

Employee and Labor Relations Manual

Issue 38

March 2015
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 successfully to perform our long-standing mission of providing affordable, 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 38 was published in March 2015 and includes all revisions published in the *Postal Bulletin* through January 22, 2015. The Summary of Changes contains detailed information about all revisions since the publication of ELM 37 in September 2014. 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 38 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:

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