

Summary of Changes

The *Employee and Labor Relations Manual*, Issue 18, constitutes a revision of ELM 17, including modifications to Chapters 1, 3, 4, 5, 6, 7, 8, 9, and the appendix.

Specific Revisions

This section summarizes subchapter changes. The changes are organized by section number and in the text of the manual by a revision bar. Language has been added, changed, or rearranged to promote clarity. In addition, language or sections have been deleted, sections have been renumbered, and references have been changed accordingly.

Glover Settlement Agreement

Employee and Labor Relations (ELM) 113.4, 472.4, 473.22, 473.321, 473.322, 473.42, 474.4, 475.23, 475.32, 476.23, 476.33, 476.43, 546.141, 632, 721.2d, and 842.23 are revised to comply with Section V of the Equal Employment Opportunity Commission (EEOC)-approved Settlement Agreement in Glover v. Potter, EEOC No. 320-A2-8011X. A complete copy of the Settlement Agreement is available on the Internet at www.gloverclass.com.

These revisions, which are listed under the appropriate subchapters, reiterate that persons in permanent rehabilitation positions have the same rights to pursue promotional and advancement opportunities as other Postal Service employees and that the Postal Service will not deny promotional or advancement opportunities to persons in permanent rehabilitation positions based upon their disability, if any, in violation of the Rehabilitation Act of 1973, as amended.

Chapter 1, Organizational Structures

Subchapter 110, General Information

113.4, Disabled and Disability, is added and subsequently revised to comply with the Settlement Agreement in Glover v. Potter.

Chapter 3, Employment and Placement

Subchapter 340, Suitability, Selection, and Appointment

334.32, When Register Is Inadequate, is revised to replace “district manager of Human Resources” with “Manager, Human Resources (District).”

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343, Applicants Separated for Cause, is revised to replace “district manager of Human Resources” with “Manager, Human Resources (District),” “area manager of Human Resources” with “Manager, Human Resources (Area),” and “vice president of Employee Resource Management” with “vice president, Employee Resource Management.”

344.5, Nonselection of a Veteran, is revised to clarify that selection is made from a Hiring Worksheet.

349, Official Personnel Folder, is added to describe:

- The purpose and contents of a Postal Service employee’s Official Personnel Folder (OPF).
- What constitutes an “official record” in the OPF.
- The electronic OPF (eOPF) system.

Subchapter 350, Assignment, Reassignment, and Promotion

354.217, Definitions and Explanations, is revised at 354.217f(2)(b) to reflect changes to the adjective ratings used in performance evaluations as required by implementation of the Performance Evaluation System.

355, Light Duty Assignments, was mistakenly omitted from ELM 17 when it was published in July 2002. It was reincorporated as of *Postal Bulletin* 22094 (2-6-03).

Subchapter 360, Other Personnel Actions

363.1, Definition, is revised to clarify that a break in service is usually not given between noncareer appointment and career appointment.

363.2, Conversion to Career Appointment, is revised to change the title to “Competitive and Noncompetitive Authority” and clarify when a conversion from noncareer to career status occurs.

365.211, Definition of Resignation, is revised to change “employees may be permitted” to “employees are permitted” to withdraw their resignation request.

Chapter 4, Pay Administration

Chapter 4 contains extensive revisions. Subchapters 410, 420, 430, and 470 are completely revised.

Subchapter 410, Pay Administration Policy for Nonbargaining Unit Employees

412, New Appointment, is revised throughout to:

- Reflect a policy change in how the supervisory differential adjustment (SDA) rate is calculated.
- Update and simplify salary assignment information for newly appointed career employees.
- Reflect changes in determining the SDA rate for executive administrative schedule (EAS) employees.

Summary of Changes

413, Promotion to Nonbargaining Unit Positions, is revised throughout to simplify the definition of *promotion* and reflect the revisions to 412.

414, Reassignment to Nonbargaining Unit Positions, is revised to change the title to “Reassignment,” reorganize throughout, and change “EAS A–E Postmasters” to “A–E Postmasters.”

415, Rate Retention and Change to Lower EAS Grade, is revised throughout to update salary and assignment information, as follows:

- For employees during a reduction in force (RIF) who are:
 - Eligible for veterans’ preference and whose grade is saved.
 - Assigned to lower grade positions with saved salary.
 - Changed to lower grade using RIF avoidance procedures.
 - Changed to lower grade using RIF procedures and:
 - Not eligible for veterans’ preference.
 - Eligible for veterans’ preference.
- For employees making non-RIF related changes to lower grades, for example:
 - Making voluntary change to a lower grade.
 - Refusing a reasonable assignment to a higher grade during a rate retention period.
 - Being demoted to a lower grade for cause.

415.73, Same Relative Percentile Point, is deleted.

416, Merit Pay Program, is revised throughout to change the title to “Pay for Performance Program” and replace “Merit Pay” policy with “Pay for Performance” policy.

416.22, Association Officials, is revised to:

- Change the title to “Management Association Officials.”
- Show that the annual pay-for-performance increase to the salary of record for employees who are placed on leave without pay to devote full-time service as elected national officers of a recognized management association is equal to the National Performance Assessment score.

417.234, Higher Level Pay Conditions, is revised to require only a 5-day waiting period, reflecting the standardization of the higher level pay policy for EAS employees.

418, Assignment to a Different Salary Schedule, is revised throughout to:

- Clarify how the table in exhibit 418.1 is used when personnel actions are processed.
- Reflect the upgrade for electronic technicians from grade 11 to grade 12.
- Add existing grade 26 to the EAS schedule.
- Update the occupational code of postmasters exempt from the Fair Labor Standards Act (FLSA) from EAS-15 to EAS-16.

Summary of Changes

- Recognize the city letter carrier position upgrades necessitated by the Fleischli Arbitration Award of September 19, 1999.

Exhibit 418.1, Equivalent Grades, is revised to add pay schedules for attorneys and executives in the Postal Career Executive Service (PCES).

419.31, Definition, is revised to update the occupational code of postmasters exempt from the FLSA from EAS-15 to EAS-16.

419.32, Salary Grades, is revised to add a new level 14 occupational code for Postmaster Relief/Leave Replacements (PMRs), and describe the characteristics of PMR positions more clearly.

Subchapter 420, Wage Administration Policy for Bargaining Unit Employees

Subchapter 420 is recodified and formatted to include a broad structure and numbering scheme to encompass all current salary schedules. Modified throughout to:

- Recodify former 422 through 429 as new 422.1 through 422.9, respectively.
- Add 422.2, Salary Schedules Covered by Specific Agreements.
- Reflect changes necessitated by the following:
 - Reconstitution of the Tool and Die Shop bargaining unit, effective January 31, 1997.
 - Memorandum of Understanding (MOU), October 8, 1999, between the Postal Service and the American Postal Workers Union (APWU) resolving the “promotion pay anomaly.” (hereinafter referred to as the “1999 MOU”).
 - Collins Arbitration Award of April 26, 2000 (hereinafter referred to as the “Collins Arbitration Award”).
 - Article 7.A.2 of the Agreement between the Postal Service and the National Rural Letter Carriers’ Association (NRLCA), 2000–2004.
 - Goldberg Arbitration Award of December 18, 2001 (hereinafter referred to as the “Goldberg Arbitration Award”).
 - Labor contract extension between the APWU and the Postal Service, November 29, 2003.
 - Agreement between the Fraternal Order of Police, National Labor Council, USPS No. 2, and the Postal Service, November 18, 2004.
- Update the names of bargaining unit categories, schedule acronyms, and grade ranges.
- Improve clarity and consistency.
- Change all references to (1) “area supply centers” to “material distribution center,” and (2) all references to the bargaining unit “Mail Equipment Shops” to “Material Distribution Center.”

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- Change “salary” to “wage” when the compensation term is (1) preceded by “basic or “setting” or (2) followed by “rate,” “adjustment,” “increase,” or “level.” (The changes are made to increase technical accuracy when discussing an employee’s compensation expressed as an hourly rate rather than as an annualized salary equivalent.)

421.41, Appointments, is revised to add language to 421.41a to clarify that a transfer to or from the rural carrier craft requires a new career appointment.

421.42, Assignments, is revised to add language to 421.42b(2) to clarify that rural craft employees are paid based on route evaluated hours or route mileage, and add language to 421.42c to clarify that the provision applies to up to three positions.

421.44, Terms, is revised to add four new terms for clarity and completeness: *promotion* in 421.44i, *repromotion* in 421.44j, *interim promotion* in 421.44k, and *reduction in grade* in 421.44l.

421.45, Salary Increases, is revised to change the title to “Wage Increases” and clarify the definition of *step increase* in 421.45b.

421.514, Termination, is revised to add language to 421.514c to clarify how a protected rate is currently terminated under certain promotion circumstances.

421.521, Explanation, is revised to add 421.521c to indicate that “saved rate” applies to an employee who accepts a job offer based on limitations due to an injury on duty.

421.524, Termination, is revised to add language to 421.524c that clarifies how a saved rate is currently terminated under certain promotion circumstances.

421.525, Effect on Promotion, is revised to clarify the impact of saved rate special pay status on promotion actions.

421.7, Reference Table, is revised to:

- Change the title to “Rate Schedule Summary and References.”
- Reflect labor contract extension between the APWU and the Postal Service, November 29, 2003.
- Update the names of bargaining unit categories, schedule acronyms, grade ranges, and references.

Exhibit 421.7, Reference Table, is completely revised and the title is changed to “Rate Schedule Summary and References.”

Exhibit 421.81, Higher Level Pay, is reserved pending further revisions necessitated by the 1999 MOU.

Exhibit 421.82, Promotional Increases, is revised to

- Update the names of bargaining unit categories, schedule acronyms, and grade ranges.
- Include revisions necessitated by the 1999 MOU.

Summary of Changes

422, Salary Schedules Covered by Specific Agreements, is added to provide information about salary schedules for the following:

- Clerks, vehicle service drivers, Post Office™ maintenance service employees, and vehicle maintenance employees.
- Mail Equipment Shops/Material Distribution Center (MESC) employees.
- Mail handlers, city carriers, and rural carriers.
- Postal nurses.
- Information Technology/Accounting Service Centers (IT/ASC) employees.
- Operating Services Division, Headquarters, and Facilities Service Section, Merrifield, VA, employees.
- Postal police officers.
- Tool and Die Shop employees.

422.111, Salary Schedules, is revised at 422.111b to show that the MESC Schedule has 11 grades following the Goldberg Arbitration Award.

422.121, Career Appointment, is revised to:

- Modify 422.121a, Reinstatement, to conform to current practice.
- Add 422.121e, Hiring Into the Rural Carrier Craft, to explain current practices more fully.
- Clarify at 422.121f the procedures for hiring into the Postal Service (PS) Schedule and MESC Schedule 2.

422.123, Promotion Rules, is revised to:

- Include revisions necessitated by the 1999 MOU.
- Clarify at 422.123b(6) that the rule choice provision regarding wage rules requires decisions regarding deviation from standard practice to be made by the district Human Resources manager rather than by the installation head.
- Conform to actual pay practices and maintain consistency with 422.144b.
- Delete the reference to temporary promotions and higher level assignments from the list of exclusions in 422.123b(7).

Exhibit 422.123a, Promotion Chart — PS Schedule 1 to PS Schedule 2, and **Exhibit 422.123b, Promotion Chart — PS Schedule 2 to PS Schedule 2**, are added to:

- Include revisions necessitated by the 1999 MOU.
- Incorporate new APWU Grade 11 necessitated by the Goldberg Arbitration Award.

422.124, Reassignment Rules, is revised to:

- Add 422.124d to clarify reassignments for PS and MESC employees.
- Change 422.124c(4) and 422.124d to properly describe calculation of the next step date during voluntary reassignments to equivalent grades in another bargaining unit.

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422.125, Reductions in Grade, is revised at 422.125b to simplify the bargaining unit salary determination rules used to process voluntary reductions in grade.

Exhibit 422.13, Bargaining Unit Step Increase Waiting Periods, is added and subsequently revised to:

- Add Step Q in the IT/ASC Schedule necessitated by the Collins Arbitration Award.
- Reflect an agreement between the Fraternal Order of Police, National Labor Council, USPS No. 2, and the Postal Service, November 18, 2004.

422.223, 422.323, 422.422, 422.523, 422.622, 422.723, 422.823, and 422.923 are revised to:

- Include material previously found in 422.123 and incorporated by reference.
- Modified to include revisions necessitated by the 1999 MOU.

422.415, Employee Classifications, is revised at 422.415a to show both regular and part-time flexible rural carriers.

422.421, Career Appointment, is revised at 422.421a(3) to include reference to part-time flexible rural carriers as described further in the Rural Carrier labor contract at Article 7.A.2.

422.9, Tool and Die Shop Schedule, previously reserved because of the dissolution of the Tool and Die Shop as a bargaining unit, is published because of the reconstitution of the Tool and Die Shop bargaining unit on January 31, 1997. It incorporates provisions previously found in ELM 12 and subsequent changes.

Subchapter 430, Basic and Special Pay Provisions

Subchapter 430 is revised throughout to show that the Postal Service pays night shift differential to eligible bargaining unit employees who receive administrative leave. This change was made pursuant to the national arbitration award by Philip W. Parkinson, dated December 8, 2000, case number J90M-1J-C-95047374. Additional changes include:

- Replace “guarantee” with “guaranteed.”
- Restore substantive provisions affecting Sunday premium pay that were in ELM 15 before the revisions of May 4, 2000.

432.462, Applicability, is revised to clarify the 5-minute leeway rule.

432.464, Special Cases, is revised to clarify application of the 5-minute leeway rule to Sunday premium pay.

432.63, Pay Computation, is revised to remove the statement, “Also Sunday premium is only paid for time actually worked.”

Exhibit 434.2, Night Differential Pay Eligibility Table, is revised to add a reference to the applicability of administrative leave to nonbargaining unit employees.

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434.221, Eligibility for Night Differential, is revised to add a statement to clarify when bargaining unit employees on administrative leave are eligible to receive night shift differential.

Exhibit 434.3, Sunday Premium Pay Eligibility Table, is revised to:

- Modernize names, abbreviations, and shorthand notations for bargaining and nonbargaining unit rate schedules.
- Clarify the salary table handling of casual employees.

434.31, Policy, is revised to:

- Restore substantive content of ELM 15 in effect before May 4, 2000.
- Clarify policy regarding Sunday premium pay.

434.32, Eligibility, is revised to

- Restore substantive content of ELM 15 in effect before May 4, 2000.
- Clarify that only employees scheduled to work on a Sunday may receive Sunday premium pay.

434.3, Sunday Premium Pay Eligibility Table, is revised to:

- Restore substantive content of ELM 15 in effect before May 4, 2000.
- Change the following:
 - “C – MESC” to “C – Mail Equipment Shops/Material Distribution Center employees (MESC-1)” and “CB – Mail Equipment Shops/Material Distribution Center employees (MESC-2)”.
 - “N – Data Center” to “N – Information Technology/Accounting Service Centers (IT/ASC).”
 - “P – PS” to “P – Postal Service (PS-1)” and “PB – Postal Service (PS-2).”

434.33, Leave, and **434.34, Pay Computation**, are revised to restore substantive content of ELM 15 in effect before May 4, 2000, and describe conditions in which an employee on leave may receive Sunday premium pay.

434.4, Holiday Leave Pay, is revised throughout to:

- Improve clarity.
- Establish that eligible employees may elect to receive annual leave instead of holiday leave pay.
- Comply with revisions in Article 11, sections 3 and 4 of the national agreement between the American Postal Workers' Union (APWU), pursuant to the Goldberg Interest Arbitration Award of December 18, 2001, and the Memorandum of Understanding between the Postal Service and the APWU of January 29, 2002.

Exhibit 434.8, Pyramiding of Premiums, is revised to re-implement the provisions of ELM 15 that allow payment of Sunday premium pay to eligible employees who are on continuation of pay status, military leave, or court leave.

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436.2, Limitations, is revised to comply with the October 17, 1994, Merit System Protection Board ruling that allowed protections for individuals eligible for veterans' preference in employment.

436.43, Life Insurance Coverage, is deleted.

436.5, Life Insurance Coverage, is added to clarify how (a) employees who are in nonpay status or separated, and (b) new employees hired due to settlement or decision may obtain life insurance coverage or change in existing coverage once they are returned to duty in a pay status following reinstatement or accession.

436.5, Erroneous Separation for Retirement, and 436.51, Explanation, are renumbered as 436.6 and 436.61, respectively.

436.52, Corrective Action, is renumbered as 436.62 and revised to show that employees who separate for retirement erroneously and are restored to service are compensated as if they had worked during the period of erroneous separation rather than given the amount they would have received in retirement payments.

436.6, Interest on Back Pay, is renumbered as 436.7.

436.61, Purpose, is renumbered as 436.71 and revised to clarify the general obligation the Postal Service has in paying interest on back pay claims.

436.62, General, is renumbered as 436.72 and revised to:

- Change the title to "Availability of Interest."
- Clarify the circumstances in which the Postal Service is required to pay interest on a back pay claim.

436.63, Rate of Interest, is renumbered as 436.72 and revised to:

- Change the title to "Determination of Rate of Interest."
- Reflect renumbering of exhibits 436.63a and 436.63b.
- Clarify how the Accounting Service Center (ASC) determines the rate of interest to be paid on a back pay claim.

Exhibit 436.63a, Interest on Back Pay Decisions, is added and subsequently revised to:

- Renumber as 436.73a.
- Clarify how the ASC determines the rate of interest for an adjustment on a back pay award issued by a court, arbitration, or federal agency decision.

Exhibit 436.63b, Interest on Back Pay Settlements, is added and subsequently revised to:

- Renumber as 436.73b.
- Clarify how the ASC determines the rate of interest for an adjustment on a back pay award issued by a court, arbitration, or federal agency decision.

436.64, Responsibility, is renumbered as 436.74.

Summary of Changes

Subchapter 450, Collection of Postal Debts From Nonbargaining Unit Employees

452.4, Collection of Amounts Due Under Federal Benefits Programs, is revised to:

- Change the title to “Exceptions to Procedures Found in Sections 452.2 and 452.3.”
- Incorporate the statutory provision in section 31001(h) of the Debt Collection Improvement Act of 1996, codified at 5 United States Code (U.S.C) section 5514(a)(3), that excludes certain routine intra-agency adjustments of pay from the provisions of section 5514(a)(2).

Subchapter 470, Incentive Awards and Service Recognition

Subchapter 470 is revised throughout to:

- Change the title to “Recognition and Awards.”
- Reflect that the fiscal year limit for Team Awards is \$2,000.
- Clarify the definitions of *Service Award*, *Informal Award*, *Formal Award*, and *Special Award* and identify the employee group eligible for each award.
- Clarify the definitions of *noncash award*, *cash equivalent award*, and *cash award*.
- Clarify the tax implications of awards.
- Revise the budget limit for all awards to one half of one percent (0.005%) of the total end of fiscal year salary budget and directing that administration of this budgeted amount be on a performance cluster level.
- Revise the procedures for requesting 50-year service pins.
- Update sample letters of appreciation.
- Update the payment procedures for eAWARDS.
- Combine award categories, expand the pool of employees eligible, and increase the maximum dollar value of cash and cash equivalent awards that may be issued each fiscal year.
- Comply with the Settlement Agreement in Glover v. Potter.
- Combine award categories, expand the pool of eligible employees, and increase the dollar value of cash and cash equivalent awards that may be issued each fiscal year, as follows:
 - Expand eligibility for Informal Awards (previously limited to employees) to contractors.
 - Expand eligibility for Spot Awards (previously limited to EAS and PCES career employees) to all career employees and increase the fiscal year award limit to \$3,000.
 - Expand eligibility for Team, Vice President, and Postmaster General Awards (previously limited to EAS and PCES career employees) to all career employees and maintaining the fiscal year limits of \$2,000, \$5,000, and \$10,000, respectively.

Summary of Changes

- Discontinue the use of the Special Achievement Award, Meritorious Service Award, Distinguished Service Award, Exceptional Performance Award, and Bargaining Unit Non-Cash Tangible Award categories, previously subject to fiscal year limits of \$500, \$2,000, \$3,500, \$7,500, and \$500, respectively.

Exhibit 471.1, Service Recognition and Incentive Awards, is revised to clarify that the fiscal year limit for the Team Award is \$2,000.

475.341. Comparison to Regular Within-Grade Increases, is revised to determine the step and next step date for a quality step increase (QSI) action.

Chapter 5, Employee Benefits

Subchapter 510, Leave

512.21, General Policy, is revised to clarify that the policy in effect at the time an employee enters a career appointment determines the employee's annual leave category.

512.232, Service of an Employee Eligible for Military Retirement Annuity, is revised to:

- Add 512.232a(4) to reflect the current practice of using the military service years of employees who qualify for military retirement while serving in current career appointments for computing their annual leave category.
- Update 512.232c to provide Web site locations for SF 180, *Request Pertaining to Military Records*, and SF 813, *Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions*.

Exhibit 512.232a, Wars, Campaigns, and Expeditions of the Armed Forces Since 1937, is revised to:

- Renumber as Exhibit 512.232.
- Provide current information.
- Reformat for easier use.

Exhibits 512.232b and 512.23c, which contain facsimiles of SF 180 and SF 813, are deleted.

512.24, Service Not Counted, is revised to add "foreign national service" to the types of service for which annual leave credit is not allowed.

512.512, Holidays, is revised to explain how full-time employees who have elected to receive annual leave credit instead of holiday leave pay may charge annual leave on a worked holiday.

512.633, Nonbargaining Unit Annual Leave Exchange, is revised to provide a general statement regarding the exchange of annual leave for cash rather than to indicate the exact number of hours allowed.

512.64, Annual Leave Sharing, is revised to show that instructions for the administration of the terms and conditions of the annual leave sharing program are found in MI EL-510-2003-2, *Annual Leave Sharing Program*.

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512.65, Annual Leave Credit in Lieu of Holiday Leave Pay, is added to show that eligible employees may substitute annual leave credit for holiday leave pay and to indicate which leave may be charged to those employees on a worked holiday.

512.73, Payment for Accumulated Leave, is revised to change the title to "Lump Sum Terminal Leave Payment" and add 512.731 through 512.736.

512.731, General, is added to clarify the conditions under which separating employees may receive lump sum terminal leave payments.

512.732, Entitlement Amounts, is added to:

- Clarify how entitlement amounts are determined for bargaining and nonbargaining unit employees.
- Clarify the amounts to which employees may be entitled whether or not they separate under the Voluntary Early Retirement Authority.
- Include the various kinds of leave that may be represented in the terminal leave payment for nonbargaining and bargaining unit employees.

512.733, Separation for Military Service, is added to clarify that employees who separate to enter U.S. military duty may choose to receive a lump sum leave payment or have their accrued annual leave balance held for credit until they return to Postal Service duty.

512.734, Separation followed by Reemployment, is added to clarify the rights and obligations of employees who receive a lump sum leave payment and later are reemployed by the Postal Service.

512.735, Absence of Relationship to Annuity Payment, is added to specify that the lump sum payment for annual leave at the time of retirement does not affect the amount or commencement date of annuity payments.

512.736, Payment to Beneficiaries or Estates of Employees Who Die in Service, is added to specify that the beneficiaries or estates of nonbargaining unit employees who die in service receive the same terminal leave payments that the employees would have received if they had separated while living.

513.1, Purpose, is revised to divide the text between new subsections 513.11 and 513.12.

513.11, Sick Leave for Employee Incapacitation, is added to include the first sentence of former 513.1.

513.12, Sick Leave for Dependent Care, is added to include the remainder of former 513.1 and clarify that If leave for dependent care is approved, but the employee has already used the maximum 80 hours of sick leave allowable, the difference is charged to annual leave or to LWOP at the employee's option.

513.411, General, and **513.421 General**, are revised to explain the charging of sick leave on a worked holiday for full-time employees who have elected to receive annual leave credit in lieu of holiday leave pay.

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513.72, Reemployment, is revised to clarify that sick leave cannot be reccredited when an employee takes a new position that does not provide sick leave.

514.1, Definitions, is revised to change the title to “Essential Features,” define *Leave Without Pay (LWOP)*, and clarify the conditions under which salaried employees take LWOP.

Exhibit 514.4, Acceptable Reasons and Instructions for LWOP, is revised to:

- Change Item d(1) to allow employees to request LWOP without first exhausting sick and annual leave.
- Change Item i to explain the charging of LWOP on a worked holiday for employees who have elected to receive annual leave credit instead of holiday leave pay.

515, Absence for Family Care or Serious Health Condition of Employee, is revised to change title to “Absence for Family Care or Illness of Employee.”

515.5, Documentation, is revised and reorganized to:

- Clarify the types of documentation necessary for absences due to FMLA-qualifying conditions in all or in particular cases.
- Add a reference to Form WH-380, *Certification of Health Care Provider*, to document FMLA qualification of health conditions.
- Eliminate LWOP from the section on employee incapacitation, which requires documentation only for paid leave, in accordance with Department of Labor regulations.

515.52, Particular Circumstances, is added.

515.52, New Son or Daughter, is revised and renumbered as 515.521.

515.53, Care of Others for Medical Reasons, is renumbered as 515.522 and revised to add a reference to Form WH-380, *Certification of Health Care Provider*, to document FLMA qualification of health conditions.

515.54, Additional Medical Opinions, is renumbered as 515.53 and revised to clarify requirement to provide a third opinion by a health care provider.

515.55, Employee Incapacitation, is renumbered as 515.523 and revised to clarify that documentation is not required for LWOP due to employee incapacitation.

515.56, Return to Work After Employee Incapacitation, is renumbered as 515.524 and revised to clarify requirement for certification from a health care provider when an employee returns to work after an absence for incapacitation under the Family and Medical Leave Act (FMLA).

516.41, General, is revised to change the policy regarding what payments a juror may keep when on court leave.

517.41, General Allowance, is revised to allow the time that part-time employees spend on LWOP due to active duty military service to earn credit toward the 1,040 hours required each fiscal year to receive paid military leave.

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517.431, State or Jurisdiction Duty, is revised to clarify the circumstances under which eligible employees are granted additional paid military leave over and above the general allowance to perform military aid to enforce the law in their state or jurisdiction.

517.542, Choice of Annual Leave or LWOP, is revised to change the title to “Choice of Annual Leave, Sick Leave, or LWOP” and clarify requirements for use of sick leave while on active duty military service.

519.21, Acts of God, and **519.22, Civil Disorders**, were combined as 519.21, Acts of God and Civil Disorders, as of *Postal Bulletin* 22107 (7-24-03). This revision was revoked by *Postal Bulletin* 22115 (11-13-03).

519.4, National Day of Observance, is added to provide guidance for any national day of observance that the postmaster general declares subsequent to the declaration of a national day of observance by Executive Order of the president of the United States. Policy applies to EAS, PCES, and other employees not covered by union agreements concerning national days of observance.

519.4, Medical Events, and **519.5, Special Events**, are renumbered as 519.5 and 519.6, respectively.

519.7, Nonbargaining Unit Personal Absence, was mistakenly omitted from ELM 17 when it was published; it is reincorporated as of *Postal Bulletin* 22085 (9-19-02).

519.72, Policy, is revised to clarify that absences due to conditions covered by the FMLA are among those partial-day absences that may be requested.

519.732, Partial-Day Absences, is revised to emphasize that managers may disapprove personal leave requests when necessary to carry out their responsibilities to control work hours.

Subchapter 520, Health Benefits Program

Subchapter 520 is revised throughout to:

- Edit for consistency of presentation and conformance to Postal Service editorial style.
- Substitute the *PostalEASE* Federal Employees Health Benefits (FEHB) Worksheet for Standard Form (SF) 2809, *Health Benefits Election Form* except when (1) the person is electing benefits is a family member applying for temporary continuation of coverage (TCC) or a former spouse seeking spouse equity, and (2) an employee is transferring to another agency.
- Add references to the *PostalEASE* FEHB History Report and the *PostalEASE* FEHB Worksheet.
- Replace references to the Social Security number with the employee identification number where appropriate.
- Change references from “employing office,” “Eagan Accounting Services Center (ASC),” and “Eagan Retirement Branch” to “National Finance Center (NFC).”

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521.423, Foster Children, is revised to modify the note to indicate that a sample certification form is found in exhibit 521.423.

Exhibit 521.43, Certification of Foster Children, is revised to elaborate on the certification requirements in accordance with guidance from the Office of Personnel Management (OPM).

521.613, Employing Office Responsibility, is revised to:

- Correct the title of SF 2809, *Employee Health Benefits Election Form*.
- Add the *PostalEASE* FEHB Worksheet.

521.621, Eligible for Coverage, is revised to indicate that RI 70-5, *Guide to Federal Employee Health Benefit Plans for TCC and Former Spouse Enrollees*, is sent to an eligible former spouse.

521.711, Eligible for Coverage, is revised to modify 521.711d to show that former spouses awaiting approval or disapproval from OPM are among those eligible for TCC.

523, Registration, is revised to change “register” to “enroll” and “registration” to “enrollment” throughout.

523.2, Employee Declines to Register, is revised to change the title to “Employee Declines to Enroll” and to substitute employee identification number for Social Security number.

523.61, Registration Form, is revised to:

- Change the title to “Enrollment Form.”
- Substitute employee identification number for Social Security number.
- Indicate that every SF 2809, *Health Benefits Election Form*, for a former spouse is forwarded to the National Finance Center (NFC) rather than to the Eagan Retirement Branch.

523.632, Contents of File, is revised to:

- Add *PostalEASE* FEHB Worksheet.
- Restructure text under 523.632f as items 1 through 6.
- Replace “payroll’s” with “NFC.”

523.634, Disposition of File, is revised to indicate that NFC maintains the file and clarify the terms under which the personnel office maintains records.

524.529, Change to Self Only, is revised to elaborate on circumstances considered “qualified life status changes.”

524.531, Change in Marital Status, is revised to:

- Include common law marriage at 524.531a(1) under the criteria for change in status.
- Clarify at item 524.531c the provisions for enrolling a new spouse.

524.62, Change to Self Only, is revised to clarify change to Self Only depending on whether premiums are paid on a pretax basis or an after-tax basis.

Summary of Changes

524.773, Application for Conversion, is revised to clarify the time frame within which application for conversion can be made.

524.774, Late Conversion, is added to clarify the steps to be taken when an application for conversion is late.

524.774, Effective Date of Conversion, and **524.775, Benefits and Costs of Conversion Contract**, are renumbered as 524.775 and 524.776, respectively.

524.831, Tax Benefits, is revised to delete obsolete information indicating that a pretax benefit is not available under FEHB.

524.832, Career Employees, is revised to add occurrence of a qualified life status change as an opportunity for waiver of pretax basis for payment of premiums.

524.833, Certain Noncareer and Transitional Employees, is revised to add occurrence of a qualified life status change as an opportunity to elect payment of premiums on a pretax basis.

524.84, Health Benefits Schedule, is revised to indicate that Publication 12, *Health Benefits Open Season Administrative and Processing Information*, is available on the Postal Service intranet and to eliminate reference to cost information.

524.921, New Enrollment, is revised to clarify the effective date of a new enrollment.

524.966, Employing Office Responsibility, is revised to change the title to “National Finance Center Responsibility” and clarify the role of NFC in terminating health coverage for former spouses.

525.132, Health Benefits Refund Program, is revised to modify 525.132d to set forth procedures for processing health benefits refunds in a manner appropriate to the accounting shared services environment.

525.141, Reporting to OWCP, is revised to clarify that injury compensation personnel annotate Office of Workers’ Compensation Programs (OWCP) Form CA-7, *Claim for Compensation*.

Exhibit 525.142, Transfer of FEHB Enrollment to OWCP, is revised to add the *PostalEASE* FEHB History Report.

525.146, On LWOP Eight Months, But Enrollment Not Transferred, is revised to:

- Change the title to “On LWOP Ten Months, But Enrollment Not Transferred.”
- Show, in 525.146a, that the time period is 10 months rather than 8 months in accordance with OPM guidance.

525.222, Procedures to Be Followed by Employing Office, is revised to:

- Correct, in 525.222a, the title of PS Form 3111, *Federal Employees Health Benefits (FEHB) Coverage or Termination While in Leave Without Pay (LWOP) Status*.
- Note that PS Form 3111 is found on the Postal Service Intranet.

Summary of Changes

- Change 525.222e to state that if the employee fails to sign and return the written notice the enrollment is continued.

525.422, Transferring Enrollment to OPM, is revised to add the *PostalEASE* FEHB History Report.

Exhibit 525.422, Memorandum About FEHB Enrollment, is revised to add the *PostalEASE* FEHB History Report.

525.52, Enrollment Eligibility Both as a Employee and as a Survivor Annuitant, is revised to clarify terms under which a surviving spouse may apply for reinstatement of annuitant- or survivor-acquired health benefits enrollment.

526.322 Time Limitation, is revised to delete reference to SF 2809.

Subchapter 530, Life Insurance Program

533.224, Birthdays/Pay Periods, is revised to:

- Change the title to “Birthdays and Pay Periods.”
- Conform to OPM regulations concerning the point at which an employee moves to a new age band in paying for optional insurance under the Federal Employees’ Group Life Insurance (FGLI) program.

533.225, Insufficient Pay to Cover Optional Insurance Withholdings, is revised to delete 533.225a and renumber 533.225b and 533.225c as 533.225a and 533.225b respectively.

Subchapter 540, Injury Compensation Program

546.141, General, is revised to comply with the Settlement Agreement in Glover v. Potter.

Subchapter 560, Civil Service Retirement Program

Subchapter 560 is revised throughout to change reference from *Office of Personnel Management CSRS/FERS Handbook* to *CSRS and FERS Handbook for Personnel and Payroll Offices*.

569.1, Retirement Counseling, is revised throughout to:

- Update regulatory materials from OPM.
- Define Postal Service policy with regard to OPM regulations.

569.11, Responsibility, is revised to:

- Change “District Managers” to “the Postal Service.”
- Change “their employees” to “Postal Service employees.”

569.12, National Retirement Counseling System (NARECS), is revised to:

- Change the title to “Retirement Annuity Estimates.”
- Clarify NARECS’ responsibilities.
- Delete 569.121 through 569.128.

569.13, Survivor Counseling and Assistance, is revised to change the title to “Group Retirement Information Programs” and delete text.

Summary of Changes

569.131, Nature of Group Programs, is added to provide guidance for conducting group retirement information programs for CSRS employees.

569.132, Group Program Content, is added to provide guidance on subjects that may be covered in group retirement information programs.

569.14, Group Assistance and Counseling, is revised to change the title to “Individual Retirement Counseling.”

569.141, Objectives and Responsibility, is revised to change the title to “Nature of Individual Counseling” and describe retirement counseling provided by retirement specialists at the Human Resources Shared Services Center (HRSSC).

569.142, Location and Participation, is revised to change the title to “Counseling Session Content” and describe items to be covered in individual counseling and the responsibilities of the HRSSC retirement specialist.

569.143, Suggestions for Program Content, is revised to change the title to “Advice to Employee” and clarify that the retirement counselor provides information, but final choices are made by the employee.

Subchapter 580, Federal Employees Retirement System

Subchapter 580 is revised throughout to change reference from *Office of Personnel Management CSRS/FERS Handbook* to *CSRS and FERS Handbook for Personnel and Payroll Offices*.

589.1, Retirement Counseling, is revised throughout to update regulatory materials from OPM and define Postal Service policy with regard to OPM regulations.

589.11, Responsibility, is revised to change “District Managers” to “the Postal Service” and change “their employees” to “Postal Service employees.”

589.12, National Retirement Counseling System (NARECS), is revised to:

- Change the title to “Retirement Annuity Estimates.”
- Clarify NARECS’ responsibilities.
- Delete 589.121 through 589.124.

589.13, Group Counseling and Assistance, is revised to change the title to “Group Retirement Information Programs,” delete text, and delete 589.133 and 589.134.

589.131, Objectives and Responsibility, is revised to change the title to “Nature of Group Programs” and provide guidance for conducting group retirement information programs for FERS employees.

589.132, Frequency, is revised to change the title to “Group Program Content” and provide guidance on subjects that may be covered in group retirement information programs.

589.14, Individual Retirement Counseling, is added to describe retirement counseling provided to FERS employees.

589.141, Nature of Individual Counseling, is added to describe retirement counseling provided by HRSSC retirement specialists.

Summary of Changes

589.142, Counseling Session Content, is added to describe items to be covered in individual counseling and the responsibilities of the HRSSC retirement specialist.

589.143, Advice to Employee, is added to clarify that the retirement counselor provides information, but final choices are made by the employee.

Chapter 6, Employee Relations

Chapter 6 contains extensive revisions. Subchapters 620, 650, and 660 are completely revised.

Subchapter 620, Contests

Subchapter 620 is revised throughout to:

- Clarify policies related to contests, including types of awards and approval authority.
- Clarify the definition of *contest*.
- Broaden the scope to include all contests and related awards.
- Require specific start and end dates for contests.
- Refine the list of approval authorities.
- Specify the responsibilities of Area functional managers and Executive Committee members.
- Clarify that contests must include all individuals involved in the activity at the organizational level of the contest.
- Specify types of noncash awards and their maximum value.
- Change “savings bonds” to “cash equivalent items.”
- Clarify guidelines for total annual expenditures in District and Plant contests.

Subchapter 630, Ideas Program

632, Eligibility, is revised to comply with the Settlement Agreement in Glover v. Potter.

634.31, Amounts, is revised to specify policy about ideas implemented locally.

635, Records, is revised to reflect the addition of eIDEAS and eAWARDS to the Ideas Program.

636.2, Payment, is revised to show that eAWARDS is used to process payments.

Exhibit 636.1, Idea Proposal Processing Summary, is revised to indicate that ideas are submitted electronically through eIDEAS.

Summary of Changes

Subchapter 650, Nonbargaining Disciplinary, Grievance, and Appeal Procedures

Subchapter 650 is reorganized throughout. Applicable provisions of MI EL-650-96-3 are incorporated, and the MI is superseded by subchapter 650. Changes to specific sections include the following:

651.2, Representation, is revised to:

- Clarify representation prohibitions.
- Add an employee's right to representation during disciplinary investigative questioning.

651.3, Nondisciplinary Corrective Measures, is added to reinforce managers' and supervisors' responsibilities for subordinate employees' performance improvement.

651.3, Emergency Placement in Off-Duty Status, is renumbered as 651.4 and revised to:

- Modify alcohol/drug impairment language.
- Add a provision for dealing with behavior potentially injurious to self or other employees.
- Modify instruction for employees return to duty.

651.4, Letters of Warning, is renumbered as 651.5 and revised to add retention timeframe for letters of warning.

651.5, Letters of Warning in Lieu of Time-Off Suspensions, is revised to:

- Renumber as 651.6 and renumber subsections accordingly.
- Add a 30 calendar day time limit for the deciding official to render a decision.
- Change the retention period of Letters of Warning in Lieu of Time-Off Suspensions from 3 years to 2 years.

651.6, Adverse Actions, is revised to:

- Renumber as 651.7 and renumber subsections accordingly.
- Add a 60 calendar day time limit for a deciding official to render a decision in an adverse action.
- Explain disposition of a case.

652, Grievance and Appeal Procedures, is revised to change the title to "Appeal Procedures."

652.1, Scope, is revised to replace the word "grievance" with the word "appeal".

652.21, Coverage, is revised to:

- Delete reference to suspensions of 14 days or fewer because they are not adverse actions.
- Delete requirement of 6 months of continuous service.
- Incorporate text of 652.211.

652.211, Category of Employee, is deleted.

Summary of Changes

651.212, Exclusion, is renumbered as 651.22

652.22, Appeal to Step 1, is renumbered as 651.23.

652.221, Field Employees, is renumbered as 652.231 and revised to make the Headquarters vice president, Labor Relations, or designee the Step 1 official for adverse actions instead of the Area vice president.

652.222, Headquarters, Headquarters Field Units, and Inspection Service Employees, is renumbered as 652.232 and revised to change the title to “Headquarters, Headquarters Field Units, Inspection Service, and Office of Inspector General Employees.”

652.223, Exceptions, is renumbered as 652.233 and revised to add information about the role of the Office of Inspector General (OIG).

652.23, Hearings, is renumbered as 652.24

652.231, Action If No Hearing Requested, is renumbered as 652.241 and revised to include requirement for the Step 1 official to issue a final decision within 21 calendar days.

652.232, Action When Hearing Requested, is renumbered as 652.242 and revised to:

- Provide for the assignment of a neutral hearing officer within 10 calendar days of a hearing request and for a hearing to be held no later than 75 calendar days after a neutral hearing officer is assigned.
- Give the employee at least 14 calendar days’ notice of a hearing schedule.

652.233, Management Obligation for Witnesses, is renumbered as 652.243 and revised to add a provision for witnesses to testify via alternate means when unable to attend a hearing in person.

652.234, Workhours Compensation; 652.235, Noninterference Rule; and 652.236, Transcript, are renumbered as 652.244, 652.245, and 652.246, respectively.

652.247, Attorney Fees, is added to clarify that attorney fees are not applicable to appeals covered in subchapter 650.

652.24, Step I Decision, is revised to:

- Renumber as 652.25.
- Change title to “Post Hearing.”
- Add former 652.251 and 652.252.

652.251, Hearing Officer Action, is added to clarify the role of the hearing officer in a Step I action.

652.252, Step 1 Official Action, is added to provide for a proposed decision (vs. a finding of fact) by the neutral hearing officer prior to the Step 1 official’s final decision and to add processing time frames.

652.31, Coverage, is renumbered as 652.41 and revised to change EAS levels to conform to recent level increases.

Summary of Changes

652.32, Step A, and 652.33, Step B, and 642.34, Review, are renumbered as 652.42, 652.43, and 652.44, respectively.

652.4, Other Appealable Actions, is revised to:

- Delete the word “grievance” and replace it with “appeal(s).”
- Include OIG coverage.

652.5, Alternative Dispute Resolution, is added to:

- Reflect Postal Service support and policy guidance for use of the Alternative Dispute Resolution process of mediation to address employee appeals relating to nonbargaining disciplinary actions.
- Include provisions for mediation for letters of warning for adverse actions and in lieu of time-off suspensions.

Subchapter 660, Conduct

Subchapter 660 is revised and reorganized throughout. The revised language reflects external regulatory changes regarding federal employee conduct, including changes to the *Code of Federal Regulations* (CFR). The revisions also incorporate internal policy changes, clarify language, update organization titles and structure, and update references to other Postal Service documents.

Many parts, sections, and subsections have been renamed, renumbered, deleted, or incorporated into sections with other material. Deleted items are listed by their number and title in ELM 17. New and changed items are listed by their number and title in ELM 18.

661, Statutory Provisions, is added to include references to laws mentioned in this manual and their application to Postal Service employees.

661.1, Laws Referenced in This Manual, is added to incorporate former 665.1.

661.2, Application to Postal Employees, is added to incorporate and revise former 665.2.

661.3, Standards of Conduct, is deleted; ethics information is moved to 662.1.

661.4, Conflicts of Interest, is deleted; information is moved to sections 662.1 and 662.2.

661.5, Other Prohibited Conduct, is moved to 665.2.

661.6, Indebtedness, and 661.7, Provisions Concerning Special Postal Service Employees, are deleted.

661.8, Ethical Conduct Advisory Service and Remedial Action, is deleted; 661.812 is moved to 662.12; 661.813 is moved to 662.11.

662, Federal Standards of Ethical Conduct, is added to incorporate and revise material from former 661.

662.1, Publication, is added to incorporate former 661.1, 661.2, 661.3, 661.42, and 661.43 and to provide references to sections of the CFR that govern the ethical conduct of Postal Service employees.

Summary of Changes

662.11, Ethics Advice, is revised to incorporate former 661.813 and add that information given to ethics officials is not protected by the attorney-client privilege.

662.12, Ethics Officials, is revised to incorporate former 661.812 and to update the titles of the positions from which employees may receive ethics advice.

662.2, Financial Disclosure, is added to:

- Incorporate and revise material from former 661.41 and 662.
- Include information regarding the requirements for financial disclosure.
- Add references to 5 CFR 2643 and Management Instruction (MI) EL-660-97-1, *Financial Disclosure Report Procedures for the U. S. Postal Service*, regarding required financial disclosures by Postal Service employees.

663, Participation in Political and Community Activities, is revised to reorganize subsections, add subsection headings, and clarify language throughout.

663.12, Additional Prohibited Political Activities, is revised at 663.12b in accordance with Office of Special Counsel guidelines to prohibit Postal Service employees from wearing political badges or buttons while on duty or in uniform regardless of whether the employee deals with or is exposed to the public.

663.13, Investigation and Enforcement, is revised to clarify language and to delete CFR reference.

663.33, Exceptions, is revised to change the reference from “APMG, Employee Relations,” to “area manager of Human Resources.”

664, Bribery, Undue Influence, or Coercion, is revised to:

- Update titles and addresses.
- Add the OIG and the Assistant Inspector General for Investigations to the list of entities to which copies of reports regarding bribery, undue influence, or coercion must be sent.
- Delete reference to the Chief Postal Inspector.

665, Postal Service Standards of Conduct, is revised to incorporate, rewrite, and reorganize former 666.

665.11, Loyalty, is revised to incorporate and rewrite former 666.3.

665.12, Performance of Public Duties, is revised to incorporate and rewrite former 666.4.

665.13, Discharge of Duties, is revised to incorporate and rewrite former 666.1.

665.14, Reporting Violations, is revised to incorporate former 666.52 and reflect the recent realignment of OIG and Inspection Service responsibilities.

665.15, Obedience to Orders, is revised to incorporate and rewrite former 666.51.

Summary of Changes

665.16, Behavior and Personal Habits, is revised to incorporate former 661.53 and 666.2 and to include a reference to the applicability of the federal standards of ethical conduct described in 662.1.

665.17, Reporting Requirements for Sex Offenders, is added to:

- Identify current Postal Service employees required by any jurisdiction to report their status as sex offenders.
- Create the requirement that any Postal Service employee required to register as a sex offender with any governmental entity must notify the appropriate Postal Service management official as described.
- Assist the Postal Service to protect its brand, the public, and its workforce.

665.2, Prohibited Conduct, is revised to incorporate former 661.5.

665.21, Incomplete Mail Disposition, is revised to incorporate former 666.85 and add a citation to 18 U.S.C. 1700.

665.22, Unofficial Recommendations, is added to include a prohibition against employees making recommendations of persons to be employed by the Postal Service as consultants, agents, etc., unless such recommendations are part of their official duties.

665.23, Discrimination, is revised to incorporate former 661.51 and add a prohibition against discrimination on the basis of marital and parental status, sexual orientation, and reprisal for equal employment opportunity (EEO) activity.

665.24, Violent and/or Threatening Behavior, is added to include a prohibition against violence and threats of violence in the workplace environment.

665.25, Illegal Drug Sale, Use, or Possession, is revised to incorporate former 661.55 and add prohibitions against sale and possession of illegal drugs and against abuse of legal drugs while on duty or on Postal Service premises.

665.26, Intoxicating Beverages, is revised to incorporate former 661.54, rewrite, and add provisions for disciplinary action.

665.27, Gambling, is revised to incorporate former 661.56 and add a reference to the Randolph-Sheppard Act.

665.3, Cooperation in Investigations, is revised to incorporate 666.6 and add a reference to cooperation in OIG investigations.

665.4, Attendance, is added to incorporate the title of former 666.8.

665.41, Requirement of Regular Attendance, is revised to incorporate former 666.81 and add a provision that failure to meet this requirement could result in disciplinary action, including removal.

Summary of Changes

665.42, Absence Without Permission, is revised to incorporate former 666.82 and add:

- A provision that failure to meet this requirement could result in disciplinary action.
- Information regarding the FMLA.

665.43, Tardiness, is revised to incorporate and rewrite former 666.83.

665.44, Falsification in Recording Time, is revised to incorporate former 666.84 and add a provision that falsification in recording time could result in criminal prosecution.

665.5, Furnishing Address, is revised to incorporate former 666.7 and update the methods that must be used to change an employee's mailing address.

665.6, Disciplinary Action, is revised to incorporate and rewrite former 666.86.

666, Prohibited Personnel Practices, is revised to incorporate the title of former 668.1.

666.1, Restrictions, is revised to incorporate the title of former 668.11.

668.11, Applicability of Restrictions, is revised to incorporate and rewrite 668.111.

666.12, Prohibited Discrimination, is revised to:

- Combine former 668.112b and 668.112c.
- Add a prohibition against discrimination based on reprisal for protected activity, marital status, and sexual orientation in connection with examination, appointment, reappointment, reinstatement, reemployment, promotion, transfer, demotion, removal, or retirement.

666.13 through 666.17 are revised to incorporate former 668.113 through 668.117 respectively.

666.18, Reprisal for Release of Information, is revised to:

- Incorporate former 668.118.
- Indicate that disclosure of information under 666.18a and 666.18b that is specifically prohibited by law does not carry protection against reprisal.
- Indicate disclosures made under section 666.18a and 666.18b to the Inspector General are not prohibited by law unless the complaint was made or the information was disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

666.2, Remedies, is revised to incorporate the title of former 668.12.

666.21, General, is revised to incorporate and rewrite former 668.121.

666.22, Equal Opportunity Complaint Procedures, is added to:

- Incorporate and revise former 668.122.
- Update the time limit for filing EEO complaints.

Summary of Changes

- Add reprisal as a basis for EEO complaints.
- Add a reference to Publication 133, *What You Need to Know About EEO*.

666.23, Adverse Action Appeals to the Merit Systems Protection Board, is added to:

- Incorporate and revise former 668.124.
- Update the time limit for appeals to the MSPB.
- Indicate that preference eligible employees may appeal RIF actions to the MSPB.

666.24, Grievance Procedures, is revised to incorporate former 668.123 and reflect the provisions of 652.4 regarding grievance procedures for nonbargaining unit employees.

666.25, Nonbargaining Unit Appeals Procedures, is revised to:

- Incorporate former 668.125.
- Replace the 6-month continuous service requirement with the requirement to be a nonprobationary employee in order to be eligible to appeal an adverse action under 652.2.
- Add a reference to 652.2 for appeals of adverse actions.
- Add a reference to 652.3 for appeals of letters of warning in lieu of time-off suspensions.

666.26, Other Appeal Procedures for Prohibited Personnel Practices, is revised to:

- Incorporate former 668.126.
- Clarify that such appeals are sent to the vice president, Labor Relations.
- Revise procedures for allegations of violations of law to show that such violations are referred to the Inspection Service, the OIG, or both.

666.3, Whistleblower Protection, is added to:

- Provide procedures for investigations by the OIG of Postal Service employee allegations of reprisal for the release of information under 666.18.
- Provide that such allegations, if raised by OIG employees, will be referred to an outside organization or individual for investigation.

667, Service Matters, is revised to incorporate the title of former 668.2.

667.1, General Service Behavior, is revised to incorporate and rewrite former sections 668.21 through 668.28.

667.11 through **667.18** are revised to incorporate former 668.21 through 668.28 respectively.

667.2, Interception of Oral or Wire Communications by Postal Employees, is revised to incorporate the title of former 668.29.

667.21, Prohibition, is revised to incorporate former 668.291.

Summary of Changes

667.22, Exceptions, is revised to:

- Incorporate former 668.292.
- Add an exception to the prohibition against interception of oral or wire communications for investigations by the OIG.
- Add a provision for establishing call monitoring programs by Postal Service management for legitimate business purposes if they comply with applicable federal statutes and regulations.

667.23, Definitions, is revised to incorporate former 668.293 and update the U.S.C. citation.

667.3, Records, Information, and Associated Processing Systems and Equipment, is revised to incorporate and rewrite former 668.3 and update legal and internal regulatory citations.

667.32, Prohibited Disclosures, is revised to incorporate the title of former 668.32.

667.321 and **667.322** are revised to incorporate former 668.321 and 668.322 respectively.

667.323, Trade Information, is revised to:

- Incorporate former 668.323.
- Update the reference to the *Administrative Support Manual (ASM)*.
- Add a reference to Handbook AS-353, *Guide to Privacy and the Freedom of Information Act*.

667.33, Prohibited Uses, is revised to incorporate the title of former 668.33.

667.331, Personal Use, is revised to incorporate former 661.52 and 668.331 and add provisions for limited personal use of Postal Service office equipment.

667.332, Damage, is revised to incorporate former 668.332 and add that employees will be held accountable for damage to Postal Service property under certain conditions.

667.333, Bypassing Security Controls, is revised to incorporate former 668.333 and add a reference to the ASM.

667.334, Sanctions for Misuse, is added to set forth possible sanctions for misuse of Postal Service equipment.

667.34, Protection Responsibilities, is revised to incorporate former 668.34 and add that information about customers must be protected from unauthorized use or disclosure.

667.35, Reporting Violations, is revised to incorporate former 668.35 and update section references.

668, Legal Assistance Provided by the Postal Service, is revised to incorporate the title of former 667.

668.1, Representation of Postal Service Employees by the Department of Justice in Civil and Criminal Cases, is revised to delete text and incorporate the title of former 667.1.

Summary of Changes

668.11, General, is revised to:

- Incorporate former 667.11 and 667.21.
- Expand reference to the Federal Tort Claims Act to include all of 28 U.S.C. 2679.

668.12, Procedure for Requesting Legal Representation by the Department of Justice, is revised to incorporate the title of former 667.22.

668.121, Employee Responsibilities, is revised to delete the provisions of former 667.12 and incorporate the provisions of former 667.221.

668.122, Installation of Higher Level Official Responsibilities, is revised to:

- Delete the provisions of former 667.13 and incorporate the provisions of former 667.222.
- Amend former 667.22 by adding a requirement at 668.122a for the installation head to submit a statement to the area managing counsel that states whether he or she believes the employee was acting within the scope of his or her employment.

668.123, Postal Inspection Service and Office of Inspector General, is revised to incorporate former 667.223 and add provisions for OIG employees to follow procedures established by the Inspector General to request representation by the Department of Justice rather than follow the procedures in 668.

668.124, Criteria for Granting Representation, and **668.125, Department of Justice Representation**, are revised to incorporate former 667.23 and 667.3 respectively.

668.2, Reimbursement of Employees for Legal Fees, Judgments, and Settlements, is revised to incorporate the title of former 667.4.

668.21, Legal Fees; **668.22, Judgments and Settlements**; and **668.23, Criteria for Reimbursement**, are revised to incorporate former 667.41, 667.42, and 667.43 respectively.

668.3, USPS Governors and Officers, is revised to incorporate former 667.5 and delete references to PCES and headquarters employees, who are to follow the procedures in 668.1 and 668.2.

668.31, Requests for Legal Representation; **668.32, Legal Fees**; and **668.33, Judgments and Settlements**, are revised to incorporate former 667.51, 667.52, and 667.53 respectively.

669, Definitions, is revised throughout to:

- Delete reference to “special Postal Service employee” because this is no longer an employee classification.
- Delete definition of *associate Ethical Conduct Officers*.
- Add definitions of *office equipment* and *personnel action*.

Summary of Changes

Chapter 7, Training and Development**Subchapter 720, Training and Development Responsibilities and Functions**

721.2, Areas, is revised at 721.2d to comply with the Settlement Agreement in Glover v. Potter.

Chapter 8, Safety and Health

Chapter 8 is changed as follows:

- The title is changed to “Safety, Health, and Environment.”
- Subchapters 810, 820, 850, and 870 are completely revised.
- Subchapter 890, Environmental Management, is added.

Subchapter 810, Occupational Safety and Health Program

Subchapter 810 is rewritten, reorganized, and revised throughout to add:

- The Voluntary Protection Program process and other innovative safety activities.
- Accident Reduction Plan (ARP) responsibilities.
- District support for Facility Safety Coordinators (FSCs).
- FSC use of the Safety Toolkit.
- Reference to PS Form 8214, *Certificate of OSHA, Safety, and Environmental Records Transfer*.
- Revised safety training, including Aviation Mail Security training.

Subchapter 820, Reports and Investigations, Program Evaluations, and Inspections

Subchapter 820 is rewritten, reorganized, and revised throughout to:

- Remove language related to “overlapping Postal Service and Occupational Safety and Health Administration (OSHA) requirements” and “Human Resources Information System (HRIS) accident reporting.”
- Include new language on OSHA reporting requirements and postal accident reporting systems.
- Update accident analysis requirements.
- Clarify procedures for reporting serious accidents and reporting to OSHA.
- Clarify procedures for cooperation with OSHA investigations.
- Discuss how to use the Safety Toolkit to prepare ARPs and Hazard Abatement Plans and conduct inspections and other activities.
- Add labor-agreement language on “regular staff meetings” in smaller facilities.
- Clarify language on OSHA inspections and citations.

Summary of Changes

821.133, Notifying the Safety Office of Controverted Claims, is revised to:

- Delete text and title to remove references to obsolete recording requirements.
- Mark section “reserved.”

822.12, Reporting Requirements for Installation Heads, is revised to align with OSHA regulations.

Subchapter 840, Safety Awareness Programs

842.23, Participation, revised to comply with the Settlement Agreement in Glover v. Potter.

Subchapter 850, Emergency Action Plans and Fire Prevention and Control

Subchapter 850 is rewritten, reorganized, and revised throughout to add information about:

- Revised OSHA emergency standards.
- Homeland Security requirements.
- The Office of Emergency Preparedness.
- Incidental releases of hazardous materials.
- Shelter-in-place planning.
- Using volunteers in emergency evacuation teams.
- Requirements that alarm systems have for audible and visible signals.

Subchapter 860, Medical and Occupational Health Services

863.332, Work Schedules, is revised to add references to 5 CFR 2635 and ELM 662.1.

865, Return to Duty After Extended Illness or Injury, is revised to:

- Change title to “Return to Duty After Absence for Medical Reasons.”
- Rewrite and reorganize throughout to more accurately reflect current policy and practices regarding situations in which return-to-work documentation is required.

865.1, Certification After 21 Days, is revised to:

- Change title to “Certification Required: All Bargaining Unit Employees and Those Nonbargaining Unit Employees Returning From Non-FMLA Absences.”
- Reflect current policy and practices regarding situations in which return-to-work documentation is requested.
- Restore a paragraph mistakenly omitted from ELM 17.

Subchapter 870, Employee Assistance Program

Subchapter 870 is revised throughout to reflect policy changes to the Employee Assistance Program.

871.35, Scheduling, is revised to add the disclosure requirements of the Health Insurance Portability and Accountability Act (HIPAA).

Summary of Changes

873.22, Management Responsibilities, is revised to update the reference to Handbook EL-312, *Employment and Placement*.

874.31, Postal Service Providers, is revised to update the reference to Privacy Act regulations and policy.

Subchapter 890, Environmental Management

Subchapter 890 is added to:

- Reflect the addition of environmental management responsibilities to Employee Resource Management, Human Resources.
- Align Postal Service environmental policies with safety and health policies.

Chapter 9, Labor Relations

Subchapter 920, Dues Withholding for Employee Organizations

922, Dues Collection Schedule, is revised to reflect monthly dues withholding for the National Alliance of Postal Employees and to correct the description of the processing of monthly dues withholding.

923, Eligible Organizations, is revised at 923b to provide the new address of the National League of Postmasters of the United States.

924.212, Exception, is revised to allow for dues withholding for postmaster leave replacements and some nonbargaining temporary employees.

924.421, Postmasters, is revised to show changes in the process for submitting a completed SF 1187, *Request for Voluntary Allotment of Compensation for Payment of Employee Organization Dues*, to the National Association of Postmasters of the United States.

925.122, Special Circumstances, is revised to provide an exception to the process for canceling dues withholding.

Exhibit 925.1, PS Form 1188, Cancellation of Organization Dues From Payroll Withholding, is revised to replace page 1 of the October 1996 version of PS Form 1188 with the July 2002 version.

Subchapter 930, Work Clothes and Uniforms

931.13, Types of Clothing, is revised at item 931.13b to replace to replace “window” with “retail.”

931.261, Appearance, is revised to state that jeans, shorts, sleeveless tops, T-shirts, sweats, spandex, etc., are not appropriate attire for employees working at a retail counter.

932.11, Regular Uniforms, is revised to:

- Add 932.11h to state that retail classroom instructors and retail coaches who qualify for uniform allowances must wear the prescribed uniform while performing their duties.
- Reorder subsequent items.

Summary of Changes

932.13, Work Clothes, is revised at item 931.13e(29) to change a job title from “tool and parts clerk” to “maintenance support clerk.”

932.21, New, Part-Time, and Casual Employees, is revised to state that, unless uniforms have been provided to them, new, part-time, and casual employees are not required to wear uniforms (except for the uniform cap).

932.31, Specifications, is revised to delete “Natick, MA.”

932.32, Quality Control Certification, is revised to delete “U.S. Army Natick Laboratories, Natick, MA.”

933.1, Type 1 Uniforms, is revised to reflect current uniform requirements.

933.111, Type 1a, is revised to add:

- All-Weather Gear System to Items for Men and Items for Women.
- Quarter-length socks to the requirements for Type 1 uniforms.

933.12, Type 1 Combinations, is revised to replace the word “window” with “retail” in footnote 6.

933.21, Type 2 Items, is revised to:

- Revise the tables “Items for Men” and “Items for Women” to reflect new uniform options.
- Add footnote 1 addressing the correct way to wear the Retail Operations knit shirt, Type 2 uniform.
- Renumber subsequent footnotes.

933.22, Type 2 Combinations, is revised to replace the table with new uniform options.

933.3, Type 3 Uniform Items, is revised to add 100 percent cotton denim, knit, and tee shirts to Type 3 uniforms.

933.4, Type 4 Uniform Items and Combinations, is revised throughout to:

- Update uniforms worn by security force police officers.
- Change the word “navy” to “dark blue.”

933.72, Other Insignia, is revised to replace “window” with “retail.”

934.2, Cold Weather Items, is revised to change the title to “Cold Weather Items (Does not apply to Type 2 Uniforms).”

934.3, Warm Weather Items, is revised to change the title to “Warm Weather Items (Does not apply to Type 2 Uniforms).”

934.32, Summer Shirt and Tie, is revised to change “union representatives” to “representatives.”

934.4, Seasonal Changes of Uniform, is revised to update uniform policy for retail employees.

934.5, Employees in Nonuniform Categories, is revised to replace “window” with “retail.”

Summary of Changes

Appendix, Records Control Schedules

Introduction, is revised to reflect changes in records management and retention requirements and correct references.

32–43 Safety, is revised to reflect changes in records management and retention requirements and correct references.

Summary of Changes

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