



All Agency Outside Activities and Employment Request

HR-EMP-304/Ethics Form-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 or employment. 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 their 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 their 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. Outside Activity Certification may be required more frequently based upon an employee's position or at the direction of Corporate Compliance. Failure to complete the certifications will result in the automatic revocation of the outside activity approval. Approval may be revoked at any time and upon notification of revocation the employee must terminate the outside activity.
- 6) Employees without a copy of their job description must contact their designated People/Human Resources liaison to obtain a copy. Department Heads must submit the completed OAR forms with a copy of the employee's official job description to the People/Human Resources Department liaison (see Attachment A).

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	<input type="checkbox"/> Safety Sensitive Position	
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	Zip code
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)		

Proposed Work Schedule (Days)	Work Hours per Week	Anticipated Start Date
-------------------------------	---------------------	------------------------

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. Annual Business Gross Revenue \$ _____ Your Compensation \$ _____	<input type="checkbox"/> Corporate Officer or Director* <input type="checkbox"/> Nonprofit Officer or Director	<input type="checkbox"/> Appointed Public Office* <input type="checkbox"/> Campaigning for 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 and in compliance with rules and regulations. Based on my review, I make the recommendation indicated below.

Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Print Name		BSC ID
<input type="checkbox"/> I am the Department Head		

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

Department Head: Do not submit this form directly to Corporate Compliance.

Submit this form to the designated People/Human Resources Outside Activities & Employment Request Liaison indicated on Attachment A.

People / Human Resources Liaison: Submit the completed form to Corporate Compliance.

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		OAMS-

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		

Attachment A**People/Human Resources
Outside Activities & Employment Request Liaisons**

Agency	Department	Contact	Email
HQ	All Departments	Michael Kalish Luis Taveras Avanie Campbell Giglia Moldovan	mkalish@mtahq.org ltaveras@mtahq.org acampbel@mtahq.org gimoldovan@mtahq.org
NYCT	Subways, Administrative Departments and Office of the President	Fe'Licia Blakes	nycthrbusinesspartners@nyct.com felicia.Blakes@nyct.com
Bus and Paratransit	Department of Buses, MTA Bus and Paratransit	Fe'Licia Blakes	BusesHRBusinessPartners@nyct.com felicia.Blakes@nyct.com
B&T	All Departments	Melissa Narvaez Tatiana Villa	mnarvaez@mtabt.org tvilla@mtabt.org
C&D	All Departments	Monique Jones	monique.Jones@mtacd.org
LIRR	President's Office, VP Operations Support, Senior VP Operations, EVP Administration, ESA/SP	Vydia Mangal Tracy Hessel-Andor	vmangal@lirr.org tahesse@lirr.org
LIRR	Stations	Stephanie O'Connor Tracy Hessel- Andor	sbarrei@lirr.org tahesse@lirr.org
LIRR	Service Planning, Rolling Stock	Greer Morris Tracy Hessel- Andor	gmorris@lirr.org tahesse@lirr.org
LIRR	Maintenance of Equipment, Safety	Ivan Benn Tracy Hessel- Andor	ilbenn@lirr.org tahesse@lirr.org
LIRR	LIRR- All other	Lisa Martinez Tracy Hessel- Andor Michael Nersesian	limarti@lirr.org tahesse@lirr.org michael.nersesian@mtahq.org
LIRR	Transportation, EAM, RSP	Linda Oliver Lisa Martinez	loliver@lirr.org limart@lirr.org
LIRR	Training	Claudia McCravey Lisa Martinez	cmccrav@lirr.org limarti@lirr.org
LIRR	Engineering, Training, Security	Willie Jenkins Lisa Martinez	wjenkin@lirr.org limarti@lirr.org
MNR	All Departments	Gladys Rodriguez Mayela Clarke Gary Martens	grodriguez@mnr.org mclarke@mnr.org gary.martens@mtahq.org