

THE CITY UNIVERSITY OF NEW YORK

Office of the General Counsel and Vice Chancellor for Legal Affairs

535 East 80 Street, New York, N.Y. 10021

212/794-5382



Personnel Advisory
Memorandum #3

December 20, 1990

MEMORANDUM

SUPERSEDED

See 8AM #1 Revised

To: Senior College Presidents
From: Vice Chancellor Robert E. Diaz
Re: Outside Activity Requests for Approval

The State Ethics Commission is requiring the following information on each outside activity to assist it in making its determination on a request for approval. It is therefore important that covered employees be advised to include this information, on a request for approval. The State Ethics Commission is returning forms which do not contain this information. You may distribute this memorandum to your covered employees.

1. A job description of the employee with the University, including the payroll and functional titles, nature of duties, any funding or grant decisions in which the employee participates, and the scope of involvement with outside private entities.
2. A description of the outside activity, title of position and name of entity. Any and all state agencies and subdivisions with which the outside activity is affiliated or has any relationship should be included.
3. The total number of hours per week devoted to the outside activity. Include specific days and time, if applicable.
4. If the outside activity requires time from normal working hours with the University, arrangements made for time off from the University.

c: Deputy Chancellor Laurence F. Mucciolo
Legal Affairs Designees

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