



## Time is Money

- A Postal Service employee must use official time in an honest effort to perform postal duties.
- You may not use official time to perform work for an outside employer, even if such work would take a small amount of time
- You may not ask a subordinate employee to use official time to perform any activities other than postal work.

Giving the Postal Service an honest day's work for a day's pay contributes to our productivity and the bottom line.

And that's smart business.

*Contact the Ethics Office ([ethics.help@usps.gov](mailto:ethics.help@usps.gov)) for more guidance.*