

# 6 Employee Relations

## 610 Employee Services

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### 611 Scope

Service programs help employees understand their jobs better and eliminate many distractions caused by personal job-related problems. Employees are encouraged to ask supervisors or officials for advice or assistance on important matters even if unrelated to business. The vice president of Employee Resource Management must approve employee services not listed in this subchapter.

### 612 Information Media

#### 612.1 Responsibility

Supervisors inform their employees on all official matters affecting them through printed material or bulletin boards.

#### 612.2 Methods

##### 612.21 Official Directives

Major subject manuals are the basic source documents outlining Postal Service operational policies. Postal Bulletins, management instructions, handbooks, memorandums of policy, etc., instruct, explain, or detail the implementation of a specific policy or regulation.

##### 612.22 Unofficial Communications

Newsletters, memos, etc., are communications used for information only.

##### 612.23 Bulletin Boards

##### 612.231 Utility and Convenience

Bulletin boards serve as a means of providing to employees information of interest, such as that required by law or regulation, official management information, and items of general interest. Bulletin boards are to be placed in sufficient numbers and in locations convenient to employees — at or near employee entrances, lunchrooms, locker rooms, or elsewhere in the work

area. It is useful to separate board space into broad categories for different types of material, such as:

- a. *Required by Law or Regulation.* Required material that tends to be permanent includes notices about:
  - (1) Local fire emergency plan.
  - (2) Occupational Safety and Health Act — OSHA Poster 2203 must be prominently posted at each work location.
  - (3) Office of Workers' Compensation Programs (OWCP).
  - (4) Unemployment Compensation Protection for Federal Employees.
  - (5) Equal Employment Opportunity (EEO).
- b. *Official Management Use.* Items that should be dated and removed when outdated include notices about:
  - (1) Job opportunities.
  - (2) Benefit plans.
  - (3) Events affecting working conditions.
  - (4) Changes in work schedules.
  - (5) Changes in wage rates.
- c. *General Interest.* General interest material includes notices about:
  - (1) Lost and found items.
  - (2) Social and recreational events.
  - (3) Blood donor programs.
  - (4) Food price changes.
  - (5) Public transportation schedules.
  - (6) Meetings.
  - (7) Combined Federal Campaign.
  - (8) Parking regulations.
  - (9) Housing.

#### 612.232 **Suitability**

Only suitable material should be posted on bulletin boards. It is the responsibility of the installation head to ensure the appropriate use of bulletin boards. In addition to providing bulletin board space for management use, the installation head must provide bulletin board space for union use consistent with the terms of the applicable collective bargaining agreement.

#### 612.24 **Employee Lockers**

##### 612.241 **Issuance**

Issue personnel PS Form 4943, *Locker Record*, to assign employee lockers. Employees are required to sign the form to acknowledge that use of the locker by other persons or exchanging lockers without authority of the issuing office is prohibited. Upon separation or transfer, employees must return their locker key to the appropriate facility official.

**612.242 Maintenance and Inspection**

Employee lockers are for official use only and must be kept clean and presentable. The use of personal locks is not permitted. Employee lockers are subject to inspection by authorized personnel. Provisions governing locker inspections are provided in applicable collective bargaining agreements.

**613 Credit Unions****613.1 Authority**

Employee credit unions in the Postal Service, as in all federal departments or agencies, are chartered according to the Federal Credit Union Act (12 U.S.C. 1753–1754). That Act gives the power to direct and control the Federal Employees Credit Union Program to the National Credit Union Administration, an independent agency in the executive branch of the government. Credit unions may also be chartered under state laws and are generally supervised by the banking department of the state involved. The address of the National Credit Union Administration follows:

NATIONAL CREDIT UNION ADMINISTRATION  
1775 DUKE STREET  
ALEXANDRIA VA 22314-3428

**613.2 Space Allowance**

The Postal Service will authorize, if available, a suitable location (other than workroom floor space) for credit unions in postal buildings. If the area is accessible through the workroom only, membership in the credit union is restricted to Postal Service employees (active and retired). Other federal employees in the same building may not join unless the credit union is situated so that it is unnecessary to enter the postal workroom. Credit union business cannot be conducted from any post office service window.

**613.3 Employees With Credit Union Duties**

Postal personnel who are employees, officers, officials, or board members of employee credit unions are not entitled to Postal Service compensation for credit union duties. They have the option of annual leave or leave without pay (up to 8 hours daily) to perform credit union activities — provided they can be spared from their regular duties.

**614 Food Services****614.1 Policy**

The Postal Service provides food services, including provision of snacks and beverages, that cannot be conveniently obtained at reasonable prices from commercial sources and that are required for the health, comfort, or efficiency of postal employees while on duty. The Randolph-Sheppard Act, as amended in 1974, dealing with the operation of vending facilities by a blind vendor, applies to the Postal Service.

**614.2 Operation****614.21 Responsibility**

Food service facilities in central lunchrooms and in satellite work areas — manual, vended, or a combination — are under the control of the installation head. This responsibility may not be delegated to any employee committee.

**614.22 Management**

Employees should expend only minimal time and effort in food management. Therefore, these operations are contracted out to professional in-plant food management firms and concessionaires, including qualified food service operations established by state licensing agencies for the blind.

**614.3 Types**

As conditions warrant, an installation may have three distinct types of food service operations. Subject to the provisions of the Randolph-Sheppard Act, as amended in 1974, priority consideration is given to the state agency for the blind for the operation of any of the following food services:

- a. *Central Lunchroom or Cafeteria.* An employee lunch room or cafeteria, either manual or vended, may be established to provide necessary food service to an installation's employees. Cafeterias are contracted for on a break-even basis to provide wholesome food at the lowest practical cost.
- b. *Vending in Work Areas.* Vending machines with snacks, beverages, tobacco products, etc., may be installed at or near employee workstations.
- c. *Blind Vending Facility.* Food service and vending stands are established in postal facilities through arrangements with state licensing agencies for the blind. Every effort is made to cooperate with state licensing agencies to implement this program. As opportunities arise, postal officials notify state agencies of additional vending facilities to be operated by the blind under the Randolph-Sheppard Act.

**614.4 Funds**

A fee of 1 1/2 percent of net sales is paid to the Postal Service by all vendors operating under contract. This "operating fee" offsets utilities costs to the Postal Service. No operating fees or commissions are charged to blind vendors operating under permit.

Disposition of funds depends on the source:

- a. *From Central Lunchroom or Cafeteria.* The Postal Service must neither profit from nor subsidize the operation of a central lunchroom or cafeteria. Contractors operating these services do not pay a commission to the Postal Service. After 1 1/2 percent of net sales (operating fee) is deducted for reimbursement of utilities, any funds generated from operating a central lunchroom or cafeteria are redistributed to lunchroom patrons through reduced food costs for items

sold or vended. These funds are not turned over to the employee social and recreational committee.

- b. *From Work Area Vending.* After 1 1/2 percent of net sales is deducted for reimbursement of utilities (operating fee), commissions and/or other income from vending machines in employee work areas is first shared with the state agency for the blind in accordance with the Randolph-Sheppard Act (see EL-602, *Food Service Operations*). The remaining income is assigned to programs devised by the employee social and recreational committee.

## 615 **Social Recreational Program**

### 615.1 **Policy**

Management encourages employee social and recreational programs. These programs help ensure the mental and physical well-being of personnel and assist in recruiting and retaining employees.

### 615.2 **Discrimination**

It is the policy of the Postal Service to provide equal employment opportunity for everyone, without regard to race, color, religion, sex, age (40 and above), national origin, or physical or mental handicap. This policy applies to all employment matters, including but not limited to, recruitment, hiring, assignments, promotions, transfers, benefits, and discipline. Such discrimination is thus prohibited in employee social and recreational programs.

### 615.3 **Committees**

#### 615.31 **Membership**

The installation head organizes and chairs the committee. To ensure that all employees are fairly represented, the balance of the committee includes a representative from each craft designated by the unions representing those crafts, and a member from supervision designated by the organization representing the supervisory employees.

#### 615.32 **Requirements**

#### 615.321 **Income From Vending Operations**

An employee social and recreational committee must be established in each installation where employees receive income from vending machines or other enterprises. This committee may not have management responsibilities for such vending operations.

#### 615.322 **Meetings and Duties**

Members of the employee social and recreational committee must be permitted by their supervisor to attend committee meetings called by the chairperson. They must also be permitted to perform duties relating to functions of the committee while on the clock, subject at all times to the needs of the Postal Service.

**615.33 Responsibilities**

The employee social and recreational committee represents all employees in the installation. It is responsible for administering social and recreational funds and administering programs for the benefit of all employees in the installation. The committee is specifically responsible for:

- a. Receiving, safeguarding, disbursing, and accounting for employee social and recreational funds.
- b. Developing and publicizing well-rounded social and recreational programs that contribute to the benefit of all employees. No single individual, group, or organization may be permitted to:
  - (1) Attach its name as a sponsor of an activity or event financed and sponsored by the social and recreational fund.
  - (2) Use such events in any way for the furtherance of its organizational objectives.
- c. Expending employee social and recreational funds for the social and recreational activities of all employees. No monies may accrue to the benefit of a single group, organization, or individual.
- d. Publishing annually the financial status of the employee social and recreational fund for the information of all employees.
- e. Advising the food service officer about the manner in which the vending operation in work areas is meeting employee needs and about pricing policies that should be established on vended items.

**615.34 Constitution**

Employee social and recreational committees must operate within the framework of a constitution prepared by the committee and approved by the installation head (see [Exhibit 615.34](#)). The committee may modify the sample format to meet local conditions; however, the constitution must require that:

- a. The committee operations comply with applicable Postal Service rules and regulations.
- b. The expenditure of funds of the social and recreational committee are by a three-fourths vote.
- c. The accounting and auditing of all funds are as prescribed in these instructions.

**615.35 Bylaws**

Employee social and recreational committees must operate under bylaws prepared by the committee and approved by the installation head. (See [Exhibit 615.35](#) for a sample of bylaws.)

Exhibit 615.34  
**Sample Constitution**

**Constitution**

**Article I — Name:** Post Office Employee Social and Recreational Committee.

**Article II — Purpose:** This committee is organized (1) to provide social and recreational activities for the benefit of all postal employees, and (2) to receive such funds as may accrue to the committee and use them advantageously for the purpose and objectives as set forth above. No profits shall accrue to the benefit of any single group, organization, or individual.

**Article III — Membership:** The installation head shall be chairman of the committee. There shall be a representative of the committee for each craft or occupational group of employees and supervisors. Appointments to the committee shall be in the manner prescribed in Postal Service regulations. With the approval of the committee and the installation head, committee members may be compensated for the service they perform, as such members, outside their normal duty hours.

**Article IV — Time and Place:** The employee social and recreational committee shall meet regularly, but in any event, no less than once each 6 months. Special meetings may be scheduled by the committee (1) at a regular meeting, (2) when called by the installation head, or (3) when three-fourths of the members petition the chairman, in writing, for such a meeting. A proposed agenda must be submitted with the request. The chairman will set the date of the meeting not later than (number) days after receipt of the request. Members shall be notified of the time, place, and date of the meeting at least (number) days before the meeting. The committee shall meet on official time.

**Article V — Officers:** The officers of this committee shall be chairman (installation head), secretary, and treasurer. The secretary and the treasurer shall be elected at the first meeting. Their terms shall be for 1 year, and election shall be by a majority of the committee. All vacancies in the office of secretary or treasurer occurring before completion of term of office shall be filled from the committee through an election by the committee and shall run until the end of the predecessor's term.

**Article VI — General Duties:** The committee shall function in all respects as a normal committee with a majority controlling within the limitations prescribed by this constitution and bylaws. It shall be the duty and obligation of appointed members to accept, and carry out to the best of their ability, any and all duties assigned to them.

**Article VII — Motions:** Any motion involving expenditure of the committee's funds shall be carried by three-fourths vote. All other motions may be carried by a majority vote. A secret vote may be called by any member of the committee, on any motion, and may not be denied. On oral motions, names of dissenting members of the committee shall not be noted in the minutes unless the dissenters so request. The chairman, or his or her designee, shall vote. This provision does not restrict the authority of the installation head in his or her capacity as installation head.

**Article VIII — Subcommittees:** The committee may form subcommittees when needed. All subcommittee reports must be considered and approved by the committee before final action can be taken.

**Article IX — Amendments:** Amendments of this constitution may be proposed in writing by the chairman or by three members of the committee. No action may be taken on proposed amendments until the meeting following the one at which the proposed amendment has been read. A three-fourths vote of the committee is required to amend this constitution. No part of the constitution or its bylaws may conflict with Postal Service regulations.  
THE FOREGOING CONSTITUTION WAS PRESENTED TO A FULL COMMITTEE ON [\_\_date\_\_] AND WAS ADOPTED ON THAT DAY.

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Postmaster\_\_\_\_\_

Exhibit 615.35  
**Sample Bylaws****Bylaws**

- 1. Order of Business:** Order of business and conduct of meetings must be in accordance with Roberts' Rules of Order:
  - a. Roll call.
  - b. Reading of minutes of previous meeting.
  - c. Treasurer's report.
  - d. Reports of officers.
  - e. Election of officers (when required).
  - f. Reports of committees or subcommittees.
  - g. Reading of communications.
  - h. Unfinished business.
  - i. New business.
  - j. Adjournment.
- 2. Attendance:** Normally attendance at all regular meetings is limited to designated representatives and alternates. Visitors and observers must be approved in advance. It is the duty of all appointed members to attempt to attend all meetings. Members are obligated to notify their alternate representatives that they are unable to attend a meeting so that the alternate may attend. At the first meeting of the new committee, there shall be present also any superseded officers of the previous committee for the purpose of effecting an orderly transition from the old committee to the new one.
- 3. Quorum:** Three-fourths of the full committee is required as a quorum for the transaction of business. All expenditures for employee social and recreational activities require a three-fourths vote of the full committee.
- 4. Chairperson:** The installation head is the chairperson who either presides at all meetings or designates an official staff member to attend in his or her absence. The chairperson has the powers and duties usually incident to such an office: signing all checks, bank drafts, authorizations, and vouchers of the treasurer as may be ordered by the committee; voting; and having the power to call special meetings whenever it is deemed necessary.
- 5. Secretary:** The secretary attends all meetings of the committee, takes minutes of the proceedings, transcribes them in a permanent record, and furnishes a copy of these minutes to each member within (number) days after the meeting. The secretary keeps a record of all recreational and social activities and such other records as may definitely establish and maintain a history of its activities; makes public all appointments to the committee and names of elected officers; and prepares an annual report for the benefit of all postal employees. It shall further be the secretary's obligation to send out such correspondence deemed necessary by the committee. In the treasurer's absence, the secretary must countersign checks and bank drafts with the chairperson.
- 6. Treasurer:** The treasurer receives receipts and pays all bills incurred by the committee and makes the necessary deposits by the (date) day of each and every month in such depositories as designated by this committee. The treasurer also keeps a permanent record of all bills and deposits; prepares a written report of the financial condition of the committee, showing the receipts and disbursements, at each meeting of the committee; countersigns, with the chairperson, all checks and bank drafts; and furnishes all financial reports, as required by postal regulations.
- 7. Expenditures:** All checks and/or bank drafts must be signed by the chairperson and countersigned by the treasurer or the secretary.
- 8. Profits:** Normally, not more than 10% of all profits received during a year may be carried over to the next year.
- 9. Compliance with Postal Service Regulations:** The committee must operate under its constitution and these bylaws and in accordance with the law and Postal Service regulations and instructions.
- 10. Amendment:** Amendment to these bylaws may be made in the same manner as set forth in the constitution.
- 11. Suspension:** These bylaws may be suspended only by unanimous consent of this committee.

**615.4 Employee Social and Recreational Fund****615.41 Purpose**

The fund provides a financial basis for the support of well-rounded social and recreational programs that benefit all employees of the installation.

**615.42 Source of Funds**

Funds may be derived from the following sources:

- a. Sale of nonalcoholic beverages, candy, cigarettes, and other consumable products by vending machines located in work areas under the following conditions:
  - (1) Employee committees may not operate vending facilities. (See Handbook EL-602, *Food Service Operations*, for exception.)
  - (2) The Postal Service contracts for vending services except for those operated under permit by the blind.
  - (3) Vending commissions are paid directly to the Postal Service except for income provided by the Postal Service to a state licensing agency for blind vendors under the Randolph-Sheppard Act.
- b. Interest on savings accounts and other investments in U.S. Savings Bonds or other securities.
- c. Proceeds from the sale to employees of tickets to dinners, picnics, parties, recreational activities, and discount merchandise and travel.

**615.43 Funds Excluded**

Monies received from the following operations are not employee social and recreational funds and are not to be included in the records or reports:

- a. Stands or vending machines operated by blind persons under permit.
- b. Funds from the operation of a cafeteria or lunchroom, including income from vending machines located in the operating areas of these eating facilities.
- c. Coffee shared by a group of employees on a nonprofit basis.
- d. Honor systems where the money received covers only the cost of the items available.
- e. Voluntary contributions such as those incident to the death or illness of fellow workers.
- f. Donations of gifts from any source. These are in violation of the Code of Ethical Conduct (see 660) and may not be accepted under any circumstances.
- g. Proceeds from recycling projects.

**615.44 Prohibited Activities**

The sponsorship of insurance programs, relief or assistance funds, hardship loans, etc., are prohibited as a social and recreational program activity. Solicitations to supplement amounts contributed, or made available from the

employee social and recreational fund, may not be conducted on on-the-clock time, nor may any amounts collected be included in committee fund records and reports.

615.45 **Safekeeping of Funds**

615.451 **Records**

One committee member should maintain the records and another committee member handle the funds when the amount of money involved warrants such division of duties.

615.452 **Single Fund**

The employee social and recreational committee is responsible for the proper safeguarding of employee social and recreational funds. All funds received throughout a postal installation must be turned over to the employee designated to handle such funds. Only one fund may be maintained for each postal installation. Separate funds may not be maintained by stations or branches.

615.453 **Balance Under \$100**

When the average balance of a fund is less than \$100, the employee social and recreational committee decides whether to maintain a bank or credit union account. Funds not deposited in a bank or other savings institution must be given the best protection available so that unauthorized persons do not have access to them. Normally, a safe should be used.

615.454 **Balance Over \$100**

When the average balance of a fund is \$100 or more, all funds, except those retained as petty cash, must be deposited in a bank or credit union. Deposits should be made as frequently as necessary consistent with the type and amount of funds received.

615.46 **Requirements for Banking and Investment of Funds**

615.461 **One Checking Account**

No more than one checking account should be maintained without the approval of the district Finance manager. Checking accounts must be carried in commercial banks insured by the Federal Deposit Insurance Corporation unless no such insured bank is available locally. The balance in a checking account (including normal float of outstanding checks) should ordinarily not exceed by any substantial amount the balance required to avoid service charges or the balance required to meet 30 days' cash expenditures, whichever is larger.

615.462 **Reserve Funds**

Current funds not required in the checking accounts and all reserve funds must be:

- a. Carried in interest-bearing accounts in federal credit unions or in federally insured banks or savings institutions, if available locally. The balance in any individual bank or institution may not exceed \$100,000.
- b. Invested in federal government securities registered in the name of the organization and held in a safe deposit box or other secure depository.

**615.463 No Long-Term Accumulation**

Social and recreational funds must be disbursed for the benefit of all employees and should not accumulate over the years.

**615.47 Expenditures of Funds****615.471 General Benefit**

Employee social and recreational funds are for providing recreational and social activities for the benefit of all postal employees. Expenditures should not be made that will benefit only a single group, organization, or individual.

**615.472 Appropriate Expenditures**

There are many types of expenditures that may properly be made that will be for the benefit of all the employees. Questions relating to the appropriateness of intended expenditures should be referred to the district manager. Contributions to the following types of projects would be appropriate expenditures for the employee social and recreational committee:

- a. Gift to an employee or wife of an employee for a new baby, provided the same criteria are used for all employees.
- b. Retirement gift for an employee, provided the same criteria are used for all employees.
- c. Expression of sympathy for a death in the immediate family, provided the same criteria are used for all employees.
- d. An annual party, picnic, or other outing for all employees.
- e. Seasonal and holiday nonsectarian decorations.
- f. Sports programs.
- g. Recreational activities available for all employees.
- h. Scholarships for children of postal employees, provided the same criteria are used for all employees' children.
- i. Microwave ovens, refrigerators, games and recreational equipment for the swing room.

**615.473 Inappropriate Expenditures**

Contributions to the following types of projects would not be appropriate expenditures and should not be made by the employee social and recreational committee:

- a. Public charities.
- b. Travel and/or expenses of employee organization official to attend meetings.
- c. Political campaigns.
- d. Projects that alter or affect working conditions at postal installations.

**615.5 Records and Files****615.51 Ledger**

A designated member of the committee at each postal installation maintains in a bound ledger a record of all monies received by or disbursed from the fund. (See [Exhibit 615.5](#) for instructions for setting up and maintaining a ledger.)

**615.52 Checkbook**

Pre-numbered checks should be used for disbursements of \$10 or more. Smaller disbursements may be made from petty cash. The member of the employee social and recreational committee authorized to sign checks should not be the same person who receives and deposits funds. (See [Exhibit 615.5](#) for instructions.)

**615.53 Record of Assets**

A permanent record of all accountable property owned by the employee social and recreational committee should be maintained. Such property includes assets purchased outright, under lease, and on an installment plan, and assets donated. (See [Exhibit 615.5](#) for instructions.)

**615.54 Supplies Inventory**

All supplies on hand should be inventoried by physical count at the end of each fiscal year, or more often if desired. The chairperson of the committee must sign the statement. Records of inventories should be retained for 2 years from date of inventory. (See [Exhibit 615.5](#) for instructions.)

**615.55 Unpaid Obligations**

All unpaid bills should be listed at the end of each fiscal year, or more often if desired. All unpaid obligations except those listed in the record of assets should be included. The chairperson of the committee should sign the list. The list should be retained for 2 years. (See [Exhibit 615.5](#) for instructions.)

**615.56 Files**

The employee social and recreational committee at each postal installation must maintain chronological files of any of the following documents or other similar documents pertaining to the operation of the fund:

- a. Paid invoices showing date paid (with any delivery tickets attached to the related invoice).
- b. Bank statements and related paid checks.
- c. Statements from outside vending machine owners covering commissions received by fund or other items.
- d. Supplies inventory and list of unpaid obligations.
- e. Financial statements, audit reports, and comments by the district Finance manager.
- f. Constitution and bylaws, agreements, or regulations covering operations, and minutes of committee meetings.

Exhibit 615.5 (p. 1)

**Instructions for Keeping Records and Files for the Employee Social and Recreational Committee****Keeping Records and Files for the Employee Social and Recreational Committee****Handling the Funds — Appointed Funds Handler**

Safekeeping	<ul style="list-style-type: none"> <li>■ Keep all monies received in one fund. <i>Separate funds may not be maintained by stations or branches of one installation.</i></li> <li>If the average balance of a fund is . . .             <ul style="list-style-type: none"> <li>■ less than \$100, then                 <ul style="list-style-type: none"> <li>■ decide whether to keep funds in a safe place (such as a safe) or to maintain a bank or credit union account.</li> </ul> </li> <li>■ \$100 or more, then                 <ul style="list-style-type: none"> <li>■ keep all funds except petty cash in a single bank or credit union account.</li> <li>■ make deposits as frequently as necessary, consistent with type and amount of funds received.</li> <li>■ keep excess funds in an interest-bearing account in a federal credit union or federally insured bank or savings institution.</li> </ul> </li> </ul> </li> </ul>
Checks	<ul style="list-style-type: none"> <li>■ Use pre-numbered checks for all disbursements over \$10 (which can be paid from petty cash).</li> <li>■ Complete each stub in ink as the check is issued.</li> <li>■ Periodically reconcile the check stub balance with the bank statement. <i>The committee member authorized to sign checks should not be the same person who receives and deposits fund.</i></li> </ul>

**Keeping a Ledger — Appointed Committee Member**

Permanent Record	<ul style="list-style-type: none"> <li>■ Use a bound ledger to keep records of receipts and disbursements.</li> <li>■ Use permanent ink to make all entries.</li> </ul>
Columns	<ul style="list-style-type: none"> <li>■ Put the following headings (at a minimum) at the head of the columns on each page: <b>Date Explanation Receipts Disbursements Balance</b> <i>When the number and type of disbursements make it practicable to record each of the different types of separate columns, then use additional columns, including one headed Total Disbursements.</i></li> </ul>
Entries	<ul style="list-style-type: none"> <li>■ Insert the words “balance forwarded” as the first entry on each page.</li> <li>■ Record each different transaction on a separate line of the ledger.</li> <li>■ Fill in each page of the ledger completely, except when the end of a reporting period or an audit requires the balance to be recorded before a page is filled. <i>Do not make an entry when funds are deposited in the bank or credit union because such amounts should have been recorded as a receipt at the time they were received.</i></li> </ul>
Balances	<ul style="list-style-type: none"> <li>■ Record column balances by drawing a single line under the last daily transaction on a page and entering beneath this line the total of each individual column amount.</li> <li>■ Subtract the total of the disbursements from the total of the beginning balance and receipts to determine the balance to be carried forward to the next page.</li> <li>■ Insert the balance you have found as the “balance forwarded” on the first line of the Balance column on the following page. <i>The balance must always represent the amount of cash on hand in the bank or credit union.</i></li> </ul>
Errors	<p>If you . . .</p> <ul style="list-style-type: none"> <li>■ make an error before the balance is forwarded to the new page, then             <ul style="list-style-type: none"> <li>■ draw a single line through the incorrect entry.</li> <li>■ insert the correct entry immediately above.</li> <li>■ initial the correction</li> </ul> </li> <li>■ discover an error on a page for which the balance has already been forwarded, then             <ul style="list-style-type: none"> <li>■ record the correction on the next blank line in the column that will bring the ledger into agreement with cash on hand.</li> <li>■ reference the page number and the line being corrected.</li> </ul> </li> </ul>



**615.6 Reports****615.61 Frequency**

All employee social and recreational committees must prepare statements each fiscal year, or more frequently if desired, to show the financial condition of the fund. The committee must complete original forms by typewriter or in ink, using carbon for copies. The committee also must maintain files of all original reports for 2 years from the date prepared.

**615.62 Report Format**

A statement of receipts and disbursements must be prepared on PS Form 3241, *Statement of Receipts and Disbursements (Employee Social and Recreational Funds)*, [Exhibit 615.62](#). This statement must be signed by the chairperson and treasurer of the social and recreational committee. One copy of the prepared form is retained in committee files, copies are posted on employee bulletin boards, and the original and one copy are sent to the installation head. The installation head must forward one copy of the form to the district Finance manager with the audit report prepared as described in 615.7. Headquarters field units must forward one copy to the vice president and controller of Finance.

Exhibit 615.62 (p. 1)

**PS Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds)**

		<b>Statement of Receipts and Disbursements</b> <i>(Employee Social and Recreational Funds)</i>			
Post Office and ZIP + 4		For FY Ended	<b>Read Instructions on Reverse</b>		
<b>Description</b>		<b>Vending Operation</b>	<b>Other Enterprises</b>	<b>Total</b>	
1. Beginning Cash Balance <i>(Must agree with ending cash balance, prior year)</i>					
Receipts	2. From Vending Commissions				
	3. From Interest or Dividends				
	4. Other <i>(Itemize and describe on reverse)</i>				
	5. Total Receipts <i>(2 + 3 + 4)</i>				
6. Total Beginning Cash Balance and Receipts <i>(1 + 5)</i>					
7. Vending Expenses <i>(Itemize and describe on reverse)</i>					
8. Total Vending Expenses					
9. Profit From Vending Operation					
Disbursements	Employee Benefits	10. Births, Deaths, Wedding Gifts			
		11. Retirements or Separations			
		12. Picnics or Dinners			
		13. Athletics			
		14. Newspaper and Magazine Subscriptions			
		15. Bank Service Charges and Employee Bonding Costs			
		16. Other <i>(Itemize and describe on reverse)</i>			
	17. Total Employee Benefits				
18. Total Disbursements					
19. Ending Cash Balance					
Ending Cash Analysis	20. Cash on Hand				
	21. Cash in Checking Accounts				
	22. Cash in Savings Accounts or Investments				
23. Total Cash <i>(Must agree with line 19)</i>					
24. Total Unpaid Obligations <i>(Bills received by committee not yet paid)</i>					
25. Total Unobligated Funds <i>(19 or 23 - 24)</i>					
Signature of Chairman		Date Signed	Signature of Treasurer		Date Signed
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Exhibit 615.62 (p. 2)

**PS Form 3241, Statement of Receipts and Disbursements (Employee Social and Recreational Funds)**

<b>Other Receipts</b>	
Description	Amount
<b>Total (Post in item 4)</b> <span style="float: right;">▶</span>	
<b>Other Vending Expenses</b>	
Description	Amount
<b>Total (Post in item 7)</b> <span style="float: right;">▶</span>	
<b>Other Employee Benefits</b>	
Description	Amount
<b>Total (Post in item 16)</b> <span style="float: right;">▶</span>	
<b>Instructions</b>	
<p><b>General</b> All copies must be signed and dated by the chairman and the treasurer of the Employee Committees. Distribute as follows: Original -- Retained by committee; Copy 1 -- To District Manager of Finance with Audit Report; at Headquarters to Vice President, Controller; Copy 2 -- To installation head, with audit report; and Post a copy on the employee bulletin board. If additional space is required, attach separate sheet and reference by item no.</p> <p><b>Specific</b> 1 Enter ending cash balance from last report. 2 Enter in the first column only income from sales or commissions from vending machines.</p>	<p>3 Enter income from interest or dividends in column headed "Other Enterprises." 4 Enter income from other enterprises in the second column. 5-6 Self-explanatory. 7 Show operating expenses ONLY. Enter in the first column expense for items essential to the vending operation in the sale of beverages, food, or commodities. 8-9 Self-explanatory. 10-16 Enter disbursements for employee benefits by category. 17-19 Self-explanatory. 20-22 Enter cash items by category. Line 23 should agree with Line 19. If the amount in Line 23 and the amount in Line 19 do not agree, attach an explanation. 23-25 Self-explanatory.</p>
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**615.7 Audits****615.71 Frequency**

An annual audit must be made of employee social and recreational committee funds. More frequent audits may be made as circumstances dictate.

**615.72 Recommendation for Audit****615.721 Installation Head**

The head of each installation is required to recommend an independent audit as prescribed in 615.74 when the size and complexity of an operation justifies such action.

**615.722 District Finance Manager**

The district Finance manager reviews such recommendations and advises installation heads whether an independent audit should be made and may also require that an audit be made irrespective of any recommendations.

**615.73 Internal Audit**

When an independent audit is not made, the installation head appoints at least three employees as an audit committee. Normally, the audit committee should be made up of postal system auditors or accounting personnel. This committee may not include any employees responsible for receiving, disbursing, or having custody of funds connected with the vending operations. When three employees are not available, the installation head may make the examination.

**615.74 Independent Audit**

When the district Finance manager determines that an independent audit is advisable, this audit must be made in accordance with generally accepted auditing standards by independent certified public accountants, or independent licensed public accountants, certified licensed by a regulatory authority of a state or other political subdivision of the United States. If the installation head has a question as to whether public accountants in the area are certified or licensed by a regulatory authority, he or she must write to the district Finance manager. If public accountants are not licensed or certified, independent audits must be made by certified public accountants.

**615.75 Audit Requirements**

At a minimum, the audit committee's review must:

- a. Determine that the employee social and recreational committee fund is being operated in accordance with prescribed instructions and bylaws.
- b. Review the immediately preceding audit report for any improper practices previously noted.
- c. Verify that the records are maintained properly and reflect cash on hand and in the bank. (This verification should be made on an unannounced or surprise basis.)

- d. Determine that proper percentages for vending machine receipts are being paid and recorded.
- e. Review all receipts from sources other than vending machines and interest or dividends.
- f. Review all disbursements for their propriety.

615.76 **Audit Report**

615.761 **Content**

As a minimum, the audit report must include:

- a. A brief statement of the work performed by the auditor or audit committee.
- b. Copies of statement of receipts and disbursements as described in 615.62.
- c. An opinion as to whether the employee social and recreational committee fund is being operated as prescribed by this instruction and committee constitution and bylaws.
- d. An opinion on the statements prepared by the employee social and recreational committee with any adjustments recommended.
- e. A detailed list of deviations from instructions, including disbursements for questionable or unauthorized purposes and other deficiencies.

615.762 **Distribution**

The audit report must be submitted in triplicate to the head of the installation within 60 days after the close of the fiscal year. A copy must be posted on employee bulletin boards. One copy of the report, signed by all members of the audit committee of the outside auditor, must be submitted promptly to the district Finance manager by the installation head.

615.77 **Follow-Up Action**

The installation head is responsible for seeing that proper practices are followed and deficiencies are corrected. Where deficiencies have been noted, the installation head should report to the district manager, by memorandum, the corrective action taken.

615.78 **Review and Comments by District Finance Manager**

The district Finance manager reviews the audit reports to determine that they are complete, and that there is no indication that the committee operations are not in accordance with the prescribed accounting instructions. If a report is considered inadequate, the district Finance manager may request additional information from the installation head or request further examination of the records. The district Finance manager may comment on significant items for the information of the installation head, the district manager, and the committee. Any evidence of deficiencies in internal controls, or financial irregularities of any kind, must be brought to the attention of the installation head.

**615.79 Inspection Service Audit**

The Inspection Service may periodically audit the employee social and recreational committee operations and funds, and must have complete access to all records and documents pertaining to the committee activities.

**615.8 Tax Status of Social and Recreational Funds****615.81 Exemption**

The Internal Revenue Service has ruled that employee social and recreational committees that are established and operated in accordance with these regulations are an integral part of the Postal Service, are not subject to federal income taxation, and are not required to file federal income tax returns.

**615.82 Liability**

Failure to adhere to the regulations may result in significant income tax liability for the employee and social recreational committee or for individual members of the committee.

**616 Savings Bond Program****616.1 Payroll Savings Plan**

The Postal Service cooperates with the Department of Treasury in the U.S. Savings Bond Program. The plan permits employees to authorize withholdings from their salary to purchase bonds.

**616.2 Notification****616.21 Annual Savings Bond Drive****616.211 Organization**

The PMG serves as chairperson for an annual bond drive and designates a vice president as vice-chairperson. The vice-chairperson selects a national coordinator and functional coordinators to conduct the drive. The drive is conducted primarily via direct mail to employees.

**616.212 Participation**

The drive is conducted throughout the Postal Service to encourage employee participation in the Savings Bond Program through payroll allotments. All employees except those serving in time-limited or intermittent appointments receive complete information and have an opportunity to participate in the plan, or to increase their present allotments. This decision must be the employee's alone without pressure or coercion, either direct or implied.

**616.213 Supplies**

Supplies for the drive are provided by the Department of Treasury.

**616.22 Sustaining Program**

Employees are reminded regularly of the financial advantages of bond investments. Imminent retirees are advised of the advantages of exchanging *Series E* for *Series H* bonds. All new employees must be told about the advantages of the program. During their orientation, each employee is given the opportunity to enroll in the payroll savings plan.

**616.3 Enrollment****616.31 Authorization for Payroll Allotment**

Employees complete Form 1192, *U.S. Savings Bond Authorization for Purchase and Request for Change*, to authorize deductions by pay period and to change deductions or bond denominations. During the annual Savings Bond Drive, the completed form is sent to the Eagan Accounting Service Center (ASC) for data entry. At all other times, authorization forms requiring data entry are forwarded to the local distributed data entry/data recording (DDE/DR) site.

**616.32 Cancellation of Allotment**

An employee may revoke the authorization at any time by requesting revocation in writing to the payroll office. Discontinuance is effective the first pay period beginning after the receipt of the written revocation by the payroll office.

**616.33 Issuance and Refunds**

The Eagan ASC issues and mails bonds when deductions are sufficient to pay for them. Bonds in denominations of \$100 or more are dated the first day of the month in which the end of a pay period falls and when at least half of the purchase price is accumulated. The ASC also refunds withheld deductions insufficient to purchase a bond if the employee is separated from service or cancels withholding authorization.

**616.34 Privacy of Records**

Bond allotment records contain personal information about employees. Therefore, these records must be handled and disclosed only as stipulated in the Privacy Act and implementing instructions. Allotment records and related correspondence are maintained in the privacy system under USPS 050.020, Finance Records — Payroll System.

**616.4 Reports**

The Eagan ASC provides reports showing the number of employees currently enrolled by performance cluster and area, and percentage of participation. No lists or reports are to be created or maintained that contain the names and/or titles of participants or nonparticipants in the bond program.

## 617 **Combined Federal Campaign Program**

### 617.1 **Annual Campaign**

#### 617.11 **Purpose**

The Combined Federal Campaign (CFC), established in 1961, provides a single, unified, efficient annual campaign in support of voluntary agencies that solicits contributions through payroll allotment. Employees contributing to the CFC help essential organizations meet the challenges of sickness and disease and minister to the needs of the aged, the handicapped, and the mentally ill. They provide aid that reaches as far as to Latin America, Asia, or Africa, and as close as to a member of the family or a next door neighbor.

#### 617.12 **Authorization**

The Postal Service, in cooperation with the Office of Personnel Management (OPM), conducts this annual charitable fund-raising campaign pursuant to Executive Order No. 12353, as amended by Executive Order No. 12404, and all subsidiary units of such programs.

### 617.2 **Organization**

#### 617.21 **Local Federal Coordinating Committee**

The Director of the Office of Personnel Management designates a group of federal officials as the Local Federal Coordinating Committee (LFCC), which conducts the CFC in a particular community. The LFCC, in turn, selects a Principal Combined Fund Organization (PCFO) to administer local campaigns.

#### 617.22 **Postal Service Organization**

The postmaster general (PMG) serves as the U.S. Postal Service National Campaign Chairperson. The PMG appoints a national campaign vice-chairperson to initiate, promote, and monitor the campaign, who in turn designates a national campaign coordinator. The vice presidents of Area Operations serve as co-vice chairpersons for their geographic areas.

#### 617.23 **Loaned Executive Program**

The loaned Executive Program is a CFC-sponsored program that trains mid-level managers from the federal civilian, military, and postal sector to plan and execute the annual fund-raiser. The loaned executive is assigned as an extension of the CFC professional staff to departments and/or agencies throughout the government to assist in all phases of the CFC.

### 617.3 **Solicitation**

#### 617.31 **Participation**

Combined Federal Campaigns are conducted throughout the country. In areas where a campaign is authorized, postal employees are contacted and given the opportunity to contribute to the campaign. The decision to participate is strictly the employee's, without pressure or coercion, either direct or implied.

**617.32 Time Frame**

The solicitation of employees occurs for a period of 6 weeks between September 1 and December 15, as established by the LFCC.

**617.33 Supplies**

Specific campaign and publicity materials — i.e., the contribution information leaflet, poster, pledge cards, and list of organizations — are printed and supplied by the PCFO.

**617.4 Contributions****617.41 General**

Contributions to the CFC can be made through payroll allotment, cash, check, or money order. The minimum period of employment considered reasonable for establishing an allotment is 3 months. Employees on detail to other offices can only contribute to the CFC through their home offices.

**617.42 Authorization for Payroll Allotment**

For payroll allotments, employees must complete, sign, and date CFC Form 100, *CFC Pledge Card*, authorizing the Postal Service to withdraw the monies from their pay, starting with the first pay period that begins in January and ending with the last pay period that begins in December. Pledge cards are sent to the CFC coordinator for verification. The CFC coordinator then forwards the cards to the Eagan ASC for data entry. After the official campaign has ended, new pledge forms requiring data entry are sent to the local DDE/DR site. DDE/DR sites retain the pledge cards for 6 months.

**617.43 Cancellation of Allotment**

An employee may revoke the authorization at any time by requesting revocation in writing to the payroll office. Discontinuance is effective the first pay period beginning after the receipt of the written revocation by the payroll office. A discontinued allotment must not be reinstated.

**617.44 Cash Payments**

Employees making cash, check, or money order contributions must also complete a pledge card. However, these cards are not submitted to the DDE/DR site but to the CFC coordinator for forwarding to the principal CFC organization. Checks and money orders must be made out to CFC and signed.

**617.45 Privacy of Records**

CFC Pledge Cards, once completed, contain personal information about employees. Therefore, these records must be handled and disclosed only as stipulated in the Privacy Act and implementing instructions. Allotment records and related correspondence are maintained in the privacy system under USPS 050.020, Finance Records — Payroll System.

**617.5 Reports**

Weekly reports are produced locally that show percentage of participation and percentage of goal accomplishment. Upon completion of the campaign, the Eagan ASC generates a report showing the number of employees making contributions through CFC via payroll deduction. No lists or reports are to be created or maintained which contain the names and/or titles of participants or nonparticipants in the campaign.

**617.6 Recognition****617.61 Plaques**

The CFC provides a recognition program for federal units that achieve high standards of CFC support. Plaques are awarded as visible indication of the community spirit and generous giving of employees.

**617.62 Certificates**

Certificates of Appreciation are available upon request from the loaned executive for keyworkers and team captains.

**617.7 Further Information**

For detailed information regarding rules, regulations, and instructions on how to run a campaign, see 5 CFR 950 and Publication 530, *U.S. Postal Service Combined Federal Campaign Operational Guidelines*, which is available from the material distribution centers and on the Postal Service Intranet.