

LABOR RELATIONS



NOTED: *EMA 2-6-14*
 PRES: _____
 EXEC VP: _____
 SECY: _____

 To File _____

February 4, 2014

FEB 06 2014

Mr. Louis M. Atkins
 President
 National Association of Postal Supervisors
 1727 King Street, Suite 400
 Alexandria, VA 22314-2753

EX Board

Dear Louis:

This is in further reference to our November 4, 2013 notification of the proposed revisions to the *Employee and Labor Relations Manual*, Section 881, Handbook EL-801, *Supervisor's Safety Handbook*, Section 8-21, and *Postal Operations Manual*, Section 124.532.

Subsequent to the November 4, 2013 notice, the Postal Service met and discussed the proposed changes with the representatives from our employee organizations. As a result of input received at those meetings we made an additional revision to the smoking policy for the purpose of clarity.

Accordingly, we have enclosed:

- A document that identified changes made to the final draft copy of the *Employee and Labor Relations Manual*, Section 881; Handbook EL-801, *Supervisor's Safety Handbook*, Section 8-21; and *Postal Operations Manual*, Section 124.532.
- A final copy of the *Employee and Labor Relations Manual*, Section 881; Handbook EL-801, *Supervisor's Safety Handbook*, Section 8-21; and *Postal Operations Manual*, Section 124.532.

If you have any questions concerning this matter please contact John Cavallo at extension 3804.

Sincerely,

Alan S. Moore
 Manager
 Labor Relations Policy and Programs

Enclosures

ELM

880 Smoking

881 Definition

Smoking is defined as having a lighted or activated electronic cigar, cigarette, pipe, or other smoking material.

882 Policy

882.1 Buildings

Smoking is strictly prohibited in all buildings or office space (including service lobbies) owned or leased by the U.S. Postal Service. There will be no indoor smoking permitted by any occupant of such space. Local managers, with input from employee representatives, may decide whether or not to permit smoking in designated outdoor locations on Postal Service property.

882.2 Vehicles

Smoking is prohibited in any General Services Administration interagency fleet management system vehicles.

EL-801

8-21 Smoking

Smoking is defined as having a lighted or activated electronic cigar, cigarette, pipe, or other smoking material. Smoking is strictly prohibited in all buildings or office space (including service lobbies) owned or leased by the Postal Service. Smoking indoors by any occupant of such space is not allowed.

Local managers, with input from employee representatives, may decide whether or not to permit smoking in designated outdoor locations on Postal Service property.

Smoking is prohibited in any General Services Administration interagency fleet management system vehicles.

Postal Operations Manual

124.532 Smoking

Smoking (having a lighted or activated electronic cigar, cigarette, pipe, or other smoking material) is strictly prohibited in all buildings or office space (including service lobbies).

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