

# Summary of Changes

The *Employee and Labor Relations Manual*, Issue 31, constitutes a revision of ELM 30, which was published in December 2011. ELM 31 incorporates changes published in the *Postal Bulletin* through May 17, 2012.

## How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* from December 1, 2011, through May 17, 2012.
- 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 1, Organizational Structures</b>   |                                   |                                                                                                                                                                                      |                                           |                           |
| 113.3                                         | Organizational Entities           | revise item “k” to clarify and expand the responsibilities of a postmaster.                                                                                                          | 22325                                     | 12-1-11                   |
| <b>Chapter 4, Pay Administration</b>          |                                   |                                                                                                                                                                                      |                                           |                           |
| 436                                           | Back Pay                          | cite most recent issue of Back Pay management instruction.                                                                                                                           | 22336                                     | 5-3-12                    |
| 436.2                                         | Limitations                       | correct reference in item “b.”                                                                                                                                                       |                                           |                           |
| 436.41                                        | Statements by Local Official      | provide additional instructions for local official preparing PS Form 8039.                                                                                                           |                                           |                           |
| 436.42                                        | Statements by Employee            | provide additional instructions for employee preparing PS Form 8039.                                                                                                                 |                                           |                           |
| 436.72                                        | Availability of Interest          | clarify the circumstances under which interest is paid when back pay is awarded.                                                                                                     |                                           |                           |
| 436.73                                        | Determination of Rate of Interest | reflect a change in interest rate computation from the federal judgment rate to the IRS underpayment rate for back payments that result from National Labor Relations Board rulings. |                                           |                           |
| 436.74                                        | Responsibility                    | change “The Eagan Accounting Service Center” to “Eagan Accounting Services.”                                                                                                         |                                           |                           |

| This chapter, subchapter, part, or section... | titled...               | was updated to...                                                                                                                                                                                        | in <i>Postal Bulletin</i> issue number... | with an issue date of ... |
|-----------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------|
| 471.31                                        | Cash Awards             | expands list of payroll deductions applied to cash awards.                                                                                                                                               | 22337                                     | 5-17-12                   |
| 471.33                                        | Noncash Tangible Awards | clarify the difference between “authorized” and “prohibited” awards.                                                                                                                                     |                                           |                           |
| 471.331                                       | Authorized              | added to expand description of authorized awards.                                                                                                                                                        |                                           |                           |
| 471.332                                       | Prohibited              | added to describe prohibited awards.                                                                                                                                                                     |                                           |                           |
| 474.1                                         | Overview                | add to third column in table a reference to prohibited items.                                                                                                                                            |                                           |                           |
| 474.3                                         | Description             | add reference to prohibited items.                                                                                                                                                                       |                                           |                           |
| 474.7                                         | Documentation           | add reference to prohibited items.                                                                                                                                                                       |                                           |                           |
| <b>Chapter 5, Employee Benefits</b>           |                         |                                                                                                                                                                                                          |                                           |                           |
| 517.12                                        | Definition              | clarify that:<br>Paid military leave is authorized for hours the employee would have worked during his or her regular schedule.<br>Non-workdays are not charged against the paid military leave allowed. | 22336                                     | 5-3-12                    |