

# All Agency Outside Activities and Employment Request

HR-EMP-304



Ethics-001

This OAR form should only be used by employees or prospective new hires who cannot access the MTA Outside Activity Management System (OAMS).

## Section 1 - Information and Instructions (Please contact your Corporate Compliance Officer prior to completing this form)

- 1) Employees who wish to engage in an Outside Activity or employment, must complete the All Agency Outside Activities and Employment Request form (OAR) and obtain MTA's approval prior to engaging in an Outside Activity. In addition to completing the OAR, employees in a Policy-Making position, may also be required to complete the **New York State Commission of Ethics and Lobbying in Government ("COELIG") Outside Activity Form**. (See the MTA Code of Ethics or the All Agency Outside Activities and Employment Policy Directive for definitions and additional Information).
- 2) Prospective new hires who wish to continue their outside activity or employment must file an OAR prior to their start date with the MTA. If the request is subsequently denied, the prospective new hire will be required to terminate the activity or employment within two (2) days of receiving a determination or, within a reasonable time frame requested by the prospective new hire with the approval of Corporate Compliance.
- 3) Employees must discuss their request with either supervisor and/or Corporate Compliance prior to completing this form to ensure all required information and supporting documentation are submitted regarding their outside activity/employment. Employees serving in Public-Safety positions and Safety-Sensitive titles must also consult with supervisors and review their Agency procedures for additional requirements or restrictions. Prospective new hires should contact Corporate Compliance with any questions or concerns with their OAR.
- 4) Incomplete OARs after 30 days will be denied by Corporate Compliance; however, Employees may submit a new OAR.
- 5) A Outside Activity Certification will be required at a minimum annually for non-represented employees and at a minimum every three years for represented employees. Certification maybe required more frequently based upon an employee's position.
- 6) Completed OAR forms are to be submitted to [Compliance@mtahq.org](mailto:Compliance@mtahq.org) with your job description. Contact your agency's respective People Department to obtain your job description if you do not have it.

## Section 2 - Employee Information

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

## Section 3 - Description of Outside Activity/Employment

Name of Organization	Your Proposed Title/Position	
Organization's Street Address		
City	State	Zipcode
Does the Organization conduct business with any of the following: <input type="checkbox"/> MTA <input type="checkbox"/> MTA Contractor or Subcontractor <input type="checkbox"/> Any MTA Employee <input type="checkbox"/> No Interaction <input type="checkbox"/> Not Sure		
Detail description of activities or responsibilities to be performed by (Attached Separate Sheet if Needed)		

## Section 4 - Category of Outside Activity Request (Check all that Apply) \* Must complete NYS COELIG Activity Approval Form

<input type="checkbox"/> Annual Compensation of \$5,000 and under	<input type="checkbox"/> Annual Compensation in excess of \$5,000* Est. Annual Amount: \$	<input type="checkbox"/> Business Venture (LLC, PLLC, LTD etc) Est Est. Annual Gross Revenue: \$	<input type="checkbox"/> Corporate Officer or Director* <input type="checkbox"/> Nonprofit Officer or Director	<input type="checkbox"/> Appointed Public Office* <input type="checkbox"/> Elected Public Office*
---	--	---	---	--

## Section 5 - Acknowledgement

I attest that to the best of my knowledge, the information disclosed is true and accurate and, does not violate the MTA Code of Ethics or the All Agency Outside Activities and Employment Policy Directive which I have reviewed. Further, the Outside Activity described above will not be conducted on MTA's time or using MTA's resources and will not interfere with the performance of my MTA job responsibilities.

Employee Signature	Date
--------------------	------

**Section 6 - Supervisor Review**

I have reviewed this OAR to ensure completeness and accuracy including whether the proposed activity would interfere with the employee's MTA responsibilities. Based on my review, I am making the recommendation indicated below.

Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Print Name		BSC ID

**Section 6A - Additional Agency Reviewer (Optional)**

Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reviewed	Date
Print Name		BSC ID

**Section 6B - Additional Agency Reviewer (Optional)**

Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reviewed	Date
Print Name		BSC ID

**Section 7 - Department Head Review**

I have reviewed this OAR with the All Agency Outside Activities and Employment Policy Directive including applicable procedures, rules, and regulations governing employee's conduct to ensure compliance. Based on my review, I make the recommendation indicated below.

Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Print Name		BSC ID

**Section 8 - Corporate Compliance Review**

I have reviewed this OAR with the All Agency Outside Activities and Employment Policy Directive including applicable procedures, rules, and regulations governing employee's conduct to ensure compliance. Based on my review, I make the recommendation indicated below.

Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Print Name		

**Section 9 - Chief Ethics, Risk & Compliance Officer Review (Required for all Policy Makers)**

I have reviewed this OAR with the All Agency Outside Activities and Employment Policy Directive including applicable procedures, rules, and regulations governing employee's conduct to ensure compliance. Based on my review, I make the recommendation indicated below.

Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Print Name		