

SUBPART B - OUTSIDE EMPLOYMENT

WV413.11(a)(4)

WV413.11 Approving officials and approval criteria.

(a)(1) Requests for the approval of outside employment for employees in West Virginia must be submitted in writing by the employee to the State Conservationist through his or her immediate supervisor. The immediate supervisor will forward the request through channels to the State Conservationist. The immediate supervisor and all other intermediate supervisors will include their written recommendations concerning the request.

(a)(2) Requests for approval of outside employment that may draw upon skills acquired or enhanced by employment in SCS requires approval or disapproval by the Chief. These requests will follow the procedure stated above. The State Conservationist will forward the request, with recommendations, to the Chief for approval or disapproval.

(a)(3) If the outside employment does not utilize skills acquired through Soil Conservation Service employment, the State Conservationist will either approve or disapprove the request.

(a)(4) Any new outside employment or any changes in previously approved outside employment must be approved in advance, but approval is not necessary on an annual basis.

WV413-5(1)