

# Summary of Changes

The *Employee and Labor Relations Manual*, Issue 32, constitutes a revision of ELM 31, which was published in May 2012. ELM 32 incorporates changes published in the *Postal Bulletin* through August 23, 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 3, Employment and Placement</b>				
354.3	Actions for Nonbargaining Employees in Connection With the Discontinuance, Consolidation, and Restaffing of Post Offices	<ul style="list-style-type: none"> <li>■ include provisions on staffing Remotely Managed Post Offices and Part-Time Post Offices.</li> <li>■ implement changes to retail units previously classified as EAS Level 16 or below Post Offices.</li> </ul>	22344	8-23-2012
<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: Paid military leave is authorized for hours the employee would have worked during his or her regular schedule. Non-workdays are not charged against the paid military leave allowed.	22336	5-3-12