

# COMPENSATION AND BENEFIT GRID

Total Rewards	Flextime	Compressed Work Week	Telework/ Remote Work	Reduced Hours	Job Share
Health and Welfare Benefits (including Medical, Dental, Vision, FSA, and Insurance)	No impact on full-time			Employee must work at least 17.5 hours or earn \$15,000 per year to be eligible. Employees not meeting <i>either</i> provision lose eligibility  (Minimum hours may be less for some unions)	Employee must work at least 17.5 hours or earn \$15,000 per year to be eligible. Employees not meeting <i>either</i> provision lose eligibility  (Minimum hours may be less for some unions)  <i>Harvard may incur additional cost if two employees sharing a job are both working at least half time, each will be benefits eligible, which means twice the fringe benefits expenses.</i>
Retirement Plan Benefits	No impact on full-time			No impact on service accumulation Retirement contribution amount prorated according to pay	
Base Pay	No impact on full-time			<b>Exempt:</b> salary reduced to reflect reduced schedule. <b>Overtime Eligible:</b> no change in hourly pay rate; pay calculated for weekly hours worked	
Overtime Pay (non-exempt employees only)	<b>Overtime Eligible</b> employee: Overtime (OT) hours (i.e., over 40 hours in one week) must be approved prior to being incurred, per normal policy and will be according to law and contract provisions (OT pay law may vary according to work location)				
Variable Pay/Bonuses	No impact on full-time			Bonuses may pro-rated if work less than full time	
Paid Time Off: Vacation, Sick Time, Personal Days	No impact on full-time			Paid time off accrual prorated according to hours worked	Paid time off accrual prorated according to hours worked  Job sharers must coordinate vacation to provide adequate coverage
Workers' Comp	No impact	Some additional claims management may be required. Employee must provide proof that injury was incurred in the course of performing job duties		No impact	<i>No impact on rates unless both employees are injured on the job</i>

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## Provisions on Paid Holidays

Please refer to [Union Contracts](#) and/or [Staff Personnel Manual](#) for details

Paid Holidays	Across all arrangements: Flextime, Compressed Work Week, Telework/Remote Work, Part-Time, Job Share
Holiday falls on a regularly scheduled work day - employee does not work	No impact; employee receives regular salary/pay for normally schedule hours for that day
Holiday falls on a regularly scheduled work day - employee is required to work	<p><b>Exempt</b> employees -- no impact; employee receives regular salary/pay for normally schedule hours for that day</p> <p><b>Non-Exempt bargaining unit members</b> are governed by different policies, which may be found in the applicable Union Contract</p> <p><b>Non-union, overtime eligible</b> employees who are required to work on a holiday will be paid for working on the holiday and will be given another day off with pay (based on one-fifth of their normal weekly schedule). This time off may be taken at the convenience of the employee, subject to staffing and workload requirements, and must be taken prior to the beginning of the next fiscal year (July 1).</p>
Holiday falls on a day when the employee is <b>not</b> scheduled to work	<p><b>Exempt</b> employees who are not scheduled to work on a holiday will be paid their normal weekly salary for that week and will be allowed to bank a holiday (one-fifth of their regular weekly schedule) for use at another time. This time off may be taken at the convenience of the employee, subject to staffing and workload requirements, and must be taken prior to the beginning of the next fiscal year (July 1).</p> <p><b>Non-Exempt bargaining unit members</b> are governed by different policies, which may be found in the applicable Union Contract.</p> <p><b>Non-union, overtime eligible</b> employees who are not regularly scheduled to work on a holiday will be allowed to bank the holiday time earned and take the appropriate number of hours off with pay from their regular schedules at another time. This time off may be taken at the convenience of the employee, subject to staffing and workload requirements, and must be taken prior to the beginning of the next fiscal year (July 1).</p>