

Employee and Labor Relations Manual

Issue 41

September 2016
Transmittal Letter

A. Introduction

The Postal Service™ is positioning itself to meet its current and future business objectives by maintaining a skilled and ready workforce that is diverse, engaged, efficient, and safe. This will enable the Postal Service to successfully perform our long-standing mission of providing affordable, reliable, universal service.

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 41 was published in September 2016 and includes all revisions published in the *Postal Bulletin* through July 21, 2016. The Summary of Changes contains detailed information about all revisions since the publication of ELM 40 in March 2016. All changes published in the *Postal Bulletin* are effective immediately.

C. Availability

1. **Online.** The online ELM is updated periodically; however, all ELM changes that are published in the *Postal Bulletin* are effective immediately. ELM Issues 12.1 through 41 are available on both the Postal Service PolicyNet website and at: <http://about.usps.com/manuals/elm/html/welcome.htm>

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:

CHANGE MANAGEMENT SPECIALIST, TL
EMPLOYEE RESOURCE MANAGEMENT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 9301
WASHINGTON DC 20260-9301



Nancy L. Rettinhouse
Vice President
Employee Resource Management

