

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.

How to Use This Update Notice

- Use the table in this update notice to find out about updates to the manual, which 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 online version of the *Employee and Labor Relations Manual* (ELM), Issue 17, published in July 2002 is updated through February 20, 2003, with the following *Postal Bulletin* articles:

This chapter, subchapter, part, or section...	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
Chapter 4, Pay Administration				
421.45	Salary Increases	modify item b to clarify the definition of step increase.	22096	2-20-2003
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
Chapter 5, Employee Benefits				
519.6	Nonbargaining Unit Personal Absence	add 519.6 through 519.652.	22085	9-19-2002

This chapter, sub-chapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of...
Chapter 8, Safety and Health				
870	Employee Assistance Program	reflect policy changes to the Employee Assistance Program.	22089	11-14-2002
Chapter 9, Labor Relations				
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
933.12	Type 1 Combinations	replace the word "window" with "retail" in footnote 6.	22080	7-11-2002
933.21	Type 2 Items	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
933.4	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
934.5	Employees in Nonuniform Categories	replace "window" with "retail."	22080	7-11-2002