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VICE PRESIDENT, HUMAN RESOURCES



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OFFICERS  
DIRECTORS, HUMAN RESOURCES (FIELD)

SUBJECT: Non-bargaining Employee Selection and Release

The purpose of this memorandum is to reiterate current policy surrounding the timely release of non-bargaining employees selected to a new position. Employees selected for promotion are to be released from their current positions without undue delay, and in accordance with the policies found in Section 351.53 (d) of the Employee and Labor Relations Manual.

Promptly releasing selected employees to their new positions is of utmost importance and every effort should be made to do so no later than two (2) weeks, one pay period, from the date of selection. In the event of unusual circumstances, four (4) weeks is the maximum allowed timeframe the employee should be held back, and is considered an exception, not the rule. Additionally, every effort must be made to communicate mutually agreeable release dates between the gaining and losing managers, upon the employee's selection.

All Human Resources personnel assigned selection responsibilities are accountable for ensuring compliance with Postal Service policies surrounding the timely release of non-bargaining employees selected to new positions.

If you have questions, please contact Joseph R. Bruce, Senior Director, National Human Resources at [joseph.r.bruce@usps.gov](mailto:joseph.r.bruce@usps.gov).

A handwritten signature in black ink that reads "Simon Storey".

Simon Storey