



Lehigh University Human Resources Policy

Policy Number:	402
Effective Date:	11/8/1978
Revisions:	1/1/2005
Applicability:	All Classified Staff

BONUS FOR TEMPORARY ASSIGNMENTS POLICY

Purpose:

Bonus for Temporary Assignments for Staff Members

Policy:

When staff members temporarily take on special roles that impact on the strategic priorities of the University or sets of responsibilities significantly outside of the scope of their jobs, a temporary bonus may be available. The following criteria are used to determine bonus eligibility:

1. The length of time in which the staff member assumes additional responsibilities must be equal to or greater than one month.
2. The additional responsibilities must be significant enough to result in the employee performing duties outside of their current job classification or reflect significantly increased levels of accountability within their current job classification.

Human Resources uses the following method determine the bonus. The bonus amount should be the greater of the two calculations:

$$(\text{Minimum Base Salary at Interim Grade} - \text{Employee Current Salary}) / 12 = \text{Bonus/Month}$$

OR

$$(\text{Employee Current Salary} \times 5\%) / 12 = \text{Bonus/Month}$$

For nonexempt staff members: Any overtime worked during the temporary bonus period must be paid at the higher adjusted hourly rate.

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

Supervisors must contact Human Resources to initiate this process.

Keywords: Bonus, Temporary, Classified Staff