



## Lehigh University Human Resources Policy

Policy Number: 405  
Effective Date: 6/5/1986  
Revisions:  
Applicability: All Nonexempt Staff Members

### EXTRA DUTY POLICY

#### **Purpose:**

Lehigh's policy for nonexempt staff working in other departments at Lehigh University

#### **Policy:**

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, Nonexempt Staff, Extra Duty