

FAQs for Temporary (Temp) and Less Than-Half-Time (LHT) Positions



Can a Temporary employee have more than one temporary job at a time? Yes. A person can have more than one temporary job at a time, as long as the jobs are in different schools. No single job can last longer than 90 days, and there must be a 60-day break between temp jobs in the same school. If a person works more than 40 hours a week in all jobs combined, s/he must be paid overtime.

Can a LHT employee work exactly 17.5 hours per week? No, a LHT employee is only able to work LESS THAN 17.5 hours per week; 15 or 16 hours per week would be considered ideal. Working exactly 17.5 hours per week is a violation of the guidelines.

How often do Temps and LHTs have to be paid? Non-exempt Temps and LHTs should be paid WEEKLY and exempt Temps and LHTs should be paid bi-weekly, both within six days of the pay period in which the hours have been worked. Temporary Academic employees should be paid monthly.

Can an employee have more than one less than half-time position at a time? No. A LHT may hold no other paid positions at the university. The employee must be terminated from all other positions before s/he can be hired in a LHT position. In the event that a LHT employee is found to hold another paid position, that employee must elect which position to retain.

When I hire a LHT employee, how will I know if s/he has another job? Run the Multiple Jobs Report (HRJBMUL026) in CREW.

Can Temp and LHT employees be Extended Part-Time Employees (EPEs)? Yes, if they qualified by working as a temp and/or LHT for at least 360 hours and in at least nine months in the prior fiscal year. EPE status is determined by Labor Relations and is designated by a flag in PeopleSoft.

Will Labor Relations still be sending reports regarding violations? Yes. The following reports are also available in CREW to assist in monitoring:

- Temp staff rehired to the same tub within 60 days of termination (HRJOBDA030)
- Temp staff time limit violations (HRJOBDA029)
- LHT hours violations (HRJOBDA024)
- LHT with multiple jobs (HRJBMUL026)

Do these guidelines apply to Harvard University students? No, generally these guidelines do not apply to Harvard University students unless they are less than half-time students as determined by their respective registrar's office.

Harvard students are governed by different policies, which are available at <http://www.seo.harvard.edu/employers>

Do these guidelines apply to non-Harvard paid co-op students and interns? No, non-Harvard students working for the University fulfilling on-the-job training requirements in connection with a recognized cooperative or intern program are covered by the Harvard University Personnel Manual available through the Employment Policies & Contract section of HARVie: http://harvie.harvard.edu/Policies_Contracts/

What are tubs responsible for monitoring? Tubs should monitor the duration of assignments and breaks between assignments for Temp employees, the weekly hours for LHT employees, and ensure that LHT employees have only one paid position. The Benefits Services Group will assess benefits eligibility for LHT employees' pay and total hours.

Does the Fair Labor Standards Act cover Temp and LHT employees? Yes. Contact your local HR office regarding overtime and employee classification.

Will a temporary concurrent job replace most previous arrangements for additional pay? Yes, it will.

Information in this brochure generally does not apply to Harvard University student employees unless they are less than half-time students as determined by their respective registrar's office.



HARVARD
A COMMUNITY
AT WORK

POLICY AND
GUIDELINES FOR
HIRING TEMPORARY &
LESS THAN HALF-TIME
EMPLOYEES AT
HARVARD UNIVERSITY

Harvard Human Resources
Labor Relations
Holyoke Center 753
Tel: (617) 495-2786

The Policy

All temporary employees should be paid weekly, and may be employed in a position limited in duration to 90 days (180 days if covering for a regular employee on leave with a right to reinstatement). A less than half-time (LHT) employee may be employed for an unlimited duration and must work less than 17.5 hours per week. Although it is recognized that occasional fluctuations over 17.5 hours per week may occur, Labor Relations monitors LHTs for violations of the policy to ensure that none works consistently 17.5 or more hours per week. Also see Harvard University –HUCTW Personnel Manual p. 13-15

Basic Rules

- A LHT cannot hold concurrent (multiple) jobs, unless one of the jobs is unpaid
 - Harvard University Retirees will be covered by this policy.
- There are new job codes:

| Code | Job Title |
|------------------|--|
| 700010 700020 | Temporary (OT Eligible) Temporary (Exempt) |
| 710010 710020 | LHT (OT Eligible) LHT (Exempt) |
| 710030 | LHT Service and Trades |
| 700060 700070 | DCE/Arboretum Instructor DCE/Arboretum Academic Support |
| 700040 | Temporary Academic |
| 700030 | Temporary Harvard Student OT Eligible |
| 700035 | High School Student |
| 100010 | Coop Student/Intern |

Hiring a Temporary Employee

Temporary employees are hired to work for less than 90 days (180 days if covering for a regular employee on leave with right to reinstatement).

- Must be hired with an end date no more than 90 days from their start date.
- May not be rehired as a Temp in the same tub until a break of 60 calendar days
- May be exempt or overtime-eligible clerical/technical or service/trades
- Are fringed at the temporary rate, and
- May have more than one temp job in different tubs.

Temporary Agency Employees

Except under extraordinary circumstances, employees of temporary agencies, including agencies contracted with the university should not work in the same Harvard department or role for more than three months. Such workers do not accrue University service credit for time worked at the University while employed through a temporary agency.

Hiring an Agency Temp is appropriate only when a regular benefits-eligible position (possibly a Term Position) cannot be fashioned to meet the department's operational needs. Spherion is Harvard's preferred vendor for administrative and clerical temporary help; more information is available through the Procurement Management Department:

http://vpf-web.harvard.edu/ofs/procurement/ven_par.shtml

Hiring a Less Than Half-Time Employee (LHT)

LHTs are employees who are scheduled to work less than 17.5 hours per week. LHT employees

- May hold no other paid job at the University until their current assignment is terminated
- May hold their jobs indefinitely
- May be exempt or overtime-eligible clerical/technical or service/trades
- Are fringed at the rate appropriate for their job (exempt or overtime-eligible).

Note: If you have hired a Temp whom you need to continue employing beyond the 90-day limit, you may transfer the employee to a LHT position provided the weekly hours worked are less than 17.5. The employee may be hired back as a Temp, at more than 17.5 hours, 60 days after the end of their previous temporary appointment.

A Regular Job May Be an Option

Term Positions: For temporary positions that may exceed 90 days, you may post a regular term position with a defined end date.

Regular Employee with Concurrent Jobs: A regular benefited employee may have multiple jobs: Regular, Temporary Staff or Academic, DCE Academic. A regular employee may hold a concurrent position that is <17.5 hrs/wk, but the job must be assigned a regular job class code, not a LHT code (since LHTs cannot hold multiple jobs). The position should be assigned Union code 00 (non-union, less than half-time).

Hiring Temps as Regular Employees

To hire a Temp into a regular or LHT job, when there has been no break in service, use the Job Data Change form as follows:

| Action | Reason |
|---|--------|
| Data Change - If the person is being hired within the <i>same</i> department | TTR |
| Transfer - If the person is being hired in a <i>different</i> department | TTR |

* Call BSG to have a service credit calculation performed on the employees' record to update their PTO and BE service.

Temporary Employees

| Type | Duration maximum | Potential concurrent jobs |
|----------------------|--|----------------------------|
| Temporary Staff | Limited to 90 days (180 if covering for employee on leave) | Other regular or temp jobs |
| Temporary Academic * | Limited to 180 days per year | Other regular or temp jobs |

* Appropriate only for those teaching students in a Harvard Degree program on a temporary basis.

Other Job Classifications

| Type | Duration maximum | Potential concurrent jobs |
|----------------------------------|---|-------------------------------------|
| DCE & Arboretum Academic Support | Generally hired to teach one course at a time | Other regular or temp jobs |
| High School Student | Can work indefinitely while high school student | Other high-school student temp jobs |
| Coop Student Intern | Depends on intern's academic program | None |