


# Memorandum



## Metropolitan Transportation Authority

State of New York

**Date** February 9, 2016  
**To** All MTA Employees  
**From** Lamond W. Kearse, Chief Compliance Officer   
**Re** Political Activities of Employees (Code of Ethics Section 4.08)

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With the upcoming November elections, please take a moment to familiarize yourself with Section 4.08 of the All Agency Code of Ethics concerning Political Activities of MTA Employees.

This Section states in part that:

- Employees shall not conduct political activities during work hours. Additionally, MTA Agency property, including, without limitation, telephone, copy machines, computers, and other MTA Agency equipment, vehicles, office space, and services **may not** be used for political activities under any circumstances.
- Employees shall not use their positions or influence for the purpose of interfering with or affecting the result of an election. No Employee shall, directly or indirectly, use his or her official authority to compel or induce any other employee or state official to make or promise to make any political contribution, whether by gift of money, service or other thing of value.
- Employees holding Policy-Making Positions shall not serve as: (1) officers of any political party or political organization; (2) members of any political party committee, including political party district leaders or as members of a political party national committee. "Political organization" means any organization affiliated with a political party but does not include a judicial nominating committee, an organization supporting a particular cause with no partisan activities, a campaign or fundraising committee, or serving as a delegate to a state or national part convention.
- Consistent with this Code, Employees are otherwise free to participate in the political process on their own time, but there must be a clear separation between their political activities and the discharge of their duties as Employees of an MTA Agency.


Copies of the All Agency Code of Ethics are available on the Intranet, Internet or from MTA Corporate Compliance.

If you have any questions or concerns, please contact your Agency's Ethics Officer or the Compliance/Ethics Helpline at 888-U-ASK-MTA (888-827-5682).



TRANSPORTATION SERVICES DEPARTMENT  
Office of the Superintendent – Train Service

**SUPERINTENDENT – TRAIN SERVICE NOTICE 39-16**

Date: October 6, 2016  
To: All Train Service Personnel  
From: Jack Saunders, Superintendent - Train Service   
Subject: Suspension of 1901-M for Comic-Con, Columbus Day Fares & Complete Uniform Policy

Suspension of Special Instruction 1901-M for Comic-Con, October 8<sup>th</sup> and 9<sup>th</sup>

The New York Comic-Con event is being held at the Javits Center Oct 6<sup>th</sup> through 9<sup>th</sup>. To safely accommodate the large crowds expected this weekend, Special instruction 1901-M will be suspended as follows:

Dates of Suspension: Saturday Oct 8<sup>th</sup>  
Hours of Suspension: 8:00AM – 12:00AM

Dates of Suspension: Sunday Oct 9<sup>th</sup>  
Hours of Suspension: 8:00AM – 7:00PM

When Special Instruction 1901-M is suspended, all cars must be open on all branches.

Columbus Day, Monday October 10<sup>th</sup>

- On Columbus Day, Monday, October 10<sup>th</sup>, trains will run on a regular weekday schedule and peak fares will apply.
- Senior Citizens, People with Disabilities and Medicare tickets will be honored on both AM and PM Peak trains. See the ADL 205 Manual, Section 407.2, page 50.
- All other Peak fares apply.

Complete Uniform Policy

Effective Sunday, October 16<sup>th</sup> through April 30<sup>th</sup> all Train Service Employees are to wear their complete uniform. The complete uniform consists of:

- Hat & Badge
- Long-sleeve shirt buttoned at the cuff
- Uniform tie; at no time may the undershirt be visible.
- You must wear one of the three:
  - uniform blazer
  - sweater
  - fitted or sweater vest
- Black laced shoes made of a material that will permit polishing with a defined heel of no more than one (1) inch
- Black socks

As a reminder, Rule J states that:

- Uniformed employees on or off duty while on Company property must be neat in appearance. Attention to good grooming is mandatory.
- Uniformed employees, while performing service, must wear the prescribed uniform including hat and badge as provided in the current issue of regulations governing the uniforming of employees.
- Uniforms must be kept clean, pressed and well-fitting with issued insignia affixed in the designated places. The wearing or display of ornaments, buttons, emblems or other insignia not connected with railroad service is prohibited.
- It is imperative that uniformed employees present a professional public appearance that will inspire confidence in the Rail Road.

*If you have any questions, please contact the Transportation Test Team at 1 (212) 643-5122  
Please discard this notice by May 1, 2017.*

**J.** Uniformed employees, on or off duty, while on Company property must be neat in appearance. Attention to good grooming is mandatory.

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