### PERSONNEL POLICIES

**Policy:** Outside Employment - Employees Eligible for Overtime  
**Policy Number:** 160.0  
**Date Adopted:** 10/03/80  
**Revisions:** 01/01/90  
**References:** Extra Compensation Policy; 2-2-121, M.C.A.; Personnel Policies 40.0 and 41.0  
**Approved By:** Sylvia Weisenburger, Acting Vice President Administration and Finance

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All University policies are available in an alternative format upon request.

I. **POLICY**

An employee may engage in outside employment which does not interfere with the employee's ability to perform his/her job duties with the University, and which does not involve the use of the University's property, facilities, authority or name.

Full-time employees who are eligible for overtime and who accept additional work in another University department must be paid overtime for the additional work. The overtime rate is determined by the employee's hourly rate in his/her full-time position.

Faculty and other employees exempt from overtime should refer to the University payroll policy on extra compensation.