

FLEXIBLE WORK SCHEDULE AND WORK FROM HOME GUIDELINES FOR SEAS STAFF

Consistent with Harvard University's policies and the HUCTW Agreement,¹ SEAS encourages its managers to consider flexible work arrangements when appropriate for an individual staff member and the School. A restructured work arrangement should focus on results, with the understanding that many types of work require an employee's presence on a predictable, and sometimes standard, schedule. The following guidelines are provided to assist employees and managers in decision-making related to flexible schedules.

The standard work hours for staff at the School of Engineering and Applied Sciences are seven work hours per day, Monday through Friday, with a one-hour lunch period. Standard business hours for all full-time staff are 9 AM to 5 PM. Recognizing that it is sometimes mutually beneficial for the School and the employee, generally work schedules can be altered within the time period of 8 AM and 6 PM, at the manager's discretion.

Exempt employees are expected to work the number of hours necessary to fulfill their duties, with the minimum expectation being 35 hours each week. Flexibility on the part of the School and the employee on an occasional basis is expected, and, depending on the nature and level of the job, some positions may require longer hours on a more regular basis. SEAS is committed to structuring compensation and jobs so that employees should not have to work significantly longer hours than scheduled for an extended period of time. Employees concerned about their weekly hours expectations and/or workload are encouraged to discuss these concerns with their immediate supervisor and/or Human Resources.

Flexible and Alternative Work Schedules: Flexibility may be requested to accommodate business needs, educational needs, dependent care, commuting, or other personal needs or responsibilities. Special, non-standard work hours may not be appropriate for many jobs. In implementing flexible schedules, staff and supervisors should ensure that service to constituents and co-workers is not adversely affected, that work can be adequately supervised, that productivity and performance can be effectively measured, and that the schedule does not create inequity in work distribution or limit time off for other team members. Flexible schedules may not be established without the approval of the employee's manager and Human Resources. **When considering a Flexible or Alternative Work Schedule, please consult the resources available on HARVIE for Administrative & Professional Staff (visit http://harvie.harvard.edu/Work_Life_Balance/Flexible_Work), or the HUCTW Agreement (Article VI: Flexibility, pp. 17-19) for HUCTW members.**

If an employee wishes to request a significantly (as determined by the employee's supervisor and Human Resources) modified schedule or an alternative schedule that will last three months or more, the request and supervisor's approval must be in writing and forwarded to HR for approval. Once reviewed by HR and approved, the schedule will be placed in the employee's personnel file. The impact of the schedule should be reviewed formally at least twice annually (or at some other reasonable interval given the schedule). If a supervisor determines at any point that the alternative schedules within his or her group are adversely affecting the ability of the group or unit to accomplish the work efficiently, to provide appropriate service to constituents, and/or to meet

¹ These Guidelines are not intended to replace or restrict Flexible Workplace benefits available to HUCTW members. Where these Guidelines may conflict with the HUCTW Agreement (Article VI: Flexibility, pp. 16-17), the terms of the HUCTW Agreement shall govern.

office requirements without work schedule changes increasing the cost of operations, the supervisor and employee will meet and any necessary changes to the schedule will be made, including potentially returning the employee to a schedule that meets the needs of the operation.

Compressed Schedules: In a compressed schedule, the normal number of weekly hours required for the particular position are worked over the course of fewer days than normal (e.g. a 35-hour schedule worked over four days instead of five). Compressed schedules might be approved on a temporary basis in the presence of extenuating circumstances. However, compressed schedules will not be a possibility for most positions due to work demands that require standard office hours. Regular, year-round, compressed work schedules will not be approved unless specific business needs require such a schedule. **All of the requirements noted in the Flexible and Alternative Work Schedules section apply for compressed schedule requests.** SEAS may from year to year decide it is feasible to allow compressed work weeks during the summer months when normal academic operations are in recess. If this is the case, the decision will be announced as early as possible so that employees can effectively plan their summer calendars. Additionally, please note that in most cases compressed or alternative work schedule will be not be approved with less than one-half hour lunch/personal time scheduled for each shift of 6 or more hours.

Work from Home: Depending upon the nature of the position and the existence of a measurable work product, an occasional day at home to work can be helpful and can be granted with the prior approval of the employee's supervisor. All employees working from home for any amount of time must gain pre-approval from the supervisor. In rare circumstances, it may be beneficial for an employee to work at home on a more regular basis. If such a work-at-home arrangement appears appropriate, a proposal that includes an explanation of the circumstances that make it beneficial must be presented to and approved by the manager and approved by HR. **All of the requirements noted in the Flexible and Alternative Work Schedules section apply for work at home requests.**