



# Variable Pay

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## Workbook



# Types of Variable Compensation

## Nonexempt Staff

- Call out - a request for a staff member to: Make an unscheduled return to campus or other location, or use remote access from off-campus, after he or she has returned home after working a regularly scheduled workday. Report to campus or other location, or use remote access from off-campus, on a day the individual is not scheduled to report for work. Compensation is paid from the time the individual leaves his or her residence, or begins using remote access from off-campus, until he or she returns home or stops using remote access from off-campus. No compensation is paid for lunch and/or dinner hours.
- Extra duty - 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.
- On call - cash compensation provided to employees who are scheduled to be available to return to campus within a specified period of time, if called.
- Shift differential - cash compensation provided to employees who work shifts other than the traditional day shift
- Temporary bonus - 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:

## Exempt Staff

- Additional compensation - when exempt staff is retained and compensated to provide consulting services to a department with which the staff member is not affiliated
- Temporary bonus - 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



# Call Out Pay

Call Out Pay is defined as when a nonexempt staff member is required to return to campus or other locations, or use remote access from off-campus, they have finished working their regular scheduled workday and they were not on call.

- Compensation is paid from the time the individual leaves their residence, or begins using remote access from off-campus, until they stop working. No compensation is paid for lunch and/or dinner hours.
- Compensation is paid at an hourly rate of one and one-half times (time and a half) the individual's normal hourly rate. The minimum compensation for each call-out is as follows:
  - For call-out using remote access at any time – 1 hour at time and one-half
  - For call-out prior to midnight — 2 hours at time and one-half
  - For call-out after midnight — 3 hours at time and one-half
  - For call-out on a scheduled University holiday at any time — 4 hours at time and one-half

\*\*\*\* If an individual receives several calls within the minimum compensation period that can be responded to using remote access, that is considered one call out.

## Scenario

Carlos is a nonexempt staff member whose job does not require him to be “On Call”. His schedule is 8:15 to 4:45 with an hour for lunch Monday through Friday. He worked his regular 37.5 hour workweek. On Friday night at 7:00 p.m. he is called onto campus. He lives a half hour away. He works for 3 hours.

- How many hours should Carlos get paid at straight time for that week? 37.5
- How many hours should Carlos get paid at one and a half times? 4 hours at 1.5 hourly rate (1 hour of travel time and 3 hours of work).
- What if he only worked for one hour? 2 hours (minimum of 2 hours if before midnight).



# Extra Duty Pay

Extra Duty Pay is designed pay additional compensation to nonexempt staff member when they are asked to work on something that is significantly different from their regular job outside of their department.

- This can be accomplished by doing the work outside of regular work hours or by doing the work during regular work hours and using vacation time for those hours.
- 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.
- Approval must be given by the employee's supervisor and Human Resources prior to the work being performed.

## Scenario

Andrew is a nonexempt staff member who works in LTS Web and Mobile Services in an Information Technology position. He has talked about his love of photography with Mike from Student Affairs and has shared some of his portfolio. Mike has a student event and would like to hire a photographer. Remembering that Andrew did this on the side and appreciating his work, Mike reached out to Andrew and asked if he would cover this event. Andrew agreed and asked it would take place. He found out that it was after his regularly scheduled workday.

- Is Andrew eligible for Extra Duty Pay? Yes since this is completely different from his own position and is in another department.
- Does he have to use vacation time? No since he will be doing the work outside of his regular hours. If the work was taking place during the workday, he would have to use vacation time.



# On Call Pay

On call pay is defined as being readily available to return to the Lehigh University campus or to address a problem via remote access upon being contacted by a representative of the University.

- A nonexempt staff member must provide a telephone number where she or he can be reached; and be prepared to return to the campus or address the problem via remote access within one hour of the request (including travel time).
- Eligible nonexempt staff members will receive on-call premium pay equal to one hour of pay at straight time for each day they are scheduled to be on-call but are not called out.

## Scenario

Casey is a nonexempt staff member whose job requires that they are “On Call” one week per month. During Casey’s on call week, they worked their regular 37.5 hours and didn’t get called into work during the nights and the weekend.

- How many hours should Casey get paid for that week? 44.5
- Are the hours all straight time or are should some be paid at 1.5 times using the overtime rate? All at straight time.



# Shift Differential

Salaried nonexempt staff members are eligible to be paid a shift differential when assigned to work an afternoon/evening or night shift as follows:

- Afternoon/Evening Shift: A differential of \$.50 per hour for all hours worked shall be paid to all nonexempt staff members who are assigned to work a shift that begins at or after 2:00 p.m. and before 9:00 p.m.
- Night Shift: A differential of \$.75 per hour for all hours worked shall be paid to all nonexempt staff members who are assigned to work a shift that begins at or after 9:00 p.m. and before 4:00 a.m.

## Scenario

Zenobia is a nonexempt staff member. Her regular schedule is 1:00 p.m. to 8:30 p.m.

- Does she qualify for shift differential? No
- What if her schedule was 2:00 p.m. to 9:00 p.m.? Would she qualify? Yes as the start of the shift time dictates if shift differential is given.



# Temporary Bonus

A Temporary bonus applies 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:

- The length of time in which the staff member assumes additional responsibilities must be equal to or greater than one month.
- 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.
- The supervisor must get approval from Human Resources prior to the work being performed.

## Scenario

Jamal is an exempt staff member who is a recruiter. He is responsible for attracting, recruiting, screening, and interviewing candidates as well as recommending placement of internal and external candidates for entry-level and experienced positions. The Compensation Analyst position is vacant and he has been asked to complete all evaluations, additional compensation requests and extra duty requests in addition to her regular work. These were some of the responsibilities of the Compensation Analyst. He will be doing these new responsibilities for longer than one month.

- Does he qualify for a temporary bonus? Yes because the duration is longer than one month and the new responsibilities are significantly different from what he normally does.



# Additional Compensation

Additional Compensation designed pay exempt staff members when they are asked to work on something that is significantly different from their regular job outside of their department.

- This can be accomplished by doing the work outside of regular work hours or by doing the work during regular work hours and using vacation time for those hours.
- Approval must be given by the employee's supervisor and Human Resources prior to the work being performed.

## Scenario

Dana is an exempt staff member who works in University Communications as a Marketing Specialist. She has talked about her love of the Arts with Miguel from the Zoellner Art Center and shared that she volunteers at local theatres. Her specialist is lighting. Miguel has a show coming up and he needs a Lighting Coordinator. Miguel reached out to Dana and asked if she would cover this event. Dana agreed and asked when it would take place. She found out that it was during her regularly scheduled workday.

- Is Dana eligible for Additional Compensation? Yes since this is completely different from her own position and is in another department.
- Does she have to use vacation time? Yes since she will be doing the work during her regular hours. If the work was taking place outside of her regular hours, she would not have to use vacation time.