

Termination Processing Information Checklist

HR-HRIS-015



Section 1 - Information and Instructions

The purpose of this form is to serve as a checklist for both employee and supervisor as part of the termination process.

- Sections 2 & 3 should be completed and reviewed by the employee.
- Section 4 should be completed by the employee's supervisor.

Please forward to the Human Resources Department, so it can be attached to the PAR. Do not forward to the BSC.

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

Section 2 - Employee Information

Print Name	Last	First	M.I.	Suffix	BSC ID		
Agency/Dept. (check one)	<input type="checkbox"/> BSC	<input type="checkbox"/> B&T	<input type="checkbox"/> C&D	<input type="checkbox"/> HQ	<input type="checkbox"/> Police	Agency ID	Department
	<input type="checkbox"/> SIR	<input type="checkbox"/> LIRR	<input type="checkbox"/> MNR	<input type="checkbox"/> MTA Bus	<input type="checkbox"/> NYCT <input type="checkbox"/> MaBSTOA		
Current Address	Street Address						
	City			State	Zip Code		
New Address	Street Address						
	City			State	Zip Code		
Phone (H)	Phone (M)				Email		

Section 3 - Employee Authorization

Final Check Disposition	<input type="checkbox"/> I completed my Retirement Application
	<input type="checkbox"/> I completed my HR-BEN-074 Separation Payout form
	<input type="checkbox"/> I authorize my separation payout check to be mailed to my current address. If the address you would like your last check mailed to differs from your current address on file, please update your address by completing the Employee Data Change Form (HR-HRIS-012) available on the BSC Portal in the Personal Information section.
	<input type="checkbox"/> Direct Deposit Cutoff: I understand that my direct deposit election will be discontinued prior to my proposed termination date.
Post-Employment	Former MTA Employees are subject to certain post-employment restrictions. Questions should be directed to your former Agency Ethics Officer or the New York State Joint Commission on Public Ethics. Current contact information can be obtained by calling the MTA Ethics Helpline at 888-U-ASK-MTA/888-827-5682. See pages 2 and 3 of this form.

Section 4 - Supervisor Termination Checklist

Y <input type="checkbox"/>	N <input type="checkbox"/>	Were all timesheets completed by employee and approved by timesheet approver?	Date
Y <input type="checkbox"/>	N <input type="checkbox"/>	MTA Post-Employment Receipt Acknowledgement received	Date
Y <input type="checkbox"/>	N <input type="checkbox"/>	Is this employee a timesheet approver? If yes, please reassign all employees being approved by them to a new timesheet approver using the IT PeopleSoft Access Request e-Form available on the BSC Portal.	Date
Y <input type="checkbox"/>	N <input type="checkbox"/>	Does employee have any outstanding travel advances or are any travel receipts owed to Accounts Payable?	Date
Y <input type="checkbox"/>	N <input type="checkbox"/>	Please forward this form and HR-HRIS-073 to HR to create the Personnel Action Request in PeopleSoft and schedule exit interview as appropriate.	Date
Y <input type="checkbox"/>	N <input type="checkbox"/>	Company property returned? If no, check unreturned items below:	
		<input type="checkbox"/> Building Photo / ID Pass	<input type="checkbox"/> Commutation Pass
		<input type="checkbox"/> Dependent / Spouse Rail Pass	<input type="checkbox"/> Pager
		<input type="checkbox"/> Keys (Office, Vehicles, Switch/Rail)	<input type="checkbox"/> Duplex Stock
		<input type="checkbox"/> Ticket Punch	<input type="checkbox"/> Special Tickets
		<input type="checkbox"/> Business Pass	<input type="checkbox"/> PDA
		<input type="checkbox"/> Radio	<input type="checkbox"/> Laptop
		<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Tools / Equipment
		<input type="checkbox"/> Other	<input type="checkbox"/> Cell Phone/ BlackBerry
			<input type="checkbox"/> Parking Hang Tag

Section 5 - Authorization

I will return the company property still in my possession. I understand that failure to return any company property I possess may result in the withholding of my Separation Payout monies due.

Employee Signature	Date	SSN Last 4 Digits
Supervisor's Signature	Date	

Memorandum



Metropolitan Transportation Authority

State of New York

Date April 2019
To MTA Employees
From Lamond W. Kearse, Chief Compliance Officer
Re Post-Employment Issues and Restrictions

A handwritten signature in blue ink, appearing to read "LW Kearse", located to the right of the "From" field.

As an employee of the Metropolitan Transportation Authority or one of its affiliated/subsidiary Agencies (collectively referred to as "MTA"), you are required to comply with several post-employment restrictions contained in the MTA All Agency Code of Ethics ("Code"). I encourage you to keep your copy of the Code of Ethics for future reference. Copies of the Code can also be found on MTA website, www.mta.info.

Post-Employment: Issues

Use of Confidential Information

Pursuant to Section 4.03 of the MTA Code of Ethics, as well as NYS Public Officers Law, you may not disclose confidential information you acquired in the course of your official duties with the MTA nor use such information to further any personal interests.

Financial Disclosure Statement

Pursuant to Section 6.01 of the MTA Code of Ethics you may be required to file a financial disclosure statement covering the last year you were employed by the MTA even though you will not be a current employee at the time of filing. If you receive a notice to file please contact MTA Corporate Compliance immediately to discuss your options.

Post-Employment: Restrictions

The restrictions are covered in Section 5 of the MTA Code of Ethics and fall under two categories – a **two-year bar** and a **lifetime bar**.

Employment with an MTA Agency restricts to a degree the type of employment one may accept upon leaving the MTA. These restrictions are based upon statutory requirements. Both the Code and applicable statutes seek to discourage actual conflicts of interest and conduct from which reasonable inferences may be drawn that Employee of the MTA might not have been serving in the best interest of the MTA during their employment or, thereafter, might be taking undue advantage of inside information or positioning derived from their former employment with the MTA.

Two-Year Bar

No former Employee shall, within two (2) years after termination of employment with an MTA Agency, appear before such MTA Agency or receive compensation for, or render compensated services on behalf of, any person, firm, corporation, or association in relation to any case, proceeding or application or any other matter before such MTA Agency.

Lifetime Bar

No former Employee shall ever appear, practice, communicate, or otherwise render any services or receive compensation for such services rendered before the MTA or any New York State Agency for, or on behalf of, any person, firm, corporation, or other entity in relation to any case, proceeding, or transaction with respect to which such person was directly concerned and in which he or she personally participated during the period of service or employment, or which was under their active consideration. The definition of what constitutes “ever appear, practice, communicate or otherwise render any services” is given a broad interpretation. Employees should contact their Agency Ethics Officer or MTA Corporate Compliance regarding this definition before rendering any such service.

For purposes of the post-employment bars, certain Employees, particularly those at MTA Headquarters, may be considered to be Employees of multiple MTA Agencies based on the scope of their job responsibilities. For clarification of your particular circumstances, you may seek guidance from your former Agency Ethics Officer or MTA Corporate Compliance.

In the code you will find certain limited exceptions to these post-employment restrictions, including the government to government exception. However certain not-for-profit entities in the transportation field and certain quasi-governmental organizations may not be considered as governmental entities for purposes of the government to government exception and employment at such entities may be subject to the post-employment bars described above.

If you have any questions or would like the contact number for your Agency's Ethics Officer, please call the MTA Ethics Help Line at 888-U-ASK-MTA (888-827-5682).



CODE OF **ETHICS**



Metropolitan Transportation Authority
Post-Employment Receipt Acknowledgement
Financial Disclosure Filers

I acknowledge that I have received a copy of the Chief Compliance Officer's post-employment restrictions memorandum. I agree to read and familiarize myself with the information contained therein.

This Acknowledgement of Receipt will be placed in my personnel file.

Employee Name

BSC ID

Employee Signature

Date