deletion of Appendix B, Forms List.

ELM 15 also includes information published in the online incremental update of ELM 14.1:

- Correction to Exhibit 417.235, Higher Level Pay.
- Total revision of 670, Diversity, Equal Employment Opportunity, and Affirmative Action.

Updating the ELM is a work in progress. Issues 13 and 14 incorporated most changes made since Issue 12 in May 1989, including those previously published in *Postal Bulletins*, policy memorandums, and agreements with management associations and/or unions, as well as changes dictated by law. Further updates will be incorporated in the online ELM as discussed in B.1. below.

Some subchapters begin with boxed revision notes indicating that portions are under revision but still in clearance. Some subchapters also contain reference notes identifying other directives containing related information.

Changes are listed in a summary of changes. Except for deletions, substantive changes are identified in the text by a bold bar in the margin or by bold text within an exhibit.

B. Availability

1. **Online Copy.** The ELM appears online on the Postal Service Intranet on the "Policies and Procedures" home page and on the Internet listed in "Publications" under "Inside the Postal Service." This online ELM will be updated immediately as changes occur and are published or announced in the *Postal Bulletin*. Online incremental updates of ELM 15 will be designated as ELM 15.1, 15.2, etc.

Starting with the 1996 online publication of ELM 12.1, all online issuances have been archived. These can be accessed from the main ELM menu.

The Postal Service memorandums identified in the boxes marked "Reference Notes" are available on the "Policies and Procedures" home page on the Postal Service Intranet. Most referenced documents published by other agencies can be found through the "Human Resources" home page.

2. **Hard Copy.** The hard copy of ELM 15 may be obtained within the Postal Service by submitting Form 7380, *MDC Supply Requisition*, to this address:

TOPEKA MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITION
500 SW MONTARA PARKWAY
TOPEKA KS 66624-9602

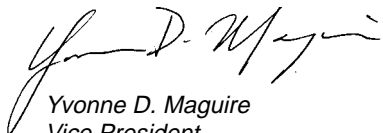
All others should call MDC Customer Service at 1-800-332-0317 for information on price and ordering instructions.

The hard copy will be updated and reissued annually to incorporate changes published in the *Postal Bulletin* and already included in the online ELM.

Users of the hard copy need to ensure that it is maintained to include the changes published in the *Postal Bulletin*. The *Postal Bulletin* is distributed internally to postal facilities and may be ordered by the public from the U.S. Government Printing Office by calling 202-512-1800.

C. Comments and Questions. Send comments and questions to:

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