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Summary of Changes for Subchapter 620

Note that changes are cumulative. Numbering of a section may be modified by a change made subsequently.

1. Overall ELM Revisions

The entire ELM is reformatted, with changes in typographical treatment where necessary, for ease of use for printing and online viewing. Addresses are reformatted to reflect machine readability standards.

Addresses and telephone numbers are updated in the text, and Appendix C, Addresses, previously added by PB 21809, 2/20/92, is deleted.

Form titles in the text and in Appendix B, Form Titles, were updated when the ELM was issued online in 1996. Any subsequent updating is noted in the revisions specific to this segment noted below. (PB 21929, 9/26/96)

2. Revisions Specific to This Segment

Position and organization titles are updated and minor language changes are made for clarity.

Substantive changes are marked with vertical bars in the margins or printed in bold type in tables and certain exhibits.

627.2 Expenditure is revised to be consistent with the current organization structure. The installation types formerly listed in 627.21 are deleted and the expense ceilings per district or plant contest are incorporated in the matrix of former 627.22, which is now included under 627.21. The remaining sections under 627.2 are renumbered accordingly.

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620 Contests

621 **Scope**

This subchapter establishes the policy and procedures for implementing contests and related awards programs, i.e., contests that involve a tangible award.

622 **Objective**

Contests and related awards programs are intended to provide a motivational tool for improving performance in particular functions. Such programs can be used for, but are not limited to, safety awareness and sales promotion. No contest may continue beyond its stated time limit.

623 **Responsibilities**

623.1 **Approval Authorities**

Contests established pursuant to this subchapter require specific approval of the district manager, senior plant manager, area vice president, or the appropriate senior management committee member. The level of approval is determined by the geographic scope of the proposed contest.

623.2 **Districts and Plants**

All proposed contests for a district or below must be approved by the district manager or senior plant manager. The approving official must:

- a. Determine the appropriateness of each proposed contest in terms of specific objectives to be achieved, and approve or disapprove the contests and awards to be presented.
- b. Oversee the accountability of approved contests in terms of monetary benefits, improved safety, improved customer services, etc.
- c. Forward a copy of approved contests to the functional area manager and the area Human Resources manager.
- d. At the conclusion of each contest, evaluates the results against the objectives and submits a full report to the functional area manager.

623.3 **Areas**

623.31 **Area Vice President**

All proposed area contests must be approved by the area vice president.

623.32 **Other Personnel**

623.321 The appropriate functional area manager and the area Human Resources manager or their designees monitor all area contests to determine compliance with program criteria in 624.1.

623.322 Contest winners are announced by the functional area manager.

623.323 The functional area manager reviews the contest results to determine benefits (derived and total impact on the USPS), e.g., reduced motor vehicle accidents, increased number of firms using ZIP+4, and provides the district manager or senior plant manager with any guidance appropriate for future contests.

623.4 **Senior Management Committee**

623.41 All proposed national contests must be approved by the appropriate Senior Management Committee member.

623.42 National contests are monitored by the appropriate senior management committee member to determine compliance with program criteria in 624.1.

623.43 Contest winners are announced by the senior management committee member.

624 **Establishment**

624.1 **Criteria**

Responsible officials:

- a. Specify amount to be spent on contest (subject to limitations in 627).
- b. Establish clear rules in advance.
- c. Specify start and end dates.
- d. Structure the contest to make it competitive. (If individual competition is involved, no fewer than ten employees must be covered.)
- e. Establish objectives that are clear and measurable.

624.2 **Structure**

To achieve the broadest possible participation and facilitate control, all contests must be:

- a. Divided into competitive units, such as competition among plants or associate offices. Competition may also be arranged between comparable units on a single tour, or tour against tour, station or branch against other stations or branches.
- b. Conducted within a specific time frame, such as monthly, quarterly, or yearly. Contest(s) must have (1) clear objectives of what is to be accomplished (i.e., reduce number of motor vehicle accidents, or increase number of firms using ZIP+4) and (2) objectives that are measurable.

624.3 **Contest Rules**

All rules and procedures must be made clear prior to the start of the contest and must be either posted or distributed to each employee involved. Rules also must contain a measurable objective that will be used to determine the winners.

625 **Implementation**

625.1 **Eligibility**

625.11 Employee eligibility for participation in all contests is without regard to race, color, religion, national origin, sex, age, or physical or mental handicap.

625.12 Contests should include all individuals involved in the activity at the organizational level of the contest.

625.2 **Evaluation**

625.21 **Winners**

Award decisions must be based on the contest rules and procedures established for each contest. The selection of the winning individual or group must be based on a predetermined measurable objective.

625.22 **Ties**

Ties should be resolved by chance drawing or other equitable form of elimination.

626 **Types of Awards**

626.1 **Acceptable**

626.11 Only tangible items such as trophies, plaques, pins, certificates, letters of recognition, or commercial prizes including tickets may be awarded.

626.12 The specific value of each award may vary from contest to contest or be graduated within a contest with progressive levels of competition.

626.13 To ensure maximum interest, prizes should be alternated periodically, or a variety of prizes be made available for individual selection from a catalog.

626.14 Prizes offered must be appropriate for both sexes.

626.2 **Unacceptable**

Cash and savings bonds are not authorized as prizes.

627 **Limitations**

627.1 **Numbers and Types of Contests**

627.11 Sponsoring organizations may not exceed a maximum of four contests per year.

627.12 Identical contests may not be automatically carried over from year to year. Approval must be received prior to each contest, even if it is similar, or identical, to a previously authorized contest.

627.2 **Expenditures**627.21 **District and Plant Contests**

The total annual expenditure (publicity, printing, awards, pictures, certificates, etc.) for each contest may not exceed maximum monetary ceilings established below.

Number of Employees	Expense Ceiling Per Contest
1 to 500	\$1,000
501 to 1,000	1,500
1,001 to 1,500	2,000
1,501 to 2,000	2,500
2,001 to 2,500	3,000
2,501 to 3,000	3,500
3,001 to 5,000	5,000
5,001 to 8,000	6,500
Over 8,000	8,000

627.22 **Area Contests**

The amount allocated for areawide contests is determined by the area vice president.

627.23 **National Contests**

The amount allocated for nationwide contests must have the prior approval of the appropriate senior management committee member.