

# Summary of Changes

The *Employee and Labor Relations Manual*, Issue 19, constitutes a revision of ELM 18, which was published in June 2007. ELM 19.1 incorporates changes published in the *Postal Bulletin* through October 23, 2008.

## 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 June 2, 2007, through October 23, 2008:

This chapter, subchapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of ...
<b>Chapter 1, Organizational Structure</b>				
114	Documentation in Organization Charts	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
156.1	Field	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
156.2	Headquarters	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
157.1	Customer Requirements, Employee Resource Management	change title to "Organizational Design and Management, Employee Resource Management."	22208	6-7-2007
157.11	General	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
157.3	Implementation Guidelines	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
161	Organization Management Staffing System	change title to "Organization Management System."	22208	6-7-2007

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161.1	Explanation	reflect the transition of computerized complement control systems from the Organization Management Staffing System (OMSS) to the Organization Management (OM) system. clarify the information contained therein.	22208	6-7-2007
161.21	Management Organization Report	<ul style="list-style-type: none"> <li>■ change “Management Organization Report to “Authorized Staffing Organization Report” in title and text.</li> <li>■ clarify the information contained therein.</li> </ul>	22208	6-7-2007
161.22	Management Staffing Report	<ul style="list-style-type: none"> <li>■ change title to “Management Staffing Report” to “Payroll Staffing Condition Report” in title and text.</li> <li>■ clarify the information contained therein.</li> </ul>	22208	6-7-2007
161.23	Management Staffing Exception Report	delete this section.	22208	6-7-2007
161.31	Headquarters	change “Customer Requirements” to “Organizational Design and Management.”	22208	6-7-2007
162.1	Responsibility	change “Customer Requirements” to “Organizational Design and Management.”	22208	6-7-2007
<b>Chapter 2, Job Evaluation</b>				
212.1	Senior Vice President, Human Resources	change “Senior Vice President, Human Resources, to “Executive Vice President, Chief Human Resources Officer” in title and text.	22208	6-7-2007
212.2	Customer Requirements, Employee Resource Management	change “Customer Requirements” to “Organizational Design and Management” in title and text.	22208	6-7-2007
212.4	District Offices	change “Customer Requirements” to “Organizational Design and Management.”	22208	6-7-2007
212.5	Reviewing Office	change “Customer Requirements” to “Organizational Design and Management.”	22208	6-7-2007
213.11	Customer Requirements, Employee Resource Management, at Headquarters	change “Customer Requirements” to “Organizational Design and Management” in title and text.	22208	6-7-2007
221	Standard Position Descriptions	change “Customer Requirements” to “Organizational Design and Management.”	22208	6-7-2007

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222.22	Signing Off at Management Review Levels	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
222.4	Action by Areas	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
222.5	Action by Customer Requirements	change "Customer Requirements" to "Organizational Design and Management" in title and text.	22208	6-7-2007
232.3	Action by Districts	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
232.4	Action by Areas	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
232.5	Action by Customer Requirements	change "Customer Requirements" to "Organizational Design and Management in title and text.	22208	6-7-2007
240	Other Bargaining Unit Positions	reflect the following name changes: "National Post Office Mail Handlers, Watchmen, Messengers, and Group Leaders" to "National Postal Mail Handlers Union." "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
250	Position Reviews	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
<b>Chapter 3, Employment and Placement</b>				
354.221	Evaluating the Need for Change	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
354.222	Implementing the Change	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
354.241	Notifying Employees of a Potential RIF	change "Customer Requirements" to "Organizational Design and Management."	22208	6-7-2007
<b>Chapter 4, Pay Administration</b>				
421.521	Explanation	<ul style="list-style-type: none"> <li>■ add new item c that provides guidance regarding the basic pay of bargaining unit postal clerks when they are involuntarily assigned to lower grades due to a change in the Cost Ascertainment Group (CAG) of a Post Office.</li> <li>■ Renumber former item c as item d.</li> </ul>	22214	8-30-2007

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436.2	Limitations	<ul style="list-style-type: none"> <li>■ revise the exceptions in item d to modify the limitations to corrective entitlement in accordance with 5 CFR 550, Subpart H, Back Pay.</li> <li>■ add the EEOC as an agency that may authorize the reversal or modification of a removal of an employee and grant uncapped annual leave restoration.</li> </ul>	22228	3-13-2008
436.41	Statement by Local Official	add a reference to PS Form 8039, <i>Back Pay Decision/Settlement Worksheet</i> .	22228	3-13-2008
436.42	Statements by Employee	add a reference to PS Form 8038, <i>Employee Statement to Recover Back Pay</i> .	22228	3-13-2008
<b>Chapter 5, Employee Benefits</b>				
512.412	Emergencies	reflect changes in procedures related to processing requests for leave under provisions of FMLA.	22244	10-23-08
513.332	Unexpected Illness or Injury			
515.51	General			
517.7	Records Control	reorganize to reflect obsoleting of PS Form 2973, <i>Military Leave Control</i> .	22220	11-22-2007
517.71	PS Form 3973	delete section.	22220	11-22-2007
517.72	General Paid Military Leave	renumber as 517.71	22220	11-22-2007
517.73	Paid Military Leave for Law Enforcement	renumber as 517.72.	22220	11-22-2007
546.21	Compliance	incorporate the requirement to comply with the collective bargaining agreement for the craft to which the employee who was injured on duty is being reassigned or reemployed.	22213	8-16-2007
546.23	Types of Appointments	incorporate the requirement to comply with the collective bargaining agreement for the craft to which the employee who was injured on duty is being reassigned or reemployed.	22213	8-16-2007
<b>Chapter 8, Safety, Health, and Environment</b>				
812.5	Supervisors	<ul style="list-style-type: none"> <li>■ change title to "Supervisors' Responsibilities."</li> <li>■ add 812.51 and 812.52.</li> </ul>	22220	11-22-2007
812.51	General	add to include text from former 812.5.	22220	11-22-2007

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812.52	Observation of Work Practices	add to include a requirement for supervisors to use two new forms: <ul style="list-style-type: none"> <li>■ PS Form 4588, <i>Observation of Work Practices – Delivery Services</i>.</li> <li>■ PS Form 4589, <i>Observation of Work Practices – General</i>.</li> </ul>	22220	11-22-2007
830	Motor Vehicle and Industrial Safety	revise entire subchapter to reflect current Postal Service, U.S. Department of Transportation, and Occupational Health and Safety Administration Regulations.	22222	12-20-2007
<b>Chapter 9, Labor Relations</b>				
933.1	Type 1 Uniforms	add sun hat, and in some cases the following items for men and women: postal navy blue with vertical corporate emblem, crown eyelets, and adjustable chinstrap.	22232	5-8-08
933.21	Type 2 Items	add the following to Items for Men and Items for Women: “Socks – Calf-length, crew style, or quarter-length uniform blue-gray, white, black, or white with blue stripes.”	22221	12-6-2007
933.22	Type 2 Combinations	add the following sentence to Note 3: “Socks or hosiery can be worn with the skort.”	22221	12-6-2007
933.3	Type 3 Uniform Items	add the following: <ul style="list-style-type: none"> <li>■ black leather belt (with gold or silver buckle).</li> <li>■ socks (calf-length, crew style, or quarter-length uniform blue-gray, white, black, or white with blue stripes.)</li> </ul>	22221	12-6-2007
933.4	Type 4 Uniform Items	<ul style="list-style-type: none"> <li>■ revise the rank insignia; uniform for sergeant, lieutenant, captain, and colonel; and headgear for men and women.</li> <li>■ revise the t-shirt items for men and women.</li> <li>■ revise footnote 1.</li> <li>■ add footnote 2.</li> </ul>	22235	6-19-08
<b>Appendix, Records Control Schedules</b>				
68	Motor Vehicle Operators’ Records (120.170, 120.210).	delete reference to PS Forms 4582 and 4582A.	22232	5-8-08

