UNITED STATES POSTAL SERVICE

Employee and Labor Relations Manual

Issue 22

October 2010
Transmittal Letter

A. Introduction

Our *Strategic Transformation Plan* enables the Postal Service™ to successfully perform our long-standing mission of providing affordable, universal service. A strategic and key Plan objective is to maintain a work environment that enables our diverse and highly motivated workforce to:

- Achieve and go beyond performance expectations.
- Be recognized for individual and team performance achievements.

The *Employee and Labor Relations Manual* (ELM) is a critical tool for understanding and implementing the programs and processes that contribute to this goal.

B. Explanation

ELM 21 was published in February 2010. ELM 22 contains changes published in the *Postal Bulletin* on October 7, 2010. For detailed information about the revisions, see the Summary of Changes. Except for deletions, substantive changes are identified in the text by a bar in the margin.

C. Availability

1. **Online.** The online ELM is updated periodically with changes published in the *Postal Bulletin.* Because we no longer publish online incremental updates, the next revision will be designated as ELM 23. ELM Issues 12.1 through 22 are available on the Postal Service PolicyNet® Web site:

   - Go to *http://blue.usps.gov*.
   - Under "Essential Links" in the left-hand column, click on *PolicyNet.*
   - Click *Manuals.*

   (The direct URL for the Postal Service PolicyNet Web site is *http://blue.usps.gov/cpim.)*

   The ELM is also available on the Postal Service Internet:

   - Go to *www.usps.com*.
   - Click *on About USPS & News,* then *Forms & Publications,* then *Postal Periodicals and Publications,* and then *Manuals.*

2. **Hard copy.** You can order the ELM from the Material Distribution Center (MDC) by using touch tone order entry (TTOE). Call 800-273-1509 and follow the prompts.

   Note: You must be registered to use TTOE. To register, call 800-332-0317, option 1, extension 2925, and follow the prompts to leave a message. (Wait 48 hours after registering before placing your first order).

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

MGR STRATEGIC BUSINESS INTEGRATION
EMPLOYEE RESOURCE MANAGEMENT
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Summary of Changes

The *Employee and Labor Relations Manual,* Issue 22, constitutes a revision of ELM 21, which was published in February 2010. ELM 22 incorporates changes published in the *Postal Bulletin* through October 2010.

How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* from February 2010 through October 7, 2010.
- Find the chapter, subchapter, part, section, or system of records in the first column and read across the other columns to find specific information about that revision.

This chapter, subchapter, part, or section…	titled…	was updated to…	in *Postal Bulletin* issue number…	with an issue date of …
Chapter 9, Labor Relations				
933.111	Type 1a	add fabric (solid postal blue) to “shirt” and “shirtjac” in Items for Men and Items for Women.	22295	10-07-10
933.112	Type 1b	add fabric (solid postal blue) to “shirt” and “shirtjac” in Items for Men and Items for Women.		
933.21	Type 2 Items	add fabric (solid postal blue) to “shirt” in Items for Men and Items for Women.		
933.4	Type 4 Uniform Items	add after “shoes” in Items for Men and Items for Women: Battle Dress Utility Uniform, postal security dark blue.		
933.51	Type 5a	change Trousers from “White” to “Medical style, white or optional colored” in Items for Men.		
		change Pants from “White” to “Medical style, white or optional colored” in Items for Women.		