NYCT Dual Employment/Outside Activity Form

HR-EMP-304

Section 1 - Information and Instructions

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

All NYC Transit employees are reminded that they have a continuing obligation to disclose any non-work related business relationships with fellow NYC Transit employees pursuant to **4.01** of the **MTA Code of Ethics**. All NYCT Transit employees also have an obligation to disclose any employment with a Contractor, or Subcontractor to a Prime Contractor, who is doing business with or seeking to do business with NYCT or any other MTA agency. This disclosure will enable the person responsible for approving the activity to evaluate whether there may be a conflict of interest, or require referral of the matter to the NYC Transit Ethics Committee.

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 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 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 (or applicable revisions) for additional information.

If you are an employee in a **policy-making position**, you are 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.

Employees **in positions other than policy-making positions** must complete this form and obtain approval by their department. Distribute the form accordingly:
- Original: Department
- Copy: Employee
- Copy: Business Service Center
    Document Management Center, 9th Floor
    333 W. 34th St.
    New York, NY 10001

Employees **in policy-making positions** must request authorization from the NYC Transit Ethics Committee, after department head's approval is received, to perform outside activities. Forward completed form accordingly:
- Original: Business Service Center
    Document Management Center, 9th Floor
    333 W. 34th St.
    New York, NY 10001
- Copy: Employee
- Copy: Department

NYC Transit Ethics Committee forwards a copy of the final determination to the Department Head and to Employment Services Support, 180 Livingston Street, 4th Floor, Brooklyn, New York 11201.

If you have any questions, please contact the Business Service Center at 646-376-0123 or bscservice@mtabsc.org.

Directions Regarding Workers' Compensation Claims

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

Section 2 - Employee Information

Name	Last	First	M.I.	Suffix	BSC ID		Transit Title	
Agency/Dept. (check one)	☐ TA ☐ OA ☐ SIR	Dept.		Work Hours		Work Days		Location
Street Address								
City					State	Zip Code		
Phone (H)			Phone (W)			Email		

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Section 3 – Dual Employment Information

You are required to complete this form if you answer yes to question 1 or check any of the boxes in question 2.

1. Are you self-employed or an employee of any business or profession, public or private, outside NYC Transit, MaBSTOA or SIR?

   ☐ Yes   ☐ No

2. Are you a policy-maker (refer to MTA Code of Ethics) and requesting approval for any of the following?

   ☐ Private Employment $1000-$4000   ☐ Private Employment over $4000   ☐ Public Employment over $4000

   If private or public employment is over $4000, how much will you earn? _____
   <div align="right">Insert Amount</div>

   ☐ Director/Officer Profit Corporation   ☐ Hold Public Office   ☐ Elected   ☐ Appointed   ☐ Partisan   ☐ Non-Partisan

Section 4 – Description of Outside Activity

Outside Activity	Phone

Address

City	State	Zip Code

Type of Business	Start Date

Position	Work Hours	Work Days

Does the company, firm, or individual that you wish to work for conduct business with any of the following:

1. NYCT or other MTA agency as prime contractor?   ☐ Yes   ☐ No

2. A subcontractor to a NYCT prime contractor or other MTA agency prime contractor?   ☐ Yes   ☐ No

3. Any other NYCT employee or other MTA agency employee?   ☐ Yes   ☐ No

Section 5 – Employee Authorization

I do hereby certify that to the best of my knowledge the above information is true and correct.

Employee Signature	Date

Section 6 – Department Authorization

I have reviewed the above and all attachments and have determined that the proposed outside activity ☐ will ☐ will not (check one)
interfere with this employee's discharge of his duties with NYCT/MaBSTOA/SIR.

Department Head Name

Department Head Signature	Date

Section 7 – Ethics Committee Authorization (FOR POLICY-MAKERS ONLY)

For authorization, send this form to NYC Transit Ethics Committee, 130 Livingston Plaza, Room 1207.

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):

Name (print or type)

Signature	Date