

# Summary of Changes

The *Employee and Labor Relations Manual*, Issue 28, constitutes a revision of ELM 27, which was published in June 2011. ELM 28 incorporates changes published in the *Postal Bulletin* through June 30, 2011.

## 210 How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* from May 19, 2011 through June 30, 2011.
- 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 <i>Postal Bulletin</i> issue number...	with an issue date of ...
<b>Chapter 4, Pay Administration</b>				
415	Rate Retention and Change to Lower EAS Grade	change title to "Rate Retention and Change to Lower Nonbargaining Unit Grade."	22231	5-19-11
415.11	Saved Grade	instruct employees to apply for a position at their saved-grade level when they are assigned to a lower grade under saved-grade provisions.		
415.12	Saved Salary	add the phrase "in accordance with postal policy or" to the last sentence.		
415.21	Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, or a RIF	<ul style="list-style-type: none"> <li>■ change title to "Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, RIF-Related 30-Day Nonduty, Nonpay Status Period, or a RIF."</li> <li>■ clarify circumstances in which salary may be lowered 2 years after a RIF.</li> </ul>		
415.23	Position Reclassified to a Lower Grade	clarify circumstances in which salary may be lowered 2 years after a position is reclassified to a lower grade.		
415.24	Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade EAS Position.	<ul style="list-style-type: none"> <li>■ change title to "Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade Nonbargaining Position."</li> <li>■ clarify circumstances in which salary may be lowered after an employee voluntarily accepts a lower grade nonbargaining position.</li> </ul>		

This chapter, subchapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of ...
<b>Chapter 8, Safety, Health, and Environment</b>				
870	Employee Assistance Program	<ul style="list-style-type: none"> <li>■ stress throughout that an employee's participation in EAP is voluntary.</li> <li>■ refer to "substance abuse, dependence, or other addictions" instead of "alcohol and drug abuse."</li> <li>■ break long paragraphs into numbered lists.</li> </ul>	22314	6-30-11
871.11	General	<ul style="list-style-type: none"> <li>■ add the word "voluntary."</li> <li>■ add statement that EAP assists employees and their families with efforts "to resolve personal issues that may impact adversely on work performance and/or personal well-being."</li> </ul>		
871.12	Alcohol or Drug Abuse	change "Alcohol or Drug Abuse" in title and text to "Substance Abuse, Dependence, or Other Addictions."		
871.2	Definitions	<ul style="list-style-type: none"> <li>■ add the following definitions: <ul style="list-style-type: none"> <li>– EAP counselor.</li> <li>– Management referral.</li> <li>– Other addictions.</li> <li>– Substance abuse.</li> <li>– Substance dependence.</li> </ul> </li> <li>■ delete these definitions: <ul style="list-style-type: none"> <li>– Alcoholism.</li> <li>– Drug Abuse.</li> <li>– Written referral.</li> </ul> </li> <li>■ add depression and anxiety to the list of "other problems."</li> </ul>		
871.34	Reasonable Access	provide additional guidance about what constitutes "reasonable access."		
872.21	Patterns of Behavior and Work Performance Problems	add "depression, anxiety, substance abuse, dependence, or other addictions" to the list of employee problems that may affect job performance.		

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873.43	Return to Work	<ul style="list-style-type: none"> <li>■ add this statement: "...the EAP counselor may, upon the employee's request and authorization, monitor the course of rehabilitation..."</li> <li>■ delete the requirement for medical personnel to examine an employee and make a recommendation to management about the employee's return to work.</li> <li>■ delete: "The installation head determines whether to return the employee to duty."</li> </ul>	22314	6-30-11
874.1	Policy	<ul style="list-style-type: none"> <li>■ change title to "Restricted Information."</li> <li>■ define "restricted information" and cite relevant federal laws.</li> </ul>		
874.2	Definition of Restricted Information	<ul style="list-style-type: none"> <li>■ change title to "Policy."</li> <li>■ state Postal Service policy on release of restricted information.</li> </ul>		
874.31	Postal Service Providers	<ul style="list-style-type: none"> <li>■ cite Postal Service policies that implement the Privacy Act and HIPAA.</li> <li>■ cite Postal Service System of Records.</li> </ul>		

