

**West Virginia Northern Community College**  
**External Employment & Entrepreneurship Reporting Form**

All full-time regular WVNCC employees must report all external employment and Entrepreneurship during the course of their employment to insure compliance with the WV Governmental Ethics Act.

On an annual basis, all employees must complete and submit a "WVNCC External Employment & Entrepreneurship Reporting Form" to report if they have any activity covered by the Ethics Act for review and approval by the President. Forms are to be submitted to the Human Resource Director.

Employee's Name: \_\_\_\_\_

Do you have any external employment or an Entrepreneurship?

No (Stop, print, sign, and forward to your supervisor.)      Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes (Please complete the information requested below.)

State name of employer/business: \_\_\_\_\_

Number of clock hours spent per week engaged in this activity: \_\_\_\_\_

Describe nature of the employment activity:

**Reviews and Approvals:**

Immediate Supervisor's Comments:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Administrator's Comments:

Department Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

President's Comments:

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please remember employees have 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. Institutional review and approval of any approval granted pursuant to this policy may be revoked upon reasonable notice to the employee. Disclosure(s) required by this policy are personal in nature and shall be confidential as permitted by law.**