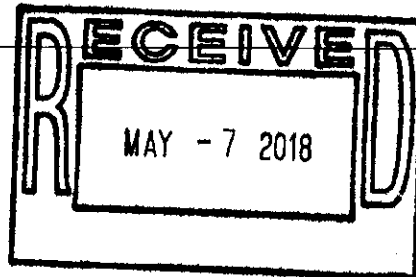


LABOR RELATIONS



May 2, 2018

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service plans to revise Employee and Labor Relations Manual (ELM), Section 652.23, *Appeal to Step 1*.

The revision will clarify the existing language concerning the Step 1 official.

We have enclosed copies of ELM, Section 652.23, one with and one without changes identified.

Please contact Bruce Nicholson on extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

decision or until the suspension is otherwise terminated. If the decision is to remove the employee, the individual remains on the rolls only if a timely appeal is filed.

652 **Appeal Procedures**

652.1 **Scope**

Part 652 establishes appeal procedures for employees not subject to the provisions of a collective bargaining agreement. These procedures do not:

- a. Deprive an employee of the right to a remedy for an allegation of discrimination through equal employment opportunity procedures or
- b. Deprive a preference eligible or other entitled employee of the right to appeal an adverse action to the MSPB. When MSPB rights are exercised, the employee waives access to the appeal procedures in 652.2.

652.2 **Appeal of Adverse Actions**

652.21 **Coverage**

Upon receipt of a letter of decision ordering an adverse action, the following employees may appeal:

- a. All nonprobationary EAS and PCES Level I employees.
- b. EAS, and PCES Level I employees who have completed a minimum of 12 months of combined service, without a break of a workday, in positions in the same line of work in the Civil Service and the Postal Service — unless any part of this service followed a temporary appointment in the competitive service with a definite time limitation.

652.22 **Exclusion**

Officers (PCES Level II) are not covered by these procedures.

652.23 **Appeal to Step 1**

652.231 Headquarters, Headquarters Field Unit and Field Employees

These employees may submit a written request for a hearing, or waiver of a hearing, within 15 calendar days of receipt of a letter of decision on an adverse action. This appeal is made to the Step 1 official (Headquarters vice president Labor Relations or designee). A copy of the appeal is sent by the appellant to the official taking the action, who forwards the case file to the Step 1 official.

652.232 ~~Headquarters, Headquarters Field Units, and Inspection Service Employees~~

These employees may submit a written request for a hearing, or waiver of a hearing, to the Step 1 official (~~vice presidents~~, chief inspector, or designees) within 15 calendar days of receipt of a letter of decision on an adverse action. A copy is sent by the appellant to the official taking the action, who forwards the case file to the Step 1 official.

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652.232 **Inspection Service Employees**

These employees may submit a written request for a hearing, or waiver of a hearing, to the Step 1 official (chief inspector or designee) within 15 calendar days of receipt of a letter of decision on an adverse action. A copy is sent by the appellant to the official taking the action, who forwards the case file to the Step 1 official.