

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : OUTSIDE EMPLOYMENT
Policy Number : 04-02-18
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I PURPOSE

The purpose of this policy is to define the Authority's position on outside employment, which includes self-employment.

II APPLICABILITY

This policy applies to all NFTA/NFT Metro employees

III POLICY

- A. Full time employment with the Authority is deemed to be primary. All employees must be fit for duty during their work hours. Authority employees should be aware that outside employment may not:
- a. Constitute a conflict of interest
 - b. Occur at a time when the employee is expected to perform his/her duties at the Authority
 - c. Diminish the employee's ability to effectively perform his/her assigned duties
 - d. Make use of the Authority's time, resources, facilities or equipment
 - e. May not use and/or disclose any Authority proprietary or confidential information
- B. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor work performance, absenteeism, tardiness, leaving early, refusing job assignments or shift changes. If outside employment causes or contributes to job-related problems, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with NFTA/NFT Metro. If necessary, disciplinary procedures may be followed to deal with the specific problem.
- C. Certain positions are governed by specific regulations that may limit the number of hours worked in a position outside the Authority, or restrict the types of work that are permitted. Those practices and procedures remain in effect.
- D. As employees of a public authority, all NFTA/NFTM employees must comply with the provisions of NYS Public Officers Law §73 and §74, which govern the conduct of, and set forth a code of ethics applicable to all state employees.

Specific questions about this policy should be directed to Human Resources.