

This request is for (check one)		
A separate request for determination is required for each employment or volunteer activity or when any change of duties in the primary employment with the State or other employment/volunteer activity occur.		
Other Employment State Agency Non-State Employer	Volunteer Activity Requiring Determination	
PART I - TO BE COMPLETED BY EN	APLOYEE (please print or type):	
Employee Name:	OASIS ID #:	
Job Classification:	Functional Job Title (If applicable):	
Employer (List Agency, Division, Section, and/or Unit, as appropriate):		
Work Location/Mailing Address:		
Work Phone:	Work Email:	
Immediate Supervisor:	Supervisor Email:	
Description of Primary State Duties and Responsi	bilities (functional Job description)	



Name of Other Employer/Volunteer Organization:	Employer/Business/Activity Type:
Description of Other Employment/Volunteer Duties and Re	sponsibilities - attach additional pages if
necessary.	
By signing below, I acknowledge I have read and understa	nd compliance with the Other Employment
and Certain Volunteer Activities policy (DOP-P21).	nd compliance with the other Employment
Employee's Signature:	Date Signed:
PART II - TO BE COMPLETED BY IMMEDIATE	SUPERVISOR:
NO CONFLICT: Forward to appointing authority or design	gnee for final determination.
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PART III - TO BE COMPLETED BY APPOINTING AUTHORITY/DESIGNEE

NO CONFLICT: Other employment/volunteer activity is approved. (Proceed to step 3)

POTENTIAL CONFLICT: A WV Ethics Commission Review is Warranted (Proceed to step 1.)

CONFLICT: The Appointing Authority has identified a conflict with the West Virginia Governmental Ethics Act Va. Code § 6B-1-1, et seq, and/or the West Virginia Division of Personnel (DOP), Administrative Rule, W. Va. Code R. § 143-1-17.1. (Proceed to step 3.)

Step 1: POTENTIAL CONFLICT- A WV Ethics Commission Review is Warranted - check <u>all</u> that apply: Employee will be advised that he/she must obtain a West Virginia Ethics Commission opinion, due to potential conflict with the Ethics Act as noted below:

- O Use of public office for private gain.
- O Association may result in prohibited interest in profits or benefits of state contracts.
- O May use confidential State information obtained in course of official duties.
- O May conflict with the agency's ratemaking, application, or regulatory functions.
- O Constitutes employment by an entity regulated by a State agency.
- O Other (please explain below):

Employee shall be advised that he/she must resubmit the original request to the employer representative with Ethics Opinion attached. If the Ethics Opinion determines a potential conflict may exist, the Appointing Authority may deny the request or request a determination review by the State Personnel Board.

ETHICS OPINION:

NO CONFLICT: (Proceed to step 3)

POTENTIAL CONFLICT: If the Ethics Opinion is inconclusive or indicates no conflict exists with the Ethics Act but the appointing authority has reason to believe a conflict exists with the interests of the agency, the agency may deny the request or request a determination by the State Personnel Board. (To request a State Personnel Board review, proceed to Step 2.)

CONFLICT: A conflict with the *West Virginia Governmental Ethics Act* has been determined by the West Virginia Ethics Commission. (Proceed to step 3.)



STEP 2: STATE PERSONNEL BOARD REVIEW IS REQUESTED - check all that apply:

Appointing Authority or Designee must submit the original request and supporting documentation, including any Ethics Opinions, to the State Personnel Board for review and determination due to a potential employment conflict, as noted below:

- O Apparent conflict with the interests/mission of the State agency.
- O Potential interference with the performance of the State agency.
- O May use or appear to use proprietary information to obtained through official State Duties.
- O Secondary employment/volunteer activity may reasonably be regarded as official state action.
- O Other (please explain below):

State Personnel Board Decision Received on:		
STEP 3: FINAL DECISION		
NO CONFLICT - Other employment/volunteer activity is approved.		
POTENTIAL CONFLICT - Other employment/volunteer activity will be permitted with the limitations and/or restrictions provided below.		
CONFLICT — Request for other employment/volunteer activity is denied due to a conflict as described below.		
A. CONFLICT; LIMITATIONS; RESTRICTIONS:		
Appointing Authority/Designee Name:		
Appointing Authority/Designee Signature:	Date Signed	



PART IV – TO BE COMPLETED BY THE APPROPRATE PRIMARY EMPLOYING AGENCY OFFICIAL:		
Mandatory Agency Notifications:	Email Address & Date Notification Made:	
Employee		
Employee Supervisor		
Division of Personnel		

NOTE: Agencies may modify this form to include appropriate internal review and approval levels but must retain the specified content and the criteria as defined in the *West Virginia Governmental Ethics Act* (W. Va. Code § 6B-1- 1, et. seq.) and the Division of Personnel's *Administrative Rule*, (W. Va. Code R. § 143 1-1, et. seq.).