



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. The Executive Dean 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 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 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**

The responsibility for implementation of this policy is delegated to the Executive Dean.

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**BOARD OF GOVERNORS, CHAIR**

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**DATE**