

Update Notice

Employee and Labor Relations Manual Issue 17 (July 2002)

Employee and Labor Relations Manual (ELM), Issue 17, was last printed in July 2002. To inform you of changes since that time, we periodically update this online edition of the ELM. We use vertical bars (revision bars) in the margin to indicate text changed since July 2002.

Glover Settlement Agreement

Employee and Labor Relations (ELM) 113.4, 472.4, 473.22, 473.321, 473.322, 473.42, 474.4, 475.23, 475.32, 476.23, 476.33, 476.43, 546.141, 632, 721.2d, and 842.23 are revised to comply with Section V of the Equal Employment Opportunity Commission (EEOC)-approved Settlement Agreement in Glover v. Potter, EEOC No. 320-A2-8011X. A complete copy of the Settlement Agreement is available on the Internet at www.gloverclass.com.

These revisions, which are listed in the table below, reiterate that persons in permanent rehabilitation positions have the same rights to pursue promotional and advancement opportunities as other Postal Service employees and that the Postal Service will not deny promotional or advancement opportunities to persons in permanent rehabilitation positions based upon their disability, if any, in violation of the Rehabilitation Act of 1973, as amended.

How to Use This Update Notice

This online version of the ELM 17 incorporates revisions from the *Postal Bulletin* articles listed in the table below.

- Use the table in this update notice to find out about updates to the manual that were published in the *Postal Bulletin*.
- In the first column, find the chapter, subchapter, part, section, or records series of the appendix and read across the other columns to find specific information about that revision.

This chapter, subchapter, part, section, or appendix...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of...
Chapter 1, Organizational Structures				
113.4	Disabled and Disability	comply with Settlement Agreement in <i>Glover v. Potter</i> .	22185	7-20-2006
Chapter 3, Employment and Placement				
344.5	Nonselection of a Veteran	revise text to clarify that selection is made from a Hiring Worksheet.	22165	10-13-2005
354.217	Definitions and Explanations	reflect changes to the adjective ratings used in performance evaluations as required by implementation of the Performance Evaluation System.	22173	2-2-2006

This chapter, sub-chapter, part, section, or appendix...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of...
Chapter 3, Employment and Placement				
355	Light Duty Assignments	add Section 355 to provide policy on light duty assignments.	22095	2-6-2003
363.1	Definition	revise text to add language that a break in service is usually not given between noncareer appointment and career appointment.	22165	10-13-2005
363.2	Conversion to Career Appointment	revise title to read as follows "Competitive and Noncompetitive Authority" and clarify when a conversion from noncareer to career status occurs.	22165	10-13-2005
Chapter 4, Pay Administration				
412.1	Career Appointment	reflect in item b a policy change in how supervisory differential adjustment rate is calculated.	22153	4-28-2005
		update and simplify salary assignment information for newly appointed career employees.	22139	10-14-2004
		reflect changes in determining differential rate for Executive and Administrative Schedule employees.	22100	4-17-2003
Exhibit 412.1b	Position Groups Eligible for Supervisory Differential Adjustment Rate	retitle to read "Position Groups Eligible for Supervisory Differential" and reflect a policy change in how supervisory differential adjustment rate is calculated.	22153	4-28-2005
		make the exhibit number accord with references to this table and to update the title and content.	22139	10-14-2004
413.1	Definition	simplify the definition of promotions.	22139	10-14-2004
413.21	Nonbargaining Unit Employees	reflect in items b and d the revision to 412.1b and Exhibit 412.1b.	22153	4-28-2005
		change title and update to simplify salary assignment information for employees receiving promotions.	22139	10-14-2004
	EAS Employees	reflect changes in determining differential rate for Executive and Administrative Schedule employees.	22100	4-17-2003
413.22	Bargaining Unit Employees	reflect in item b the revision to 412.1b.	22153	4-28-2005
413.3	Position Upgrade	reflect the revision in 412.1b.	22153	4-28-2005
414	Reassignment	add new section.	22165	10-13-2005
414	Reassignment to Nonbargaining Unit Positions	renumber as 414.1.	22165	10-13-2005
414.1	Definition	renumber as 414.11.	22165	10-13-2005
414.2	Rate Adjustment	renumber as 414.12.	22165	10-13-2005

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Chapter 4, Pay Administration				
414.2	Reassignment to Bargaining Unit Positions	add new section.	22165	10-13-2005
414.21	Nonbargaining Unit Employees	renumber as 414.121 and revise text.	22165	10-13-2005
		reflect the revision in Exhibit 412.1b.	22153	4-28-2005
		reflect changes in determining differential rate for Executive and Administrative Schedule employees.	22100	4-17-2003
414.21	Definition	add new section.	22165	10-13-2005
414.22	Bargaining Unit Employees	renumber as 414.122.	22165	10-13-2005
414.221	Former Bargaining Unit Service in an Equivalent Grade	add new section.	22165	10-13-2005
414.222	No Former Bargaining Unit Service in an Equivalent Grade	add new section.	22165	10-13-2005
414.3	EAS A–E Postmasters	renumber as 414.13, change reference in item b to 414.13a, and revise title to read as follows “A-E Postmasters”.	22165	10-13-2005
415.12	Veterans’ Preference Saved Grade Under RIF	updates salary assignment information for employees eligible for veterans’ preference changed to lower grade position during a reduction in force.	22139	10-14-2004
415.13	Saved Salary	update salary assignment information for employees assigned to lower grade positions with saved salary.	22139	10-14-2004
415.14	Veterans’ Preferences Retained Salary Under RIF	delete it.	22139	10-14-2004
415.15	Protected Salary	delete it.	22139	10-14-2004
415.2	Changes to Lower Grade Using RIF Avoidance Procedures	update salary assignment information for employees changed to lower grade during reduction in force avoidance.	22139	10-14-2004
415.31	Non-Veterans’ Preference Eligibles	update salary assignment information for non-veterans’ preference eligibles assigned to lower grade positions during a reduction in force.	22139	10-14-2004
415.32	Veterans’ Preference Eligibles	update salary assignment information for veterans’ preference eligibles assigned to lower grade positions during a reduction in force.	22139	10-14-2004

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Chapter 4, Pay Administration				
415.51	Voluntary Change to Lower Grade	retitle and update salary assignment information for employees making voluntary changes to lower grade as differentiated from those being demoted for cause or refusing reasonable assignments to higher grades.	22139	10-14-2004
415.54	Refusal of a Reasonable Assignment to a Higher Grade Position During a Rate Retention Period	add salary assignment information for employees with rate retention who refuse reasonable assignment to higher level positions.	22139	10-14-2004
415.55	Change to Lower Level Due to Demotion for Cause	add salary assignment information for employees changed to lower grade as demotion for cause.	22139	10-14-2004
415.6	Rate Retention Effect on Promotion	update salary assignment information for change of grade for employees with rate retention.	22139	10-14-2004
415.73	Same Relative Percentile Point	delete it.	22139	10-14-2004
416	Pay for Performance	update the title (formerly Merit Pay) and the text throughout with language necessary to make the change from Merit Pay policy to Pay for Performance policy.	22138	9-30-2004
416.22	Management Association Officials	show that the annual Pay for Performance increase to the salary of record for employees who are placed on leave without pay to devote full-time service as elected national officers of a recognized management association is equal to the National Performance Assessment score.	22139	10-14-2004
417.234	Higher Level Pay Conditions	reflect the change from Merit Pay policy to Pay for Performance policy and also to simplify the provision to reflect the standardization of the higher level pay policy for EAS employees to require only a 5-day waiting period.	22138	9-30-2004
418.1	Equivalent Grades	improve clarity regarding how the table in exhibit 418.1 is actually used during personnel action processing.	22140	10-28-2004

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Chapter 4, Pay Administration				
Exhibit 418.1	Equivalent Grades	delete the column regarding rate schedule code (RSC) S, Postal Career Executive Service (PCES) Executives because a PCES level 01 has been deemed not equivalent to an Executive and Administrative Schedule (EAS) (RSC E) level 26.	22181	5-25-2006
		accommodate the pay schedules for attorneys and executives in the Postal Career Executive Service (PCES). These existing pay schedules are included into this chart to support software configuration of the SAP computer system being developed.	22163	9-15-2005
		accommodate the single grade upgrade for electronic technicians, from former grade 11 to new grade 12, to correct clerical errors in the exhibit's instructions and a grade level designation in the EAS schedule, and to add existing grade 26 in the EAS schedule.	22140	10-28-2004
		recognize the city letter carrier position upgrades necessitated by the Fleischli Arbitration Award of September 19, 1999.	22109	8-21-2003
419.31	Definition	update the occupational code of postmasters exempt from the Fair Labor Standards Act from EAS-15 to EAS-16.	22198	1-18-2007
419.32	Salary Grades	<ul style="list-style-type: none"> ■ add a new level 14 occupational code for Postmaster Relief/Leave Replacements (PMRs). ■ Describe the characteristics of PMR positions more clearly. 	22198	1-18-2007

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Chapter 4, Pay Administration				
420	Wage Administration Policy for Bargaining Unit Employee	<ul style="list-style-type: none"> ■ recodify and format to include a broad structure and numbering scheme to encompass all current salary schedules. It is modified throughout to update the names of bargaining unit categories, schedule acronyms, and grade ranges. ■ change references to “area supply centers” to “material distribution center.” References to the bargaining unit “Mail Equipment Shops” are changed to “Material Distribution Center.” ■ change “salary” to “wage” when the compensation term is either preceded by “basic” or “setting” or followed by “rate,” “adjustment,” “increase,” or “level.” The changes are made to increase technical accuracy when discussing an employee’s compensation expressed as an hourly rate rather than as an annualized salary equivalent. ■ adapt references as necessary. In addition, minor editorial revisions are made for clarity and consistency. 	22109	8-21-2003
421.41	Appointments	add language to 421.41a to clarify that transfers to or from the rural carrier craft require a new career appointment.	22109	8-21-2003
421.42	Assignments	add language to 421.42b(2) to clarify that rural craft employees are paid based on route evaluated hours or route mileage and adds language to 421.42c to clarify that the provision applies to up to three positions.	22109	8-21-2003
421.45	Wage Increases	add language to 425.45b to clarify the most prevalent step identification procedure	22109	8-21-2003
	Salary Increases	modify item b to clarify the definition of step increase.	22096	2-20-2003
421.514	Termination	add language to 421.514c to clarify how a protected rate is currently terminated under certain promotion circumstances.	22109	8-21-2003

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Chapter 4, Pay Administration				
421.521	Explanation	add 421.521c to indicate that saved rate applies to an employee who accepts a job offer based on limitations due to an injury on duty.	22109	8-21-2003
421.524	Termination	add language to 421.524c to clarify how a saved rate is currently terminated under certain promotion circumstances.	22109	8-21-2003
421.525	Effect on Promotion	clarify the impact of saved rate special pay status on promotion actions.	22109	8-21-2003
421.7	Rate Schedule Summary and References	update the names of bargaining unit categories, schedule acronyms, grade ranges, and references.	22109	8-21-2003
Exhibit 421.7	Rate Schedule Summary and References	include in the Rate Schedule Codes C-CB and P-PB in the Range column, the new grade 12 available to Electronic Technician employees.	22158	7-7-2005
Exhibit 421.81	Higher Level Pay	hold in reserve pending further revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
Exhibit 421.82	Promotion Increases	update the names of bargaining unit categories, schedule acronyms, and grade ranges. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
422.111	Salary Schedule	include in items a and b the new grade 12 available to Electronic Technician employees.	22158	7-7-2005
		note at 422.111b that the Mail Equipment Shop/Material Distribution Center Schedule has 11 grades following the Goldberg Arbitration Award of December 18, 2001.	22109	8-21-2003
422.121	Career Appointment	modify 422.121a, Reinstatement, to conform to current practice and add 422.121e, Hiring Into the Rural Carrier Craft, to explain current practices more fully. The procedures for hiring into the PS and MESC Schedule 2 are also clarified in 422.121f.	22109	8-21-2003

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Chapter 4, Pay Administration				
422.123	Promotion Rules	include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." In 422.123b(6), the rule choice provision regarding wage rules now requires decisions regarding deviation from standard practice to be made by the district Human Resources manager rather than by the installation head. To conform to actual pay practices and maintain consistency with 422.144b, it is also modified in 422.123b(7) to delete from the list of exclusions reference to temporary promotions and higher level assignments.	22109	8-21-2003
Exhibit 422.123a	Promotion Chart — PS Schedule 1 to PS Schedule 2	add a new line for grade 12 in each table of the chart.	22158	7-7-2005
		include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." It is also revised to incorporate the newly created APWU Grade 11, necessitated by the Goldberg Arbitration Award of December 18, 2001.	22109	8-21-2003
Exhibit 422.123b	Promotion Chart — PS Schedule 2 to PS Schedule 2	include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly." It is also revised to incorporate the newly created APWU Grade 11, necessitated by the Goldberg Arbitration Award of December 18, 2001.	22109	8-21-2003
422.124	Reassignment Rules	correct item c(4) and (1), (2), (3), and (4) in item d to properly describe calculation of the next step date during voluntary reassignments to equivalent grades in another bargaining unit.	22153	4-28-2005
		add 422.124d to clarify reassignments for PS and MESC employees.	22109	8-21-2003

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Chapter 4, Pay Administration				
422.125	Reductions in Grade	delete 422.125b(3).	22176	3-16-2006
		revise item b (1) and (2)	22170	12-22-2005
		add 422.125b(3) to clarify reduction in grade for PS and MESC employees.	22109	8-21-2003
Exhibit 422.13	Bargaining Unit Step Increase Waiting Period	<ul style="list-style-type: none"> ■ include on page 1 the new grade 12 available to Electronic Technician employees. ■ include two new steps for Postal Police Officers. 	22158	7-7-2005
		show the addition of Step Q in the IT/ASC Schedule necessitated by the Collins Arbitration Award of April 26, 2000.	22109	8-21-2003
422.223	Promotion Rules	include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
422.415	Employee Classification	add text to 422.415a to show both regular and part-time flexible rural carriers.	22109	8-21-2003
422.421	Career Appointment	modify at 422.421a(3) the reference to part-time flexible rural carriers as described further in the Rural Carrier labor contract at Article 7.A.2.	22109	8-21-2003
422.422	Promotion	include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
422.523	Promotion Rules	include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
422.622	Promotion Rules	include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003

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Chapter 4, Pay Administration				
422.723	Promotion Rules	include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
422.283	Promotion Rules	include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
422.9	Tool and Die Shop Schedule	reflect the reconstitution of the Tool and Die Shop bargaining unit January 31, 1997. It incorporates provisions previously found in ELM 12 and subsequent changes.	22019	8-21-2003
422.923	Promotion Rules	include the material previously found in 422.123 and incorporated by reference. It is also modified to include revisions necessitated by the October 1, 1999, MOU between the USPS and the APWU resolving the "promotion pay anomaly."	22109	8-21-2003
424.3	Step Increase	remove the performance requirements for eligibility for step increases for rural carriers.	22096	2-20-2003
425	Postal Nurses Schedule	divide into subsections, give titles to the subsections, number accordingly, and provide information on Postal Nurses Schedule previously given in Section 424.	22096	2-20-2003
428	Postal Police Officers	divide into subsections, give titles to the subsections, number accordingly, and provide information on Postal Police Officers Schedule.	22096	2-20-2003
430	Basic and Special Pay Provisions	replace the term "guarantee" with "guaranteed" throughout the subchapter, and restore substantive provisions affecting Sunday premium pay that were in place in ELM 15, before revisions of May 2000.	22126	4-15-2004
Exhibit 434.2	Night Differential Pay Eligibility Table	add a reference to administrative leave applicability for nonbargaining unit employees.	22139	10-14-2004
434.221	Eligibility for Night Differential	add a reference to administrative leave.	22139	10-14-2004

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Chapter 4, Pay Administration				
434.4	Holiday Leave Pay	improve clarity and to notify eligible employees that they may elect to receive annual leave in lieu of holiday leave pay.	22128	5-13-2004
434.8	Pyramiding of Premiums	re-implement the substantive provisions of ELM 15 and so allow payment of Sunday premium to eligible employees who are on continuation of pay status or on military or court leave.	22129	5-27-2004
436.2	Limitations	comply with a ruling of the Merit System Protection Board dating from October 17, 1994, that allowed protections for individuals eligible for veterans' preference in employment matters.	22150	3-17-2005
436.43	Life Insurance Coverage	delete section.	22174	2-16-2006
436.5	Life Insurance Coverage	add section that clarifies how employees in nonpay status, separated employees, and new employees hired due to settlement or decision may obtain life insurance coverage or change in existing coverage once they are returned to duty in a pay status following reinstatement or accession.	22174	2-16-2006
	Erroneous Separation for Retirement	renumber as 436.6.	22174	2-16-2006
436.51	Explanation	renumber as 436.61.	22174	2-16-2006
436.52	Corrective Action	renumber as 436.62.	22174	2-16-2006
		show that employees who separate for retirement erroneously and are restored to service are compensated as if they had worked during the period of erroneous separation rather than given the amount they would have received in retirement payments.	22144	12-23-2004
436.6	Interest on Back Pay	renumber as 436.7.	22174	2-16-2006
436.61	Purpose	renumber as 436.71.	22174	2-16-2006
		clarify the general obligation the Postal Service has in paying interest on back pay claims.	22115	11-13-2003
436.62	Availability of Interest	renumber as 436.72.	22174	2-16-2006
		clarify under what circumstances the Postal Service is required to pay interest on a back pay claim.	22115	11-13-2003

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Chapter 4, Pay Administration				
436.63	Determination of Rate of Interest	renumber as 436.73 and revise text to reflect renumbering of exhibits 436.63a and 436.63b.	22174	2-16-2006
	Determination of Interest	clarify how the Accounting Service Center (ASC) determines the rate of interest to be paid on a back pay claim.	22115	11-13-2003
Exhibit 436.63a	Interest on Back Pay Decisions	renumber as 436.73a.	22174	2-16-2006
		clarify how the ASC determines the rate of interest for an adjustment on a back pay award issued by a court, arbitration, or federal agency decision.	22115	11-13-2003
Exhibit 436.63b	Interest on Back Pay Settlements	renumber as 436.73b.	22174	2-16-2006
436.64	Responsibility	renumber as 436.74.	22174	2-16-2006
452.4	Exceptions to Procedures Found in sections 452.2 and 452.3	give a new title and revise to incorporate the statutory provision in section 31001(h) of the Debt Collection Improvement Act of 1996, codified at 5 U.S.C. section 5514(a)(3), that excludes certain routine intra-agency adjustments of pay from the provisions of section 5514(a)(2).	22133	7-22-2004

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Chapter 4, Pay Administration				
470	Recognition and Awards	reflect that the fiscal year limit for Team Awards is \$2,000.	22137	9-16-2004
		give a new title and revise to provide greater flexibility in granting cash and noncash awards. The revisions include: <ul style="list-style-type: none"> ■ Clarifying the definitions of <i>Service Award</i>, <i>Informal Award</i>, <i>Formal Award</i>, and <i>Special Award</i>, and identifying the employee group eligible for each award. ■ Clarifying the definitions of <i>noncash award</i>, <i>cash equivalent award</i>, and <i>cash award</i>. ■ Clarifying the tax implications of awards. ■ Revising the budget limit for all awards to one half of one percent (0.005%) of the total end of fiscal year salary budget and directing that administration of this budgeted amount be on a performance cluster level. ■ Revising the procedures for requesting 50-year service pins. Updating sample letters of appreciation. ■ Updating eAWARDS payment procedures. ■ Combining award categories, expanding the pool of employees eligible, and increasing the maximum dollar value of cash and cash equivalent awards that may be issued each fiscal year. 	22133	7-22-2004
472.4	Eligibility	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
473.22	Basis	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
473.321	Retirement	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
473.322	Death	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
473.42	Eligibility	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006

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Chapter 4, Pay Administration				
475.23	Eligibility	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
475.32	Eligibility	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
475.341	Comparison to Regular Within-Grade Increases	clarify the determination of the step and next step date for a quality step increase action.	22115	11-13-2003
476.33	Eligibility	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
476.43	Eligibility	comply with Settlement Agreement in Glover v. Potter.	22185	7-20-2006
Chapter 5, Employee Benefits				
512.21	General Policy	clarify that it is the policy in effect at the time an employee enters a career appointment that determines an employee's annual leave category.	22163	9-15-2005
512.24	Service Not Counted	add foreign national service to the list of types of service for which annual leave credit is not allowed.	22142	11-25-2004
512.512	Holidays	explain the charging of annual leave on a worked holiday for full-time employees who have elected to receive annual leave credit in lieu of holiday leave pay.	22146	1-20-2005
512.633	Nonbargaining Unit Annual Leave Exchange	provide a general statement regarding the exchange of annual leave for cash rather than to indicate the exact number of hours allowed.	22116	11-27-2003
512.64	Annual Leave Sharing	show that instructions for the administration of the terms and conditions of the Annual Leave Sharing Program are found in MI EL-510-2003-2, <i>Annual Leave Sharing Program</i> .	22150	3-17-2005
512.65	Annual Leave Credit in Lieu of Holiday Leave Pay	to show that eligible employees may substitute annual leave credit for holiday leave pay and to indicate which leave may be charged to those employees on a worked holiday.	22146	1-20-2005

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Chapter 5, Employee Benefits				
512.73	Lump Sum Terminal Leave Payment	retitle and to (a) clarify the amounts to which employees may be entitled whether or not they separate under the Voluntary Early Retirement Authority (VERA), (b) include all the various kinds of leave that may be represented in the terminal leave payment for nonbargaining and bargaining unit employees, and (c) specify that the beneficiaries or estates of nonbargaining unit employees who die in service receive the same terminal leave payments that the employees would have received if they had separated while living.	22150	3-17-2005
513.1	Purpose	delete paragraph.	22166	10-27-2005
513.11	Sick Leave for Employee Incapacitation	add new section.	22166	10-27-2005
513.12	Sick Leave for Dependent Care	add new section.	22166	10-27-2005
513.32	Conditions for Authorization	change reference 513.1 to 513.12.	22166	10-27-2005
513.411	General	explain the charging of sick leave on a worked holiday for full-time employees who have elected to receive annual leave credit in lieu of holiday leave pay.	22146	1-20-2005
513.421	General	explain the charging of sick leave on a worked holiday for part-time employees who have elected to receive annual leave credit in lieu of holiday leave pay.	22146	1-20-2005
513.72	Reemployment	clarify that sick leave cannot be reccredited when an employee takes a new position that dose not provide sick leave.	22166	10-27-2005
514.1	Definitions	change title to read "Essential Features" and to clarify LWOP and FLSA.	22166	10-27-2005
Exhibit 514.4	Acceptable Reasons and Instructions for LWOP	revise 514.4d(1) to allow employees to request leave without pay without first exhausting sick and annual leave.	22171	1-5-2006
		explain the charging of LWOP on a worked holiday for employees who have elected to receive annual leave credit in lieu of holiday leave pay.	22146	1-20-2005

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Chapter 5, Employee Benefits				
515.52	Particular Circumstances	add new section.	22165	10-13-2005
	New Son or Daughter	renumber as new 515.521 and revise text.	22165	10-13-2005
515.53	Care of Others for Medical Reasons	renumber as new 515.52, revise and add a reference to Form WH-380, <i>Certification of Health Care Provider</i> , to document FLMA qualification of health conditions.	22165	10-13-2005
515.54	Additional Medical Opinions	renumber as new new 515.53 and clarify requirement to provide a third opinion by a health care provider.	22165	10-13-2005
515.55	Employee Incapacitation	renumber as new 515.523 and clarify that documentation is not required for leave without pay (LWOP) due to employee incapacitation.	22165	10-13-2005
515.56	Return to Work After Employee Incapacitation	renumber as new 515.524 and clarify requirement for certification from a health care provider when an employee returns to work after an FMLA-covered absence for incapacitation.	22165	10-13-2005
516.41	General	change the policy regarding what payments a juror may keep when on court leave.	22110	9-04-2003
517.41	General Allowance	allow the time that part-time employees spend on leave without pay due to active duty military service to earn credit toward the 1,040 hours required each fiscal year to receive paid military leave.	22139	10-14-2004
517.431	State or Jurisdiction Duty	clarify the circumstances under which eligible employees are granted additional paid military leave over and above the general allowance to perform military aid to enforce the law in their state or jurisdiction.	22161	8-18-2005
517.542	Choice of Annual Leave or LWOP	<ul style="list-style-type: none"> ■ change title to "Choice of Annual Leave, Sick Leave, or LWOP". ■ clarify the requirements for the use of sick leave while on active duty military service. 	22178	4-13-2006
519.21	Acts of God	omit changes made by PB 22107 and change the title to read "Acts of God."	22115	11-13-2003
		revise the title by adding "and Civil Disorders."	22107	7-24-2003

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Chapter 5, Employee Benefits				
519.211	General	omit changes made by PB 22107.	22115	11-13-2003
		incorporate civil disorders into the provisions.	22107	7-24-2003
519.212	Authorizing Administrative Leave for Acts of God and Civil Disorders	omit changes made by PB 22107.	22115	11-13-2003
		revise the title by adding "and Civil Disorders" and incorporate civil disorders into the provisions.	22107	7-24-2003
519.213	Determining the Cause of Absense	omit changes made by PB 22107.	22115	11-13-2003
		incorporate civil disorders into the provisions.	22107	7-24-2003
519.214	Early Dismissal Due to Acts of God and Civil Disorders	omit changes made by PB 22107.	22115	11-13-2003
		revise the title by adding "and Civil Disorders" and incorporate civil disorders into the provisions.	22107	7-24-2003
519.215	Employees Prevented From Reporting	omit changes made by PB 22107.	22115	11-13-2003
		incorporate civil disorders into the provisions.	22107	7-24-2003
519.22	Civil Disorders	omit changes made by PB 22107 and replace text of 519.22 that was deleted.	22115	11-13-2003
		replace text with the information previously provided in section 519.23.	22107	7-24-2003
519.23	Relocation	re-add section from ELM 17.3 because policies given in ELM 17.3 remain in effect.	22115	11-13-2003
519.4	National Day of Observance	provide guidance for any national day of observance that the postmaster general declares subsequent to the declaration of a national day of observance by Executive Order of the president of the United States.	22151	3-31-2005
519.6	Nonbargaining Unit Personal Absence	add 519.6 through 519.652.	22085	9-19-2002
519.62	Policy	clarify that absences due to conditions covered by FMLA are among those partial-day absences that may be requested.	22155	5-26-2005
519.632	Partial-Day Absences	emphasize that managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours.	22155	5-26-2005
520	Health Benefits	edit throughout for consistency of presentation and conformance to Postal Service editorial style.	22109	8-21-2003

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Chapter 5, Employee Benefits				
521.411	Responsibility of Employing Office	delete the second paragraph, which was redundant.	22109	8-21-2003
521.423	Foster Children	modify the "Note" to indicate that a sample certification form is found in Exhibit 521.423, Certification of Foster Children. Exhibit 521.43 is revised to elaborate on the certification requirements per OPM guidance.	22109	8-21-2003
521.613	Employing Office Responsibility	correct the title of SF 2809 to <i>Health Benefits Election Form</i> , and to add the <i>PostalEASE</i> Federal Employees Health Benefits (FEHB) Worksheets.	22163	9-15-2005
521.621	Eligible for Coverage	indicate that RI 70-5, <i>Guide to Federal Employee Health Benefit Plans for TCC and Former Spouse Enrollees</i> , is sent to an eligible former spouse.	22109	8-21-2003
521.711	Eligible for Coverage	modify item d to show that former spouses awaiting approval or disapproval from OPM are among those who are eligible for temporary continuation of coverage	22109	8-21-2003
523	Enrollment	reflect a new title.	22109	8-21-2003
523.1	Initial	substitute the <i>PostalEASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
523.2	Employees Declines to Enroll	substitute the <i>PostalEASE</i> FEHB Worksheet for the SF 2809 and to substitute the employee identification number for the Social Security number.	22163	9-15-2005
523.33	Procedures for Documenting Late Enrollment	substitute the <i>PostalEASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
523.6	Enrollment by a Former Spouse	reflect a new title.	22109	8-21-2003
523.61	Enrollment Form	substitute the employee identification number for the Social Security number.	22163	9-15-2005
		indicate that all former spouse SFs 2809, <i>Employee Health Benefits Election Form — Federal Employees Health Benefits Program (FEHB)</i> , are forwarded to the National Finance Center (NFC) rather than to the Eagan Retirement Branch. The title of the section is also revised.	22109	8-21-2003

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Chapter 5, Employee Benefits				
523.632	Contents of File	add the <i>Postal/EASE</i> FEHB Worksheet.	22163	9-15-2005
		restructure text under item f which becomes items 1 through 6 and "Payroll's" is replaced by "NFC."	22109	8-21-2003
523.634	Disposition of File	indicate that it is the NFC that maintains the file and to clarify the terms under which the personnel office maintains records.	22109	8-21-2003
524.12	Self and Family	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
524.32	Procedures to Be Followed by Employing Office	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
524.529	Change to Self Only	elaborate on circumstances considered "qualified life status changes."	22109	8-21-2003
524.531	Change in Marital Status	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
		include at item a(1) common law marriage under the criteria for change in status and at item c to clarify the provision for new spouse enrollment.	22102	8-21-2003
524.542	Name Change	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
524.62	Change to Self Only	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
		clarify change to Self Only depending on whether premiums are paid on a pretax basis or an after-tax basis.	22102	8-21-2003
524.64	All Other Enrollments or Changes in Enrollment	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
524.71	Cancellation by Employee	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
524.773	Application for Conversion	clarify the time frame within which application for conversion can be made.	22102	8-21-2003
524.774	Late Conversion	clarify the steps to be taken when an application for conversion is belated. Subsequent sections are renumbered 524.775 and 524.776, respectively.	22102	8-21-2003
524.831	Tax Benefits	delete obsolete information indicating that a pre-tax benefit is not available under FEHB.	22102	8-21-2003

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Chapter 5, Employee Benefits				
524.832	Career Employees	add occurrence of a qualified life status change as an opportunity for waiver of pretax basis for payment of premiums.	22102	8-21-2003
524.833	Certain Noncareer and Transitional Employees	add occurrence of a qualified life status change as an opportunity to elect payment of premiums on a pretax basis.	22102	8-21-2003
524.84	Health Benefits Schedule	indicate that Publication 12, <i>Health Benefits Open Season Administrative and Processing Information</i> , is available on the Postal Service intranet and to eliminate reference to cost information.	22102	8-21-2003
524.921	New Enrollment	clarify the effective date of a new enrollment.	22102	8-21-2003
524.922	Change in Enrollment	replace "employing office" with "NFC."	22102	8-21-2003
524.93	Payment of Premiums	replace "Eagan ASC" with "NFC."	22102	8-21-2003
524.95	Cancellation of Enrollment	replace "employing office" with "NFC."	22102	8-21-2003
524.965	Former Spouse	replace "employing office" with "NFC."	22102	8-21-2003
524.966	National Finance Center Responsibility	show in the title and in the text the role of the NFC in terminating health coverage for former spouses.	22102	8-21-2003
525.132d	Health Benefits Refund Program	set forth procedures for processing health benefits refunds in a manner appropriate to the accounting shared services environment.	22152	4-14-2005
525.141	Reporting to OWCP	clarify that injury compensation personnel annotate OWCP Form CA-7/20, <i>Claim for Compensation on Account of Traumatic Injury or Occupational Disease/Attending Physician's Report</i> .	22102	8-21-2003
Exhibit 525.142	Transfer of FEHB Enrollment to OWCP	add the <i>PostalEASE</i> FEHB History Report.	22163	9-15-2005
525.146	On LWOP Ten Months, But Enrollment Not Transferred	show in the title and in item a that the time period is 10 months rather than 8 months in accordance with OPM guidance.	22102	8-21-2003
525.222	Procedures to Be Followed by Employing Office	correct the title of PS Form 3111, <i>Federal Employees Health Benefits (FEHB) Coverage or Termination While in Leave Without Pay (LWOP) Status</i> , and to note that it is found on the Postal Service Intranet.	22163	9-15-2005

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Chapter 5, Employee Benefits				
525.322	Return in Exercise of Reemployment Rights	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
525.422	Transferring Enrollment to OPM	add the <i>Postal/EASE</i> FEHB History Report.	22163	9-15-2005
Exhibit 525.422	Memorandum About FEHB Enrollment	add the <i>Postal/EASE</i> FEHB History Report.	22163	9-15-2005
525.52	Enrollment Eligibility Both as a Employee and as a Survivor	clarify terms under which a surviving spouse may apply for reinstatement of annuitant- or survivor-acquired health benefits enrollment.	22102	8-21-2003
525.7	Move Outside Service Area of a Comprehensive Plan	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
526.322	Time Limitation	delete reference to the SF 2809.	22163	9-15-2005
526.512	New Enrollment	substitute the <i>Postal/EASE</i> FEHB Worksheet for the SF 2809.	22163	9-15-2005
533.224	Birthdays and Pay Periods	clarify policy on birthdays and pay periods for optional insurance purposes.	22113	10-16-2003
533.225	Insufficient Pay to Cover Optional Insurance Withholdings	delete existing item a, renumber current b and c as new a and b.	22182	6-8-2006
546.141	General	comply with Settlement Agreement in <i>Glover v. Potter</i> .	22185	7-20-2006
560	Civil Service Retirement Program	change reference from <i>Office of Personnel Management CSRS/FERS Handbook</i> to <i>CSRS and FERS Handbook for Personnel and Payroll Offices</i> .	22198	1-18-2007
569.1	Retirement Counseling	revise section throughout to: <ul style="list-style-type: none"> ■ update regulatory material from OPM. ■ define Postal Service internal policy with regard to OPM regulations. 	22198	1-18-2007
569.11	Responsibility	change "District Managers" to "the Postal Service" and "their employees" to "Postal Service employees."	22198	1-18-2007
569.12	Retirement Annuity Estimates	<ul style="list-style-type: none"> ■ change title from "National Retirement Counseling System (NARECS)" to "Retirement Annuity Estimates." ■ clarify NARECS' responsibilities. ■ delete 589.121 through 589.128. 	22198	1-18-2007
569.121	Purpose	delete.	22198	1-18-2007

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Chapter 5, Employee Benefits				
569.122	Content	delete.	22198	1-18-2007
569.123	Individual Counseling	delete.	22198	1-18-2007
569.124	Interview	delete.	22198	1-18-2007
569.125	Check List for Pre-Retirement Interviews	delete.	22198	1-18-2007
569.126	Certified Summary of Federal Service	delete.	22198	1-18-2007
569.127	Information Reference	delete.	22198	1-18-2007
569.128	Advice to Employee	delete.	22198	1-18-2007
569.13	Group Retirement Information Programs	<ul style="list-style-type: none"> ■ change title from “Survivor Counseling and Assistance” to “Group Retirement Information Programs.” ■ delete text. ■ add 569.131 and 569.132. 	22198	1-18-2007
569.131	Nature of Group Programs	provide guidance for conducting group retirement information programs for CSRS employees.	22198	1-18-2007
569.132	Group Program Content	provide guidance on subjects that may be covered in group retirement information programs.	22198	1-18-2007
569.14	Individual Retirement Counseling	change title from “Group Counseling and Assistance” to “Individual Retirement Counseling.”	22198	1-18-2007
569.141	Nature of Individual Counseling	<ul style="list-style-type: none"> ■ change title from “Objectives and Responsibility” to “Nature of Individual Counseling.” ■ describe retirement counseling provided by HRSSC retirement specialists. 		
569.142	Counseling Session Content	<ul style="list-style-type: none"> ■ change title from “Location and Participation” to “Counseling Session Content.” ■ describe items to be covered in individual counseling and the responsibilities of the HRSSC retirement specialist. 	22198	1-18-2007
569.143	Advice to Employee	<ul style="list-style-type: none"> ■ change title from “Suggestions for Program Content” to “Advice to Employee.” ■ clarify that the retirement counselor provides information, but final choices are made by the employee. 	22198	1-18-2007

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Chapter 5, Employee Benefits				
580	Federal Employees Retirement System	change reference from <i>Office of Personnel Management CSRS/FERS Handbook</i> to <i>CSRS and FERS Handbook for Personnel and Payroll Offices</i> .	22198	1-18-2007
589.1	Retirement Counseling	revise section throughout to: <ul style="list-style-type: none"> ■ update regulatory material from OPM. ■ define Postal Service internal policy with regard to OPM regulations. 	22198	1-18-2007
589.11	Responsibility	change "District Managers" to "the Postal Service" and "their employees" to "Postal Service employees."	22198	1-18-2007
589.12	Retirement Annuity Estimates	<ul style="list-style-type: none"> ■ change title from "National Retirement Counseling System (NARECS)" to "Retirement Annuity Estimates." ■ clarify NARECS' responsibilities. ■ delete 589.121 through 589.124. 	22198	1-18-2007
589.121	Purpose	delete.	22198	1-18-2007
589.122	Content	delete.	22198	1-18-2007
589.123	Individual Counseling	delete.	22198	1-18-2007
589.124	Advice to Employee	delete.	22198	1-18-2007
589.13	Group Retirement Information Programs	<ul style="list-style-type: none"> ■ change title from "Group Counseling and Assistance" to "Group Retirement Information Programs." ■ delete text. ■ Delete 589.133 and 589.134. 	22198	1-18-2007
589.131	Nature of Group Programs	<ul style="list-style-type: none"> ■ change title from "Objectives and Responsibility" to "Nature of Group Programs." ■ provide guidance for conducting group retirement information programs for FERS employees. 	22198	1-18-2007
589.132	Group Program Content	<ul style="list-style-type: none"> ■ change title from "Frequency" to "Group Program Content." ■ provide guidance on subjects that may be covered in group retirement information programs. 	22198	1-18-2007
589.133	Location and Participation	delete.	22198	1-18-2007

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Chapter 5, Employee Benefits				
589.134	Suggestions for Program Content	delete.	22198	1-18-2007
589.14	Individual Retirement Counseling	add section.	22198	1-18-2007
589.141	Nature of Individual Counseling	add section that describes retirement counseling provided by HRSSC retirement specialists.	22198	1-18-2007
589.142	Counseling Session Content	add section that describes items to be covered in individual counseling and the responsibilities of the HRSSC retirement specialist.	22198	1-18-2007
589.143	Advice to Employee	add section to clarify that the retirement counselor provides information, but final choices are made by the employee.	22198	1-18-2007
Chapter 6, Employee Relations				
620	Contests	revise section throughout to clarify policies related to contests, including types of awards and approval authority.	22188	8-31-2006
621	Scope	broaden the scope to include all contests and related awards.	22188	8-31-2006
622	Objective	<ul style="list-style-type: none"> ■ clarify the definition of “contest.” ■ require specific start and end dates. 	22188	8-31-2006
623.1	Approval Authorities	refine the list of approval authorities.	22188	8-31-2006
623.32	Area Functional Managers	<ul style="list-style-type: none"> ■ change title from “Other Personnel” to “Area Functional Managers.” ■ specify the responsibilities of area functional managers. ■ delete 623.321, 623.322, and 623.323. 	22188	8-31-2006
623.4	Executive Committee Member	<ul style="list-style-type: none"> ■ change title from “Senior Management” to “Executive Committee Member.” ■ specify the responsibilities of Executive Committee members. ■ delete 623.41, 623.42, and 623.43. 	22188	8-31-2006
624.1	Criteria	<ul style="list-style-type: none"> ■ eliminate item a, which specifies the amount to be spent. ■ renumber subsequent items. 	22188	8-31-2006

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Chapter 6, Employee Relations				
624.2	Structure	<ul style="list-style-type: none"> ■ change “associate offices” to “Post Offices.” ■ specify that contests must include all individuals involved in the activity at the organizational level of the contest. 	22188	8-31-2006
625.1	Eligibility	rewrite to eliminate 625.11 and 625.12.	22188	8-31-2006
626.1	Acceptable	remove a sentence from 626.1e because the information is explained more adequately in 470.	22200	2-15-2007
		<ul style="list-style-type: none"> ■ eliminate 626.11, 626.12, 626.13, and 624.14 and replace them with an ordered list. ■ refine item a to specify types of noncash awards. ■ add item e to specify maximum value. 	22188	8-31-2006
626.2	Unacceptable	change “savings bonds” to “cash equivalent items.”	22188	8-31-2006
627.1	Number and Types of Contests	eliminate 627.11 and 627.12 and replace them with an ordered list.	22188	8-31-2006
627.21	District and Plant Contests	<p>indicate that total annual expenditure:</p> <ul style="list-style-type: none"> ■ is determined by the district manager or senior plant manager. ■ should be offset by operational savings. 	22188	8-31-2006
627.22	Area Contests	change from passive to active voice.	22188	8-31-2006
627.23	National Contests	assign approval of the amount allocated to the Executive Committee member.	22188	8-31-2006
632	Eligibility	comply with Settlement Agreement in <i>Glover v. Potter</i> .	22185	7-20-2006
634.31	Amounts	specify policy about ideas implemented locally.	22115	11-13-2003
635	Records	reflect the addition of eIDEAS to the Ideas Program.	22115	11-13-2003
636.2	Payment	show that technology, specifically eAwards, is used to process payments.	22115	11-13-2003
Exhibit 636.1	Idea Proposal Processing Summary	indicate the electronic process for submitting idea proposals.	22115	11-13-2003

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Chapter 6, Employee Relations				
651	Disciplinary and Emergency Procedures	add new subsections and renumber.	22098	3-20-2003
651.2	Representation	clarify representation prohibitions and add an employee's right for representation during disciplinary investigative questioning.	22098	3-20-2003
651.3	Nondisciplinary Corrective Measures	add language to reinforce managers' and supervisors' responsibilities for subordinate employees' performance improvement.	22098	3-20-2003
651.4	Emergency Placement in Off-Duty Status	add alcohol/drug impairment language and a provision for dealing with behavior potentially injurious to self or other employees.	22098	3-20-2003
651.5	Letters of Warning	add retention timeframe.	22098	3-20-2003
651.6	Letters of Warning in Lieu of Time-Off Suspensions	incorporate applicable parts of Management Instruction (MI) EL-650-96-3.	22098	3-20-2003
651.61	Policy	incorporate applicable parts of MI EL-650-96-3.	22098	3-20-2003
651.62	Implementation	incorporate applicable parts of MI EL-650-96-3.	22098	3-20-2003
651.63	Notice	incorporate applicable parts of MI EL-650-96-3.	22098	3-20-2003
651.64	Response	incorporate applicable parts of MI EL-650-96-3.	22098	3-20-2003
651.65	Decision	incorporate applicable parts of MI EL-650-96-3 and add a 30-calendar-day time-frame for the deciding official to render a decision.	22098	3-20-2003
651.66	Retention	incorporate applicable parts of MI EL-650-96-3 and change the retention period of Letters of Warning in Lieu of Time-Off Suspensions from 3 years to 2 years.	22098	3-20-2003
651.7	Adverse Actions	incorporate material previously given in 651.6.	22098	3-20-2003
651.71	Definition	provide material previously given in 651.61.	22098	3-20-2003
651.72	Policy	provide material previously given in 651.62.	22098	3-20-2003
651.73	Notice	provide material previously given in 651.63.	22098	3-20-2003
651.74	Response	provide material previously given in 651.64 and add new language.	22098	3-20-2003

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Chapter 6, Employee Relations				
651.75	Decision	provide material previously given in 651.65 and include 60-calendar-day time limit for a deciding official to render a decision in an adverse action.	22098	3-20-2003
651.76	Duty Status	provide material previously given in 651.66 and explain disposition of a case.	22098	3-20-2003
651.77	Exceptions to Thirty-Day Notice	to add material previously given in 651.67.	22098	3-20-2003
652	Appeal Procedures	give new title and renumber	22098	3-20-2003
652.1	Scope	replace the word "grievance" with the word "appeal".	22098	3-20-2003
652.21	Coverage	delete reference to 14 day or less suspensions because they are not adverse actions.	22098	3-20-2003
652.22	Exclusion	provide material previously given in 652.212.	22098	3-20-2003
652.23	Appeal to Step 1	renumber.	22098	3-20-2003
652.231	Field Employees	provide material previously given in 652.212 and make the Headquarters vice president Labor Relations or designee the Step 1 official for adverse actions instead of the Area vice president.	22098	3-20-2003
652.232	Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees	provide material previously given in 656.222	22098	3-20-2003
652.233	Exceptions	provide material previously given in 656.223	22098	3-20-2003
652.241	Action If No Hearing Requested	include instruction for the Step 1 official to issue a final decision within 21 calendar days; previously was 652.231	22098	3-20-2003
652.242	Action When Hearing Requested	provide for the assignment of a neutral hearing officer within 10 calendar days of a hearing request and for a hearing to be held no later than 75 calendars days after a neutral hearing officer is assigned; previously was 652.232	22098	3-20-2003
652.243	Management Obligation for Witnesses	add a provision for witnesses to testify via alternative means when unable to attend a hearing in person; previously was 652.233	22098	3-20-2003

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Chapter 6, Employee Relations				
652.245	Noninterference Rule	provide material previously given in 652.235	22098	3-20-2003
652.246	Transcript	provide material previously given in 652.236	22098	3-20-2003
652.247	Attorney Fees	clarify that attorney fees are not applicable to appeals covered in 650	22098	3-20-2003
652.25	Post Hearing	add subsections 652.251, Hearing Officer Action, and 652.252, Step 1 Official Action, to provide for a proposed decision (vs. a finding of fact) by the neutral hearing officer prior to the Step 1 official's final decision and to add processing timeframes	22098	3-20-2003
652.3	Appeal of Letters of Warning in Lieu of Time-off Suspensions and/or Time-off Suspensions for Office of Inspector General Employees	incorporate appeals provisions from MI EL-650-96-3	22098	3-20-2003
652.4	Other Appealable Actions	delete the word "grievance" and replace it with "appeal(s)" and include OIG coverage	22098	3-20-2003
652.41	Coverage	change EAS levels to conform to recent level increases; previously was 652.31	22098	3-20-2003
652.42	Step A	renumber; previously was 652.32	22098	3-20-2003
652.43	Step B	renumber; previously was 652.33	22098	3-20-2003
652.44	Review	renumber; previously was 652.34	22098	3-20-2003
652.5	Alternative Dispute Resolution	include provisions for mediation for letters of warning in lieu of time-off suspensions and for adverse actions	22098	3-20-2003
661	Statutory Provisions	revise the title.	22152	4-14-2005
661.1	Laws Referenced in This Manual	incorporate the contents of former 665.1.	22152	4-14-2005
661.2	Application to Postal Employees	incorporate the contents of former 665.2, except that former sections 665.2a and 665.2bb are deleted. Other sections of former 665.2 are renumbered and/or updated due to regulatory changes.	22152	4-14-2005
661.3	Standards of Conduct	delete the entire section (ethics information moved to 662.1).	22152	4-14-2005

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Chapter 6, Employee Relations				
661.4	Conflicts of Interest	delete the entire section (information regarding financial disclosures by employees is now contained in 662.2; information regarding employment conflicts of interest is now contained in 662.1; information regarding conflicts of interest regarding gifts, entertainment, and favors is now contained in 662.1).	22152	4-14-2005
661.5	Other Prohibited Conduct	move to section 665.2.	22152	4-14-2005
661.6	Indebtedness	delete the entire section.	22152	4-14-2005
661.7	Provisions Concerning Special Postal Service Employees	delete the entire section.	22152	4-14-2005
661.8	Ethical Conduct Advisory Service and Remedial Action	delete the entire section except for subsections 661.812 and 661.813 regarding ethics officials and advice, which were moved to 662.12 and 662.11, respectively.	22152	4-14-2005
662.1	Publication	incorporate former 661.1, 661.2, 661.3, 661.42, and 661.43.	22152	4-14-2005
662.11	Ethics Advice	incorporate former 661.813 and add that information given to ethics officials is not protected by the attorney-client privilege.	22152	4-14-2005
662.12	Ethics Officials	incorporate former 661.812 and revise the titles of the positions from which employees may receive ethics advice.	22152	4-14-2005
662.2	Financial Disclosure	incorporate information previously contained in former 661.41; refers employees to the applicable section in the Code of Federal Regulations (CFR) and to Management Instruction EL-660-97-1.	22152	4-14-2005
663.111	Employees Included	reword for clarity.	22152	4-14-2005
663.112	Employees Excluded	reword for clarity.	22152	4-14-2005
663.113	Nonpartisan Office	incorporate the provisions of former 663.221.	22152	4-14-2005
663.114	Employee Responsibility	incorporate the provisions of former 663.222.	22152	4-14-2005
663.115	Prohibition Against Conflict	incorporate the provisions of former 663.223.	22152	4-14-2005
663.116	Campaign While on Leave	incorporate the provisions of former 663.224.	22152	4-14-2005

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Chapter 6, Employee Relations				
663.12	Additional Prohibited Political Activities	amend 663.12b to prohibit wearing of political badges or buttons on duty and/or while in uniform regardless of whether the employee deals with or is exposed to the public.	22152	4-14-2005
663.13	Investigation and Enforcement	is revised to clarify the process and to delete the CFR reference.	22152	4-14-2005
663.21	General	increase clarity.	22152	4-14-2005
663.31	Prohibition Against Participation	add a title and make minor changes in wording.	22152	4-14-2005
663.32	Prohibition Against Sponsorship	add a title.	22152	4-14-2005
663.33	Exceptions	add "title and change the reference from "APMG, Employee Relations" to "area manager of Human Resources."	22152	4-14-2005
664	Bribery, Undue Influence, or Coercion	update titles and addresses and to add the Office of Inspector General and the Assistant Inspector General for Investigations to the list of entities where copies of reports must be sent, and to delete reference to the Chief Postal Inspector.	22152	4-14-2005
665	Postal Service Standards of Conduct	Revise the title and contents.	22152	4-14-2005
665.1	General Expectations	add a new heading.	22152	4-14-2005
665.11	Loyalty	incorporate former 666.3 and make minor revisions to wording.	22152	4-14-2005
665.12	Performance of Public Duties	incorporate former 666.4 and make minor revisions to wording.	22152	4-14-2005
665.13	Discharge of Duties	incorporate former 666.1.	22152	4-14-2005
665.14	Reporting Violations	incorporate former 666.52 and to reflect the realignment of OIG and Inspection Service responsibilities.	22152	4-14-2005
		reflect the requirement to report alleged violations of Postal Service laws and employee misconduct, including theft of mail, to the Office of Inspector General.	22194	11-23-2006
665.15	Obedience to Orders	incorporate former 666.51 and make minor revisions to wording.	22152	4-14-2005
665.16	Behavior and Personal Habits	incorporate former 666.2 and 661.53 and add a reference to the applicability of the Federal Standards of Ethical Conduct described in revised 662.1.	22152	4-14-2005

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665.2	Prohibited Conduct	incorporate former 661.5 and delete "Other" from the heading.	22152	4-14-2005
665.21	Incomplete Mail Disposition	incorporate former 666.85 and add a citation to 18 U.S.C. 1700.	22152	4-14-2005
665.22	Unofficial Recommendations	add a prohibition against employees making recommendations of persons to be employed by the Postal Service as consultants, agents, etc., unless such recommendations are part of their official duties.	22152	4-14-2005
665.23	Discrimination	incorporate former 661.51 and add a prohibition against discrimination on the basis of marital and parental status, sexual orientation, and reprisal for EEO activity.	22152	4-14-2005
665.24	Violent and/or Threatening Behavior	add a prohibition against violence and threats of violence in the workplace environment.	22152	4-14-2005
665.25	Illegal Drug Sale, Use, or Possession	incorporate former 661.55 and revise by adding prohibitions against sale and possession of illegal drugs and against abuse of legal drugs while on duty or on postal premises.	22152	4-14-2005
665.26	Intoxicating Beverages	incorporate former 661.54 and revise by deleting the first sentence and adding provisions for disciplinary action.	22152	4-14-2005
665.27	Gambling	incorporate former 661.56 and add a reference to the Randolph-Sheppard Act.	22152	4-14-2005
665.3	Cooperation in Investigations	incorporate former 666.6 and add a reference to cooperation in OIG investigations.	22152	4-14-2005
665.4	Attendance	to incorporate title from 666.8.	22152	4-14-2005
665.41	Requirement of Regular Attendance	to incorporate former 666.81, revise the heading, and add a provision that failure to meet this requirement could result in disciplinary action, including removal.	22152	4-14-2005
665.42	Absence Without Permission	incorporate former 666.82, to add a provision that failure to meet this requirement could result in disciplinary action, and to add information regarding the Family Medical Leave Act (FMLA).	22152	4-14-2005
665.43	Tardiness	incorporate former 666.83 and make minor revisions to language.	22152	4-14-2005

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665.44	Falsification in Recording Time	incorporate former 666.84 and to add a provision that falsification in recording time could result in criminal prosecution.	22152	4-14-2005
665.5	Furnishing Address	incorporate former section 666.7 and to update the methods that must be used to change an employee mailing address.	22152	4-14-2005
665.6	Disciplinary Action	incorporate 666.86 and to make minor revisions to language.	22152	4-14-2005
666.1	Prohibited Personnel Practices	incorporate title of former 668.1	22152	4-14-2005
666.1	Restrictions	incorporate title of former 668.11.	22152	4-14-2005
666.11	Applicability of Restrictions	incorporate former 668.111 and revise the title.	22152	4-14-2005
666.12	Prohibited Discrimination	incorporate former 668.112.	22152	4-14-2005
666.12a	Political Affiliation	incorporate former 668.112a.	22152	4-14-2005
666.12b	Individual Status	combine former 668.112b and 668.112c and add a prohibition against discrimination based on reprisal for protected activity, parental status, and sexual orientation in connection with examination, appointment, reappointment, reinstatement, reemployment, promotion, transfer, demotion, removal, or retirement.	22152	4-14-2005
666.12c	Conduct That Does Not Adversely Impact Performance	incorporate former 668.112d.	22152	4-14-2005
666.13	Nepotism	incorporate former 668.113.	22152	4-14-2005
666.14	Improper Employment and Placement Practices	incorporate former 668.114.	22152	4-14-2005
666.15	Improper Recommendations	incorporate former 668.115.	22152	4-14-2005
666.16	Coercion of Political Activity	incorporate former 668.116.	22152	4-14-2005
666.17	Reprisal for Exercising Appeal Rights	incorporate former 668.117.	22152	4-14-2005

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666.18	Reprisal for Release of Information	incorporate former 668.118; revise to indicate that disclosure of information under 666.18a and b that is specifically prohibited by law does not carry protection against reprisal. Further revisions provide that any disclosures made under section 666.18a and b to the Inspector General of the Postal Service are not prohibited by law unless the complaint was made or the information was disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.	22152	4-14-2005
666.2	Remedies	incorporate title of 668.12.	22152	4-14-2005
666.21	General	incorporate 668.121; make minor changes to language.	22152	4-14-2005
666.22	Equal Employment Opportunity Complaint Procedures	incorporate 668.122, make minor changes to language, update the time limit for filing EEO Complaints, add reprisal as a basis, and change the citation from "675" to "Publication 133, <i>What You Need to Know About EEO.</i> "	22152	4-14-2005
666.23	Adverse Action Appeals to the Merit Systems Protection Board	incorporate 668.124, update the time limit for appeals to the Merit Systems Protection Board (MSPB), and add that preference eligible employees may appeal reduction-in-force actions to the MSPB.	22152	4-14-2005
666.24	Grievance Procedures	incorporate 666.123 and update to reflect the provisions of 652.4 regarding grievance procedures for nonbargaining unit employees.	22152	4-14-2005
666.25	Nonbargaining Unit Appeals Procedures	incorporate 668.125; replace the 6-month continuous service requirement with the requirement to be a nonprobationary employee in order to be eligible to appeal an adverse action under 652.2, add a reference to 652.2 for appeals of adverse actions, and add a reference to 652.3 for appeals of letters of warning in lieu of time-off suspensions.	22152	4-14-2005

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666.26	Other Appeal Procedures for Prohibited Personnel Practices	incorporate 668.126; revise title; change the position to which such appeals are sent to the Vice President, Labor Relations; revise procedures for allegations of violations of law to show such violations are referred to the Inspection Service and/or the Office of Inspector General.	22152	4-14-2005
666.3	Whistleblower Protection	add procedures for investigations by the Office of Inspector General (OIG) of allegations of reprisal for the release of information under section 666.18 raised by Postal Service employees; and to provide that such allegations raised by OIG employees will be referred to an outside organization or individual for investigation.	22152	4-14-2005
667	Service Matters	incorporate former title of 668.2.	22152	4-14-2005
667.1	General Service Behavior	add new section title.	22152	4-14-2005
667.11	Compiling Directories	incorporate former 668.21.	22152	4-14-2005
667.12	Engaging in Campaigns for Changes in Mail Service	incorporate former 668.22.	22152	4-14-2005
667.13	Paying for Exchange of Positions	incorporate former 668.23.	22152	4-14-2005
667.14	Manufacture of Rural Mailboxes	incorporate former 668.24.	22152	4-14-2005
667.15	Loitering	incorporate former 668.25.	22152	4-14-2005
667.16	Controversies With the Public	incorporate former 668.26.	22152	4-14-2005
667.17	Obstructing the Mail	incorporate former 668.27.	22152	4-14-2005
667.18	Giving Testimony or Campaigning for Additional Transportation Services	incorporate former 668.28.	22152	4-14-2005
667.2	Interception of Oral or Wire Communications by Postal Employees	incorporate title of former 668.29.	22152	4-14-2005
667.21	Prohibition	incorporate former 668.291.	22152	4-14-2005

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Chapter 6, Employee Relations				
667.22	Exceptions	incorporate former 668.292; add that investigations by the Office of Inspector General are also excepted, and add provisions for call monitoring programs for legitimate business purposes provided they comply with applicable federal statutes and regulations.	22152	4-14-2005
667.23	Definitions	incorporate former 668.293 and update United States Code citation.	22152	4-14-2005
667.3	Records, Information, and Associated Processing Systems and Equipment	incorporate title of former 668.3.	22152	4-14-2005
667.31	Purpose of Controls	incorporate former 668.31, revise the title, and update section references.	22152	4-14-2005
667.32	Prohibited Disclosures	incorporate title of former 668.32.	22152	4-14-2005
667.321	General	incorporate former 668.321.	22152	4-14-2005
667.322	Personal Information	incorporate former 668.322.	22152	4-14-2005
667.323	Trade Information	incorporate former 668.323, update the ASM reference, and add a reference to Handbook AS-353.	22152	4-14-2005
667.33	Prohibited Uses	incorporate title of former 668.33.	22152	4-14-2005
667.331	Personal Use	incorporate former 661.52 and 668.331 and add provisions for limited personal use of postal office equipment.	22152	4-14-2005
667.332	Damage	incorporate former 668.332 and add that employees will be held accountable for damage under certain conditions.	22152	4-14-2005
667.333	Bypassing Security Controls	incorporate former 668.333 and add a citation to the ASM.	22152	4-14-2005
667.334	Sanctions for Misuse	add possible sanctions for misuse of postal equipment.	22152	4-14-2005
667.34	Protection Responsibilities	incorporate former 668.34 and add that information about customers must be protected from unauthorized use or disclosure.	22152	4-14-2005
667.35	Reporting Violations	incorporate former 668.35 and update section references.	22152	4-14-2005
668	Legal Assistance Provided by the Postal Service	incorporate title from former 667.	22152	4-14-2005

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Chapter 6, Employee Relations				
668.1	Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases	incorporate title from former 667.1.	22152	4-14-2005
668.11	General	incorporate former 667.11 and 667.21. The separate provisions for handling civil suits arising out of employee operation of motor vehicles in former 667.1 is deleted. Requests for legal representation for civil proceedings and state criminal proceedings against employees for actions which were performed in performance of their official duties will be handled under revised section 668.1. The reference to the Federal Tort Claims Act is expanded to include all of 28 U.S.C. 2679.	22152	4-14-2005
668.12	Procedure for Requesting Legal Representation by the Department of Justice	incorporate title of former 667.22.	22152	4-14-2005
668.121	Employee Responsibilities	delete the provisions of former 667.12 and incorporate the provisions of former 667.221.	22152	4-14-2005
668.122	Installation Head or Higher Level Official Responsibilities	delete the provisions of former 667.13 and incorporate the provisions of former 667.222 and amend former 667.22 by adding a requirement at 668.122a for the installation head to submit a statement to the area managing counsel that states if he/she believes the employee was acting within the scope of his/her employment.	22152	4-14-2005
668.123	Postal Inspection Service and Office of Inspector General	incorporates former 667.223 and adds provisions for OIG employees to follow procedures established by the Inspector General to request representation by the Department of Justice rather than the procedures in 668.	22152	4-14-2005
668.124	Criteria for Granting Representation	incorporate former 667.23.	22152	4-14-2005
668.125	Department of Justice Representation	incorporate former 667.3.	22152	4-14-2005

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Chapter 6, Employee Relations				
668.2	Reimbursement of Employees for Legal Fees, Judgments, and Settlements	incorporate title of former 667.4.	22152	4-14-2005
668.21	Legal Fees	incorporate former 667.41.	22152	4-14-2005
668.22	Judgments and Settlements	incorporate former 667.42.	22152	4-14-2005
668.23	Criteria for Reimbursement	incorporate former 667.43.	22152	4-14-2005
668.3	USPS Governors and Officers	incorporate former 667.5 and delete PCES and headquarters employees from the title and remove applicability of this section to them.	22152	4-14-2005
668.31	Requests for Legal Representation	incorporate former 667.51.	22152	4-14-2005
668.32	Legal Fees	incorporate former 667.52.	22152	4-14-2005
668.33	Judgments and Settlements	incorporate former 667.53 and revise title.	22152	4-14-2005
669a	Postal Service	incorporate former 669a and make minor changes to wording.	22152	4-14-2005
669b	Employee	incorporate former 669b and delete reference to "special Postal Service employee."	22152	4-14-2005
669c	Person	incorporate former 669d.	22152	4-14-2005
669d	Official responsibility	incorporate former 669f.	22152	4-14-2005
669e	Employee's interests	incorporate former 669g.	22152	4-14-2005
669f	Business dealings with the Postal Service	incorporate former 669h.	22152	4-14-2005
669g	The Standards of Ethical Conduct	incorporate former 669i.	22152	4-14-2005
669h	Property	incorporate former 669j.	22152	4-14-2005
669i	Information system	incorporate former 669k.	22152	4-14-2005
669j	Office equipment	add a definition of included office equipment.	22152	4-14-2005
669k	Personnel action	add a definition and specific examples of "personnel actions."	22152	4-14-2005
Chapter 7, Training and Development				
721.2	Areas	revise item d to comply with Settlement Agreement in Glover v. Potter.	22181	5-25-2006

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Chapter 8, Safety, Health, and Environment				
Chapter 8	Safety and Health	change title from "Safety and Health" to "Safety, Health, and Environment".	22195	12-7-2006
810	Occupational Safety and Health Program	add (1) the Voluntary Protection Program process and other innovative safety activities; (2) Accident Reduction Plan (ARP) responsibilities; (3) district support for Facility Safety Coordinators (FSCs); (4) FSC use of the Safety Toolkit; (5) reference to PS Form 8214, <i>Certificate of OSHA, Safety, and Environmental Records Transfer</i> ; and (6) revised safety training, including Aviation Mail Security training.	22181	5-25-2006
820	Reports and Investigations, Program Evaluations, and Inspections	(1) remove language related to "overlapping Postal Service and OSHA requirements" and Human Resources Information System (HRIS) accident reporting; (2) include new language on OSHA reporting requirements and postal accident reporting systems; (3) update accident analysis requirements; (4) clarify procedures for reporting serious accidents and reporting to OSHA; (5) clarify procedures for cooperation with OSHA investigations; (6) discuss how to use the <i>Safety Toolkit</i> to prepare ARPs and Hazard Abatement Plans and conduct inspections and other activities; (7) add labor-agreement language on "regular staff meetings" in smaller facilities; and (8) clarify language on OSHA inspections and citations.	22181	5-25-2006
821.133	Notifying the Safety Office of Controverted Claims	delete text and title to remove references to obsolete record-keeping requirements. Mark section "Reserved"	22189	9-14-2006
822.12	Reporting Requirements for Installation Heads	align with OSHA regulations.	22190	9-28-2006
842.23	Participation	comply with Settlement Agreement in <i>Glover v. Potter</i> .	22185	7-20-2006

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Chapter 8, Safety, Health, and Environment				
850	Emergency Action Plans and Fire Prevention and Control	add information about (1) revised OSHA emergency standards; (2) Homeland Security requirements; (3) the Office of Emergency Preparedness; (4) "incidental releases" of hazardous materials; (5) shelter-in-place planning; (6) using volunteers in emergency evacuation teams; and (7) alarm requirements for audible and visible signals.	22181	5-25-2006
865	Return to Duty After Absence for Medical Reasons	more accurately reflect current policy and practices regarding those situations in which return-to-work documentation is requested.	22155	5-26-2005
865.1	Certification Required: All Bargaining Unit Employees and Those Nonbargaining Unit Employees Returning From Non-FMLA Absences	to restore a paragraph mistakenly omitted from ELM 17.	22182	6-8-2006
870	Employee Assistance Program	reflect policy changes to the Employee Assistance Program.	22089	11-14-2002
871.35	Scheduling	provide for inclusion of HIPAA requirement on disclosures.	N/A	N/A
872.221	Management Referrals	eliminate an unnecessary and irrelevant sentence.	N/A	N/A
873.22	Management Responsibilities	update the reference to Handbook EL-312.	N/A	N/A
874.31	Postal Service Providers	update the reference to Privacy Act regulations and policy.	N/A	N/A
890	Environmental Management	update the reference to Privacy Act regulations and policy.	N/A	N/A
Chapter 9, Labor Relations				
922	Dues Collection Schedule	reflect monthly dues withholding for the National Alliance of Postal Employees and to correct the description of the processing of monthly dues withholding.	22156	6-9-2005
923	Supervisory and Managerial Organizations	provide new address for the National League of Postmasters of the United States.	22199	2-1-2007
924.212	Exceptions	allow for dues withholding for postmaster leave replacements and some nonbargaining temporary employees.	22156	6-9-2005

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Chapter 9, Labor Relations				
925.122	Special Circumstances	provide an exception to the process for canceling dues withholding.	22156	6-9-2005
Exhibit 925.1	PS Form 1188, Cancellation of Organization Dues From Payroll Withholding	to replace page 1 of the October 1996 version of PS Form 1188 with the current July 2002 version.	22156	6-9-2005
931.13	Types of Clothing	revise item b to replace "window" with "retail."	22080	7-11-2002
931.261	Appearance	add new sentence to end of section.	22080	7-11-2002
932.11	Regular Uniforms	add new item h and re-order other items.	22080	7-11-2002
932.13	Work Clothes	reflect a change to a job title.	22094	1-23-2003
932.21	New, Part-Time, and Casual Employees	revise the first sentence.	22080	7-11-2002
932.31	Specifications	delete "Natick, MA."	22080	7-11-2001
932.32	Quality Control Certification	delete "U.S. Army Natick Laboratories, Natick, MA."	22080	7-11-2002
933.1	Type 1 Uniforms	reflect current uniform requirements.	22132	7-8-2004
933.111	Type 1a	add All-Weather Gear System to Items for Men and Items for Women	22163	9-15-2005
933.111	Type 1a	reflect the addition of quarter-length socks to the requirements for Type 1 uniforms.	22159	7-21-2005
933.12	Type 1 Combinations	replace the word "window" with "retail" in footnote 6.	22080	7-11-2002
933.21	Type 2 Items	add the knit polo shirt to the Type 2 uniforms.	22195	12-7-2006
		replace the table "Items for Men" and the table "Items for Women" to reflect new uniform options.	22081	7-25-2002
933.22	Type 2 Combinations	replace the table.	22080	7-11-2002
933.3	Type 3 Uniform Items	add 100 percent cotton denim, knit, and tee shirts to Type 3 uniforms.	22190	9-28-2006
933.4	Type 4 Uniform Items and Combinations	reflect updates to uniforms worn by security force police officers.	22090	11-28-2002
933.72	Other Insignia	replace the word "window" with "retail".	22080	7-11-2002
934.2	Cold Weather Items (Does not apply to Type 2 Uniforms)	give a new title for 934.2.	22080	7-11-2002
934.3	Warm Weather Items (Does not apply to Type 2 Uniforms)	give a new title for 934.3	22080	7-11-2002
934.4	Seasonal Changes of Uniform	reflect uniform policy for retail employees.	22080	7-11-2002

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Chapter 9, Labor Relations				
934.5	Employees in Nonuniform Categories	replace “window” with “retail.”	22080	7-11-2002
Appendix, Records Control Schedules				
Appendix Records Control Schedules	Introduction	reflect changes in records management and retention requirements and correct references.	22181	5-25-2006
32-43	Safety	reflect changes in records management and retention requirements and correct references.	22181	5-25-2006

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