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| WCJC Title: <b>Outside Employment</b>                         | Section D: <b>Personnel</b> | Page(s): <b>1</b> |
| <b>BASED ON BOARD OF TRUSTEES POLICY</b>                      |                             |                   |
| Policy Title: <b>Employment Requirements and Restrictions</b> | Policy: <b>DBF (Local)</b>  |                   |
| Subtitle: <b>Outside Employment</b>                           | Date Adopted: 8-01-20       |                   |

**Purpose**

Outlines the process for disclosure and approval of outside employment. This procedure outlines the actions taken when outside employment is deemed a conflict of interest. This procedure applies to all full-time employees.

**Procedure**

In response to WCJC Policy DBF (Local), Employment Requirements and Restrictions-Outside Employment, all full-time employees are required to complete a “WCJC Disclosure of Outside Employment” form within twenty (20) College business days of engaging in outside employment. This form requires employees to disclose any outside employment, along with a description of the employment, dates, times, and duration. This disclosure is required to ensure that there is no potential conflict of interest with the employee’s proper discharge of their assigned duties and responsibilities with the College or with the best interest of the College District.

The form is reviewed and signed by the employee’s chain of command, including the area Vice President. If the outside employment in any way constitutes a potential conflict of interest with the proper discharge of assigned duties and responsibilities, or if the employee fails to accurately disclose outside employment, the employee may be subject to disciplinary action, including termination per policy DH (Local).

In addition, all full-time employees are required to complete the “WCJC Disclosure of Outside Employment” form upon hire and annually at the beginning of every fall semester. The original of the form is included in the full-time employee’s personnel file which is maintained in the Human Resources Department.

**Date Prepared:** 09/28/21 RYB

**Revised Date:**



# Wharton County Junior College

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## WCJC Disclosure of Outside Employment

Employee Name: \_\_\_\_\_ Banner ID Number @ \_\_\_\_\_

Full-time employees of WCJC are required to complete this disclosure, in accordance with WCJC Board Policy DBF (Local). Outside employment must not interfere with WCJC employment. Completion of this form will be required on an annual basis for full-time employees.

**Are you currently engaged in or have you accepted employment outside of WCJC?**

Yes  No (If no, skip to employee signature below.)

**Description of employment:**

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**Times and dates and expected duration of said employment:**

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**Should you engage in or accept any employment outside of WCJC during the academic year you must notify your immediate supervisor and submit this form within twenty (20) College business days of acceptance.**

**Your signature below, on this WCJC Disclosure of Outside Employment Form, affirms the outside employment listed above will not interfere with the discharge of your responsibilities as a full-time employee with WCJC; nor will said employment conflict with the interests of WCJC. Return the original of this form to the Human Resources Department for inclusion in your personnel file.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor\Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director\Division Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date