

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**Other Employment and Certain Volunteer Activities Report**

**Form SCP-2562.A**

Instructions: In accordance with SCP-2562, *Other Employment and Certain Volunteer Activities*, this form must be completed each year by all full-time faculty and professional staff employees. **Complete all parts of the form.** If you did not engage in other employment or certain volunteer activities for the fiscal year specified, write "NONE" across the grid below. Please report all paid activity/employment, including planned activity/employment, for the fiscal year. The report for each fiscal year is due to the Office of Human Resources by August 31. If you intend to engage in other employment or certain volunteer activities, this form is to be completed no less than ten days before the proposed other employment or volunteer activity is to begin.

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Unit: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Dates From/To	Name of Business/ Agency/Group/ Organization/Person	Hours Worked Per Week	Days Worked Per Week/Schedule	Explanation: Nature of Activity and General Description of Business/ Agency/Group/Organization/Person

Employee Signature and Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have reviewed the above activities for compliance with SCP-2562, *Other Employment and Certain Volunteer Activities*.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_