



Employee and Labor Relations Manual

Issue 16

August 2000
Transmittal Letter

A. Explanation. Issue 16 of the *Employee and Labor Relations Manual* (ELM) includes the following changes:

- Revisions to codification have been implemented with this issue.
- Substantial changes have been made to chapters 1, 2, 3 and to subchapters 410, 420, 430, 510, 530, 540, and 670.
- In certain subchapters, necessary structural changes have been made to increase the consistency of the presentation. Headings are sometimes added or made more informative. Numbered paragraphs are replaced by paragraphs with headings or subsumed under one heading as a list. Lists previously without introductory statements have had such statements added. The purpose of such changes is to make the information easier to follow, to prepare for eventual indexing, and to contribute to the efficiency of automation for ease of publication of frequent online updates. Minor editorial changes have been made in these subchapters to correct any errors noted and to preserve stylistic consistency without making substantive revisions.

Issue 15 of the ELM is now obsolete but can be accessed through the Postal Service Intranet (see Online copy in *B* below).

Changes published in ELM 16 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. ELM 16 also includes information published in the online incremental update of ELM 15.1:

- Amended policy in 434.31 and 434.33 regarding Sunday premium hours.
- Amended policy in 932.11 and 933.21 regarding uniform allowance and adding name badges to accessories.

B. Availability

1. **Online copy.** The ELM is located on the Postal Service Intranet (<http://blue.usps.gov>) and Internet (<http://www.usps.com>). On the Intranet, find *Information*, click on either *Policies and Procedures*, or *References*, then look for the ELM under Manuals. On the Internet, click on *info*, *Postal Periodicals and Publications*, then look for the ELM under Manuals. The online ELM is updated immediately following published ELM changes in *Postal Bulletin*. Online incremental updates of ELM 16 will be designated as ELM 16.1, 16.2, 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Starting with the 1996 online publication of ELM 12.1, all online issuances have been archived.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 Intranet Policies and Procedures Information home page. Most referenced documents published by other agencies can be found through the Human Resources home page.

2. **Hard Copy.** The hard copy of ELM 16 may be obtained within the Postal Service by submitting Form 7380, *MDC Supply Requisition*, to this address:

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

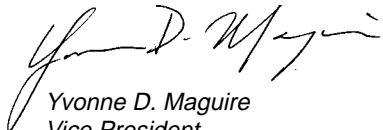
All others should call MDC Customer Service at 1-800-332-0317 for information on price and ordering instructions.

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 ELM in 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, available online on the Intranet Policies and Procedures homepage, 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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