

Lehigh University
Request to Provide Extra Duty Compensation for
On-Campus Services Performed by Nonexempt Staff Members

Instructions:

- *This form must be processed and approved by Human Resources before the staff member can begin the work.*
- Items 1 through 5 are to be completed by the account executive or department head requesting extra duty services of a nonexempt staff member.
- Forward the form to the supervisor of the nonexempt staff member to be retained who will complete items 7 to 10.
- Forward the form to Human Resources (HR) for approval/denial. HR will send the original form back to the account executive and a copy to the Payroll Office.
- If approved, the nonexempt employee can begin to perform the work requested, record the hours worked, and submit the hourly timesheets to the Payroll Office.

1. Request originated by: _____
Account Executive/Department Head Date

2. Nature of services requested (*please provide a brief description of the work requested, approximate date of initiation, approximate total hours, when work will be performed, and duration of work*):

Evenings Weekends After regular shift During work hours
(staff member will take vacation)

3. Are the services described above available through University-sponsored activities, programs, or departments?

Yes No

4. Nonexempt staff member to be retained in extra duty capacity:

NAME: _____
TITLE: _____
DEPARTMENT: _____

5. Signature of Requestor: _____
Date

FORWARD TO: Supervisor of the nonexempt staff member whose services you wish to retain.

Items 6 through 10 are to be completed by the Supervisor and Department Head of the nonexempt staff member.

6. Please provide a brief description of the duties and responsibilities which comprise the staff member's current position:

(over)

7. Are the services requested by the originating department significantly different from . . .
 . . . the services provided by nonexempt staff member's current position? Yes No
 . . . the services generally provided by your department? Yes No

8. If this request is approved, will the assumption of these extra duties interfere in any way with the performance of the staff member's regular duties and responsibilities (*review item #2 on front*)?
 Yes No

9. If this request is approved, will the identified staff member have your permission to accept this offer to work in the requesting department?
 Yes No

10. Completed by: _____ Date _____
 Approved by: _____ Date _____
 Department Head

FORWARD TO: Human Resources, 428 Brodhead Avenue

Items 11 through 13 are to be completed by Human Resources. Human Resources forwards request to the Payroll Office.

11. Have all the policy provisions been met? Yes No
 12. Appropriate hourly pay range as calculated by HR: _____
 13. Request is: Approved Denied

If denied, provide reasons for denial:

14. Completed by: _____ Date _____
 Name/Title

Extra Duty Policy

Policy Number: *HR-405*

Effective Date: *June 5, 1986*

Revisions:

Applicability: *All Nonexempt Staff Members*

Extra duty is time worked outside normal work hours in any department or on any job other than that in which a nonexempt staff member is normally employed. Nonexempt staff members who are assigned to one department can work for another department or on another job only on a temporary, intermittent, or emergency part-time basis. This can be for the convenience of the employing department or for the utilization of special skills, experience, or training. Approval must be given by the employee's supervisor prior to the work being performed.

Nonexempt employees are covered under the **Fair Labor Standards Act** which governs how the employee will be paid. Lehigh can pay a nonexempt employee two different rates of pay; one for his/her regular job and one for the extra duty assignment. However, if the total number of hours exceed 40.0 in a given work week (Sunday to Saturday), a weighted average of the two hourly rates must be considered in calculating the pay, including overtime required.

A flat fee or standard job rate cannot be used as a method to avoid overtime payment or to determine overtime pay. A nonexempt employee may not receive supplemental pay for any work performed during regularly schedule work hours.

Human Resources (HR) should be contacted prior to the services being performed to assist in the process. HR approves the rate of pay for the nonexempt staff member.

Extra duty pay is considered a special payment and is not eligible for inclusion in any benefit calculations.

Keywords: Bonus, Extra Duty, Nonexempt