



Planning a Retirement Party? No Arm Twisting Allowed!

- Contributions to a gift for your manager or a higher paid employee must truly be voluntary. For this reason, managers and supervisors are not permitted to organize a collection – the lowest level employee in the office should be assigned the job.
- Group gifts must be limited to special, infrequent occasions, such as marriage, adoption, birth, retirement, or resignation.
- Contributions must be limited to \$10 per person, except that superiors and higher paid employees may contribute any amount suitable to the occasion.

When managers and supervisors refrain from organizing a collection for a group gift, subordinate employees do not feel coerced to contribute – resulting in a better work environment and higher productivity.

And that's smart business.

Contact the Ethics Office (ethics.help@usps.gov) for more guidance.