

Summary of Changes

The *Employee and Labor Relations Manual*, Issue 38, constitutes a revision of ELM 37, which was published in September 2014.

How to Use the Summary of Changes

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 ...
Chapter 4, Pay Administration				
470	Administrative Offsets for Former Postal Service Nonbargaining Unit Employees	Add a new part 473.	22396	8-21-14
480	Administrative Offsets for Former Postal Service Bargaining Unit Employees	Add a new part 483 and renumbering previous part 483 to 484 and 484 to 485.	22396	8-21-14
Exhibit 452.322	Sample Notice of Involuntary Administrative Salary Offsets	Reflect changes in 39 CFR 961 Rules of Practice in Proceedings under Section 5 of the Debt Collection Act.	22396	8-21-14
422.225	Reductions in Grade	Reflect the updated policy on step and next step date as if service had been uninterrupted in the previously held lower grade. For a grade not previously held, the step and next date will be determined as if all career Postal Service had been in the lower grade.	22395	8-7-14
422.325	Reductions in Grade	Reflect the updated policy on step and next step date as if service had been uninterrupted in the previously held lower grade. For a grade not previously held, the step and next date will be determined as if all career Postal Service had been in the lower grade.	22395	8-7-14

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490	Recognition and Awards	Reflect the change in reporting requirements of employee noncash tangible awards from \$50.00 to \$75.00. The following has also been updated: numbering corrections; correction in modification process relevant to the evaluation and approval of awards; removal of incorrect ELM references; addition of new award (ELT cash award) and award description; correction of Postmaster General Award Limit; removal of references to the Vice President/Chief Postal Inspector Individual Award as there is not historical evidence that this award existed previously; added reference to the fact that there is an award to report gift certificates awarded to Inspection Service employees; removed all reference to the Ideas Program (contained in ELM 630); and minor editorial changes and renumbering to the changing information.	22404	12-11-14
Chapter 5, Employee Benefits				
525.132	Health Benefits Refund Program	Revise item (d)(3) to reduce the risk of inaccurate information or employee actions that could potentially result in negative legal, contractual, or other business consequences to the Postal Service.	22404	12-11-14
520	Health Benefits Program	To update policy and procedures in accordance with Office of Personnel Management regulations and the Patient Protection and Affordable Care Act.	22400	10-16-14
581.5	Employees Covered	Added to align with the FERS retirement law changes made by Public Law 112-96, the "Middle Class Tax Relief and Job Creation Act of 2012."	22411	3-19-15
581.6	Exclusions	Added to align with the FERS retirement law changes made by Public Law 112-96, the "Middle Class Tax Relief and Job Creation Act of 2012."	22411	3-19-15

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Chapter 6, Employee Relations				
671	Diversity Overview	To clarify and reaffirm the Postal Service commitment to diversity and inclusion and equal employment opportunity.	22355	1-24-13
Chapter 8, Safety, Health, and Environment				
Entire Chapter 8	Safety, Health, and Environment	Reflect updated organizational structure references, reflect new reporting systems, and incorporate changes in the Occupational Safety and Health Administration's (OSHA's) serious accident reporting requirements. 870 moved in its entirety to Chapter 9 to be new 940.	22407	1-22-15

