

MOONLIGHTING WAIVER PROCEDURE

1. An employee who wants to moonlight at a second job with a company that has business with NYC Health + Hospitals **or** the City of New York (such as a City license, City contracts, or City funding) should draft **(but not send)** a letter to Wayne Hawley, General Counsel of the New York City Conflicts of Interest Board, 2 Lafayette Street, Suite 1010, New York, New York 10007 outlining the pertinent facts and requesting a waiver of the violation of Chapter 68 of the City Charter.

The letter should set forth:

- Who you are (including your official title) and where you currently work
- Your job responsibilities
- The hours that you work at your NYC Health + Hospitals job
- A description of the moonlighting situation for which you would like a waiver including the hours that you will be working at the outside job
- A statement that you understand that the second job must be on your own time and that you may not use your official NYC Health + Hospitals position, confidential information, or NYC Health + Hospitals personnel or equipment for the second job or to benefit your other employer and that you will not play any role with respect to the other employer's business with NYC Health + Hospitals or the City.
- An explanation of how your second job does not conflict with your NYC Health + Hospitals employment

This letter should be sent to the NYC Health + Hospitals Office of Legal Affairs to the attention of Barbara Keller, First Deputy General Counsel, 125 Worth Street, room 527, New York, NY 10013.

2. The Office of Legal Affairs will send the request to the President for his approval. The COIB will not consider any waiver request without the endorsement of the President.

3. The request letter and the President's approval will be forwarded by OLA to the Conflicts of Interest Board for their consideration.