



Human Resource Management Office

Outside Activity Approval Form

(For Campus Policy Maker Requests)

According to [New York State \(NYS\) Commission on Ethics and Lobbying in Government](#) regulations, all State employees who are designated by the agency as “policy makers” must obtain required approvals before engaging in certain activities, as listed in [Title 19 NYCRR § 932.5](#). More information on outside activities and prohibited activities is available [here](#).

The approval process is based on how much you anticipate earning through your intended outside activity. A job, employment (including public employment), or business venture that generates, or is expected to generate between \$1,000 and \$5,000 in compensation annually requires approval from the Campus Ethics Officer; If the outside activity generates more than \$5,000 in compensation annually, approval from the Campus Ethics Officer and NYS Commission on Ethics and Lobbying is required prior to commencing service.

Approval Reference Chart:

Compensation Amount	Requirements (in writing prior to commencing service)	To Be Completed by the Employee
\$0 to \$999/year	Notify Campus Ethics Officer	Email the Campus Ethics Officer
\$1,000 to \$5,000/year	Campus Ethics Officer must approve	Buffalo State University Outside Activity Approval Form
More than \$5,000/year	Campus Ethics Officer and the NYS Commission on Ethics and Lobbying in Government	Buffalo State University Outside Activity Approval Form and NYS Commission Outside Activity Approval Form

The Campus Ethics Officer shall make its determination based on its interpretation of whether the proposed outside activity is in accordance with the applicable provisions of the Public Officers Law, Commission Advisory Opinions, pertinent State Agency policies, procedures, or regulations governing employee conduct, and such other factors as deemed appropriate. For more information on This form must be completed, signed by the requestor, and authorized by the Campus Ethics Officer. Policy makers may not engage in the outside activity until such time as the form is approved.

Section I. Information About Requestor

Name (First, Last):	Budget Title:
Campus Address:	Campus Title:
Campus Phone:	Campus Email:

