

DUAL EMPLOYMENT/OUTSIDE ACTIVITY FORM

Refer to reverse side for directions.

Are you currently self-employed or an employee of any business or profession, public or private outside NYC Transit, MaBSTOA or SIR?
 Yes No

Are you a policy-maker (refer to Ethics P/I) and requesting approval for any of the following?
 Private Employment \$1000 - \$4000 Private Employment over \$4000 Public Employment over \$4000
 Director/Officer Profit Corporation Hold Public Office Elected Appointed Partisan Non-partisan

If you answered yes to question 1 or checked any of the boxes in question 2, you are REQUIRED to complete this form. Attach full descriptions of both NYC Transit position and outside activity.

First Name _____ Initial _____ Last Name _____ Pass Number _____
 Home Address _____ City _____ State _____ Zip _____
 Transit Authority TA/OA/SIR _____ Work Hours _____ Work Days _____
 Title _____
 Work Phone _____ Department _____ Location _____

Outside Activity _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Type of Business _____ Start Date _____
 Position _____ Work Days _____ Work Hours _____
 Duties _____

Does your private employment, profession, business or outside activity conduct business with NYC Transit? Yes No

Employee Signature _____ Date _____

I have reviewed the above and all attachments and have, subsequently, made the following determination. This employee's request for authorization for Dual Employment/Outside Activity is:

APPROVED	Department Signature _____	Date _____
DENIED	Department Signature _____	Date _____
Remarks for Approval or Denial		

FOR POLICY MAKERS ONLY. For authorization, send this form to NYC Transit Ethics Committee, 130 Livingston Plaza, Room 1216. The NYCT gives its consent to the above-stated outside activity, having determined that this request is appropriate, considering Sections 73 and 74 of the Public Officers Law, this agency's applicable policies, procedures or rules and regulations governing employee conduct, and other factors such as (specify, if appropriate):

Authorized Signature _____ Date _____

Directions for Completing the Dual Employment/Outside Activity Form

An employee desiring employment outside of NYC Transit should complete this form and obtain approval from your department **before** engaging in any occupation, business or profession, including self-employment, outside the Authority.

Newly hired employees who wish to continue other employment must file a dual employment request **prior to his/her appointment date**; if the request is subsequently denied, the employee will be required to terminate the outside employment within two (2) days of receiving notice of the determination.

Employees in **Public-Safety Positions** must resubmit their request for dual employment annually.

Employees in **Safety-Sensitive Titles** who previously received approval for dual employment must seek new approval within five (5) days of notification of an assignment change, either in their NYC Transit employment or their outside employment, that results in changes in work days, shift changes, work location changes, and/or work assignments.

Refer to the NYC Transit Policy Instruction **Dual Employment 4.23.2** for additional information.

If you are an employee in a **policy-making position**, you may be required to submit a dual employment/outside activity request to the NYC Transit Ethics Committee after the department head's approval is received; approval of the NYS Ethics Commission may also be required. Refer to the NYC Transit Policy Instruction **Ethics 5.4.4** for additional information

1. Employees in positions other than policy-making positions must complete this form and obtain approval from your department. Distribute completed form accordingly:

Original ----- Department
Copy ----- Employee
Copy ----- Document Management
180 Livingston Street, Room 4067
Brooklyn, NY 11201

2. Employees in policy-making positions must request authorization for the NYC Transit Ethics Committee, *after* department head's approval is received, to perform outside activities. Forward completed form accordingly:

Original ----- NYC Transit Ethics Committee
130 Livingston Street, Room 1216
Brooklyn, NY 11201
Copy ----- Employee
Copy ----- Department

NYC Transit Ethics Committee forwards a copy of the final determination to the Department Head and to Document Management, 180 Livingston Street, Room 4th Floor, Brooklyn, NY 11201

Directions Regarding Workers' Compensation Claims

An employee who files a workers' compensation claim relating to his/her employment with the Authority is obligated at the time of filing to report his/her dual employment status to the Authority's Transit's Workers' Compensation Unit, Law Department.