

All Agency Outside Activity Approval Request

Ethics-001



This form should only be used by Employees who can not access the MTA Outside Activity Management System (OAMS)

Section 1 - Information and Instructions (Please Contact Your Agency Ethics Officer Prior to Completing this Form)

- 1) Any employee desiring to engage in activities outside the MTA as defined in the MTA Code of Ethics and MTA All Agency Outside Activity Policy should complete this form and obtain approval before engaging in any outside activity. If you are an Employee in a policy-making position, you must complete this form and possibly the New York Joint Commission ("JCOPE") on Public Ethics Outside Activity Form see the MTA Code of Ethics or the All Agency Outside Activity Policy for additional information.
- 2) Newly hired employees who wish to continue other outside activities, including outside employment, must file this form prior to their appointment date. If this request is subsequently denied, you must terminate your outside activity/employment within two (2) business days of receipt of determination or in such other time frame or manner as is requested by the employee and approved by your Agency Ethics Officer.
- 3) Prior to completing this form, you must discuss this matter with your supervisor and/or Ethics Officer who will advise you on how to complete this form, and the information you must provide about the outside activity. Please attach supporting documentation (e.g., job description, details on outside activity). Employees in Public-Safety Positions or Safety-Sensitive Titles must consult their Agency Dual/Outside Employment Policies for additional requirements.
- 4) Approval is based upon your current position and outside activity/employment. If there is any change in either, please contact your Agency Ethics Officer to determine whether a new request is required.

Section 2 - Employee Information

Employee Name	Policy Maker Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Request
Employee Title	BSC ID	Agency ID#(If Applicable)
Agency	Department	
Telephone Number	E-mail Address	
Current Work Schedule	Current Hours Worked	

Section 3 – Category of Request (Check all that Apply) *Must complete JCOPE Outside Activity Report

<input type="checkbox"/> Outside Activity Annual Compensation under \$5,000	<input type="checkbox"/> Outside Activity Annual Compensation over \$5,000* Est. Annual Amount: \$ _____	<input type="checkbox"/> Corporate Officer or Director* <input type="checkbox"/> Non Profit Officer or Director	<input type="checkbox"/> Public Office* <input type="checkbox"/> Elected Position*
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Section 4 – Nature of Outside Activity

Name of Organization	Your Proposed Title/Position		
Organization's Address (Street Number and Name)			
City	State	Zip Code	
Nature and type of business, profession, or other outside activity	Does the organization conduct business with any of the following: <input type="checkbox"/> MTA or its Agencies <input type="checkbox"/> MTA Contractor or Subcontractor <input type="checkbox"/> Any MTA or MTA Agency Employee		
Detailed description of services to be performed by you (Attached Separate Sheet if Needed)			
Work Schedule	Work Hours	Proposed Start Date	

Section 5 - Acknowledgement

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

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Section 6 –Approval-Supervisor		
I recommend that the above-stated outside activity be approved, having determined that this outside activity would not interfere with the Employee's discharge of his or her duties to the MTA.		
Signature	Approved ____ Denied ____	Date
Print Name		
Section 7 –Approval-Department Head		
I recommend the above-stated outside activity based upon the information provided, having determined that this outside activity is appropriate, considering MTA Code of Ethics, applicable policies, procedures, and other rules or regulations governing employee conduct which may apply.		
Signature	Approved ____ Denied ____	Date
Print Name		
Section 8 –Approval-Legal/Ethics Officer (Policy Makers Only)		
I recommend that the above-stated outside activity be approved, having determined that this outside activity is appropriate, considering MTA Code of Ethics, this agency's applicable policies, procedures, and other rules or regulations governing employee conduct which may apply.		
Signature	Approved ____ Denied ____	Date
Print Name		
Section 9 – Approval-Chief Compliance Officer (Policy Makers Only)		
I approve the above-stated outside activity based upon the information provided, having determined that this outside activity is appropriate, considering MTA Code of Ethics, applicable policies, procedures, and other rules or regulations governing employee conduct which may apply.		
Signature	Approved ____ Denied ____	Date
Print Name Lamond W. Kearse, MTA Chief Compliance Officer		DDR#