

Summary of Changes

The *Employee and Labor Relations Manual*, Issue 20, constitutes a revision of ELM 19, which was published in April 2008. ELM 20 incorporates changes published in the *Postal Bulletin* through October 22, 2009.

Chapter 7, Training and Development, is completely revised to reflect changes in Postal Service policies. Some revisions are not significant; these include changes in section titles, job titles, and organization names as well as improvements in grammar or style. Significant changes include those required to do the following:

- Ensure that training and development objectives, policies, and processes are aligned with Postal Service strategic objectives and business goals.
- Reflect updates in Postal Service financial and supply management guidelines.
- Reflect replacement of PS Form 1782, *Training Request and Authorization*, with the eBuy requisition process.

How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* that have occurred since the last printed version.
- 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.

The following *Postal Bulletin* articles reflect changes to the ELM from May 8, 2008, through October 22, 2009.

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				
415.11	Saved Grade	add language to clarify the term “saved grade” and to change the reference for RIF-related periods to 415.21.	22270	10-22-2009
415.12	Veterans’ Preference Saved Grade Under RIF	delete and consolidate with other information in 415.21.		
415.13	Saved Salary	renumber as 415.12.		

This chapter, subchapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of ...
415.2	Changes to Lower Grade Using RIF Avoidance Procedures	delete.	22270	10-22-2009
415.3	Changes to Lower Grade Using RIF Procedures	delete.		
415.4	Post-RIF Placement to Lower Grade	delete.		
415.5	Non-RIF-Related Changes to Lower Grade	renumber as 415.2. change title to "Changes to Lower Grade"		
415.21	Change to Lower Grade During a RIF Avoidance Period, Specific RIF Notice Period, of a RIF	add to reflect current policy as defined in the memo "PCES and EAS Employees Impacted by Organizational Change/ Reduction-in-Force; Change in Pay and Benefits Policy," Postmaster General John E. Potter, April 2, 2004. Under this new policy, employees in all RIF circumstances, veterans' preference eligible and nonpreference eligible, are treated equally.		
415.51	Voluntary Change to Lower Grade	renumber as 415.22.		
415.52	Position Reclassified to a Lower Grade	renumber as 415.23.		
415.53	Management-Initiated Action Where Employee Voluntarily Accepts a Lower Grade EAS Position	renumber as 415.24.		
415.54	Refusal of a Reasonable Reassignment to a Higher Grade Position During a Rate Retention Period	renumber as 415.25.		
415.55	Change to Lower Level Due to Demotion for Cause	renumber as 415.26.		
415.6	Rate Retention Effect on Promotion	renumber as 415.3.		
415.7	Termination of Salary Retention	renumber as 415.4.		
415.72	Salary Adjustment	delete.		

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Exhibit 418.1	Equivalent Grades	reflect the: <ul style="list-style-type: none"> ■ one-pay-level upgrade, effective February 16, 2008, for rate schedules: P – Postal Service, C – Mail Equipment Shops and Material Distribution, and K – Operating Services. ■ addition of a new rate schedule: V – Pay Band. ■ modification of rate schedule E – EAS to move all EAS levels, beginning with level 17, downward by two positions, and the corresponding shift of rate schedule: U – Attorneys to maintain equivalency with EAS 25. 	22258	5-7-2009
Exhibit 422.13	Bargaining Unit Step Increase Waiting Periods	to reflect the following: <ul style="list-style-type: none"> ■ removal of current date reference from each chart. ■ deletion of PS 1 and MESC 1 schedule 1. ■ contractual changes in several schedules. 	22269	10-8-2009
Chapter 5, Employee Benefits				
512.412	Emergencies	reflect changes in procedures related to processing requests for leave under provisions of the FMLA.	22244	10-23-2008
513.332	Unexpected Illness or Injury			
515.51	General			
525.132	Health Benefits Refund Program	change wording in last sentence from “The Eagan Accounting Services Center (ASC)” to “Eagan Accounting Services.”	22257	4-23-2009
525.132c	Verification of Eligibility	change “Workers’ Compensation Information System” to “Injury Compensation Performance Analysis System.”		
525.132d	Refunds	change “injury compensation personnel” to “health and resource management personnel.”		
525.132d(3)		require health and resource management personnel to complete PS Form 8230, <i>Authorization for Payment</i> , using the new General Ledger Account 51209, H.B. Premiums – Workers Comp Claimants.		
525.132d(4)		remove the requirement to file PS Form 202, <i>Health Benefits Refund Payment Authorization</i> , in the Official Personnel Folder.		

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546.2	Collective Bargaining Agreements	rescind revisions published in <i>Postal Bulletin</i> 22213 (8-16-07), pages 7-8.	22266	8-27-2009
546.21	Compliance			
543.23	Types of Appointments			
Chapter 6, Employee Relations				
665.14	Reporting Violations	Revised to reflect current Postal Service policy.	22258	5-7-2009
Chapter 7, Training and Development				
710	Overview	<ul style="list-style-type: none"> ■ add 711.14, Reasonable Accommodation. ■ revise the purpose, goals, and objectives of the training and development function. 	22270	10-22-2009
720	Training and Development Responsibilities and Functions	update purpose, responsibilities, and functions of the following: <ul style="list-style-type: none"> ■ Headquarters Employee Development and Diversity. ■ Area and district Human Resources managers and supervisors. ■ Postal Employee Development Centers. 		
730	Training Procedures	update and clarify training policies and procedures.		
740	Nonpostal Training Policy	reflect significant policy changes regarding reimbursement of tuition by the Postal Service.		
750	Professional Associations	update and clarify policies and procedures related to employee membership and participation in professional associations.		
Chapter 9, Labor Relations				
933.111	Type 1 Uniforms	add the following items for men and women: sun hat, postal navy blue with vertical corporate emblem, crown eyelets, and adjustable chinstrap.	22232	5-8-2008
933.12	Type 1 Combinations	add mock turtleneck and baseball cap.		
933.4	Type 4 Uniform Items	<ul style="list-style-type: none"> ■ revise the rank insignia; uniform for sergeant, lieutenant, captain, and colonel; and headgear for men and women. ■ revise the t-shirt items for men and women. ■ revise footnote 1. ■ add footnote 2. 	22235	6-19-2008

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Appendix, Records Control Schedules				
68	Motor Vehicle Operators' Records (120.170, 120.210).	delete reference to PS Forms 4582 and 4582A.	22232	5-8-2008

