

MTA LONG ISLAND RAIL ROAD
REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY

INSTRUCTIONS

LIRR Employee: Complete this form to request permission to hold public office, to serve as a director or officer of a profit making corporation or institution, or to engage in an outside activity from which more than \$1,000 annual compensation will be received. Employees anticipating compensation for personal services of over \$4,000 from any outside activity as well as those seeking permission to serve as a director or officer of a profit making corporation or institution must also complete the NYS Commission on Public Integrity Outside Activity Report form.

Department Head: Review form and, if recommending approval, sign, date and forward to the LIRR Ethics Officer. If you are unable to make a recommendation based on the information supplied and your knowledge of the employee's job responsibilities, check appropriate box and forward this form to the LIRR Ethics Officer without recommendation.

REQUESTOR INFORMATION

Requestor	Employee Number
Department	Phone
Location	
Job Title (Attach current job description)	
Work Hours From: _____ To: _____ Work Days: _____	

CATEGORY OF REQUEST (Check One)

Outside Activity, annual compensation of over \$1,000 to \$4,000	Outside Activity, annual compensation of over \$4,000*	Public Office annual compensation of over \$4,000*	Director or Officer of profit making corporation or institution*
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*NYS Commission on Public Integrity Outside Activity Report form must be filed

NATURE OF ACTIVITY (Attached additional sheets if necessary)

Position or Profession	Employer		
Employer's Address	City	State	Zip
Nature and type of business profession or other outside activity		Start Date	
Services performed by the LIRR employee			
Work Hours From: _____ To: _____ Work Days: _____			

Does the entity that you wish to work for, or will you if self employed, conduct or seek to do business with any of the following:

LIRR or any MTA Agency as a prime contractor?	YES	NO
A subcontractor to an LIRR or MTA Agency prime contractor?	YES	NO
An individual who is an employee of LIRR or any MTA Agency?	YES	NO

If the answer to any of the above is YES, provide detailed information explaining the nature of the employing entity and the kind of work that you would do for it as follows (use additional paper as necessary):

- (a) Identify the employing (or self-employed) entity and any related entities (i.e., parent, subsidiary, affiliate, etc.) by name, address, and line(s) of business. If the employing entity or a related entity has a website, provide the website address. If the firm or related entity has a brochure or other descriptive material about itself, provide a copy.

- (b) Describe the specific nature of the relationship of the employing (or self-employed) entity to the LIRR or any MTA Agency, including, without limitation, any contractual relationship.

- (c) Describe the specific duties, services and/or assignments you will be performing, or products you will provide, in connection with the outside activity.

- (d) State whether and to what extent you will have any direct or indirect contact with LIRR or an MTA Agency or any LIRR or MTA Agency employee as part of this outside activity.

- (e) Disclose any additional information that will help those responsible for approving the outside activity to make an informed determination.

ACKNOWLEDGEMENT

I acknowledge that the outside activity described above will not be conducted on LIRR time or using LIRR resources, and that in no way will it interfere with the performance of my responsibilities at the LIRR. This activity would not, to the best of my knowledge and belief, constitute a violation of Public Officers Law §73-a or §74.

Signature of Requestor _____ Date _____

DEPARTMENT HEAD REVIEW

I recommend that the above-stated outside activity be approved, having determined that this request is appropriate since it will not interfere with or conflict with the proper and effective discharge of the requestor's LIRR duties or responsibilities and does not violate the LIRR's applicable policies, procedures, and other rules or regulations governing employee conduct which may apply.

Department Head Signature _____ Date _____

If forwarding with out recommendation, do not sign CHECK HERE ()

LIRR APPROVAL

VP & General Counsel Signature _____ Date _____

Approval of requests subject to the NYS Commission on Public Integrity review is contingent on NYS Commission on Public Integrity determination. Return approved or denied forms to the LIRR Ethics Officer.