



Request for Approval of Outside Activity

Section I: 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 designated as a "policy maker" 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 Joint Commission on Public Ethics Outside Activity Report form.

**Department Head: For a requestor who has not been designated by the Human Resources Department (HR) as a "policy maker":** If approving the request, check appropriate box and sign, date and forward to HR, with a copy to the requestor, maintaining a copy for the department's files. If disapproving the request because of potential interference or conflict with the requestor's job responsibilities, check appropriate box and sign, date and return to the requestor, maintaining a copy in the department's files.

**For a requestor who has been designated by HR as a "policy maker":** If approving the request, check appropriate box and sign, date and forward to the LIRR Ethics Officer. If disapproving the request because of potential interference or conflict with the requestor's job responsibilities, check appropriate box and sign, date and return to the requestor, with one copy to be maintained in the department's files and a second copy to be sent to the LIRR Ethics Officer.

Section II: Requestor Information

Requestor Name: \_\_\_\_\_ Employee #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Department: \_\_\_\_\_ Location: \_\_\_\_\_  
Job Title: \_\_\_\_\_ (Attach current job description)  
Work Hours: From: \_\_\_\_\_ To: \_\_\_\_\_ Work Days: \_\_\_\_\_

Section III: Category of Request (Check One)

- Outside Activity, annual compensation of over \$1,000 up 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\*

\*If the employee is designated by HR as a policy maker for purposes of Public Officers Law §73-a and the MTA Code of Ethics, a NYS Joint Commission on Public Ethics Outside Activity Report form must be filed.

Section IV: Nature of Activity (Attach additional sheets if necessary)

Position or Profession:		Employer/Name of Self-Employment Activity:		
Employer's Outside Activity Address:		City:	State:	Zip Code:
Nature and type of business profession or other outside activity:			Start Date:	
Services Performed by the LIRR Employee				
Work Hours: From: _____ To: _____		Work Days Per Week:		
If outside activity work days and/or hours will be variable, describe the likely maximum # of days and/or hours per week:				



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

Provide detailed information explaining the nature of the employing entity or self-employment activity and the kind of work that you would do as follows (use additional paper as necessary):

- (a) Identify the employing entity and any related entities (i.e., parent, subsidiary, affiliate, etc.), or self-employment activity, by name, address, and line(s) of business. If the employing entity or a related entity, or self-employment activity, 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 entity or self employment activity 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.

