

## **Policy 705.9 – Outside Employment/Employees Eligible for Overtime**

Date Adopted: 8/19/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: 2-2-121, M.C.A.

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### **I. POLICY**

The University of Montana Western employees may engage in outside employment that does not interfere with the employee's ability as outlined in this policy. Full-time employees who are eligible for overtime may accept additional work in another University department and be paid overtime for the additional work.

### **II. PURPOSE**

The purpose of this policy is to provide guidelines for paying overtime for employees working outside their University department.

### **III. PROCEDURE**

An employee may engage in outside employment that does not interfere with the employee's ability to perform his/her job duties with the University, and that 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 by that department for the additional work. The overtime rate is determined by the employee's hourly rate in his/her full-time position.

### **IV. AUTHORITY**

2-2-121, M.C.A.

### **V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services