

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP- 5.11**

TITLE: EXTERNAL EMPLOYMENT AND ENTREPRENEURSHIP REPORTING

SECTION 1. GENERAL

- 1.1 Scope - This policy establishes the guidelines and procedure for reporting, institutional review and approval of external employment and entrepreneurship activities engaged in by employees.
- 1.2 Authority - West Virginia Governmental Ethics Act, West Virginia Code Section 18B-1-6, 6B-2-5(L); West Virginia Council for Community & Technical College Education Rules Series 31.
- 1.3 Effective Date- September 21, 2005; REVISED 02/19/2020

SECTION 2 POLICY

- 2.1 All full-time and part-time regular Eastern West Virginia Community and Technical College employees must report all external employment and entrepreneurship during the course of their employment to insure compliance with the West Virginia Governmental Ethics Act. On an annual basis, all employees must complete and submit the institutional form to report any activity covered by the Ethics Act for review and approval by the institution's President. Employees are required to complete and submit the required form whether or not covered activity exists.
- 2.2 Employees have an ongoing duty and responsibility to immediately report, by use of the institutional form, any changes in their external employment, entrepreneurship, or other activities affected by the Ethics Act.
- 2.3 Institutional approval for external employment and entrepreneurship activities granted pursuant to this policy may be reviewed and revoked upon reasonable notice to the employee.
- 2.4 Disclosures required by this policy are personal in nature and shall be kept confidential, as permitted by law. Employee statements and approvals will be maintained in official personnel files as a private, non-public document.

SECTION 3 RATIONALE

- 3.1 Public employees in higher education institutions are covered by the West Virginia Governmental Ethics Act and are mandated by law to maintain ethical standards, which prohibit conflicts of interest, solicitation of gifts, use of public office space for private gain and improper interests in public contracts. As public employees, certain outside employment or activities may violate or conflict with

the employee's responsibility to the institution or will interfere with the satisfactory performance of the employee's institutional duties.

SECTION 4 DEFINITIONS

- 4.1 **External Employment** is construed as hourly or contract employment, whether paid or unpaid, other than that at Eastern West Virginia Community & Technical College.
- 4.2 **Entrepreneurship** is construed as ownership requiring management or management of an enterprise for profit.

SECTION 5 IMPLEMENTATION PROCEDURES

- 5.1 To insure compliance, full-time and part-time regular employees must complete the External Employment and Entrepreneurship Reporting Form and complete the requested information, identifying the names(s) and nature of external employment and/or entrepreneurship activity or service. In addition, employees must report the actual number of hours actually spent per week in the activity/activities identified. After completing, signing and dating the form, it must be forwarded to the employee's immediate supervisor. The form should be routed to the major administrative level, then, to the office of the Executive Dean of Administrative Services. The Executive Dean of Administrative Services is responsible for collecting and verifying receipt of all forms and routing to the President. After review and approval by the President, the External Employment and Entrepreneurship Reporting Form shall be maintained in each employee's official personnel file.
- 5.2 Full-time and part-time regular employees are required to complete and return an External Employment and Entrepreneurship Reporting Form issued by the Executive Dean of Administrative Services during the month of July. These forms must be submitted to an employee's immediate supervisor by August 31. Forms are due in the office of the Executive Dean of Administrative Services no later than September 30. Changes in status should be reported using another copy of the External Employment and Entrepreneurship Reporting Form.

SECTION 6 DELEGATION OF AUTHORITY

- 6.1 The responsibility for implementation of this policy is delegated to the Executive Dean of Administrative Services.



Chair, Board of Governors

2-19-2020

Date