Contingent Worker Policies – Harvard/Yoh Managed Services Program

1. The standard workweek for contingent workers is **35 hours per week**. Always ask permission in advance from your Harvard manager before working more than 35 hours in a week, regardless of your role.

2. You are responsible for **reporting hours worked each week, online in Fieldglass, by Monday at noon** EST for the prior week.
   a. If you are in an overtime eligible role, report straight time for the first 40 hours worked in a week, and overtime (paid at time-and-a-half) for hours over 40.
   b. If you are in an exempt role, you may report and will be paid at straight time for hours worked up to 35 per week. After that, you should not report, nor will you be paid, for additional hours worked in a week.
   c. If you are in a computer exempt professional role, you may report and will be paid for all hours worked in a week at straight time. However, do not work more than 35 hours per week without the prior approval of your Harvard manager.

3. Always **report time against the correct costing (account coding)** for your contingent assignment. This will ensure that your approved time is correctly accounted for in Harvard’s financial systems. Accuracy is very important. Please ask your Harvard manager or the Yoh PMO if you have any questions about the costing (account coding) that your hours should be reported against, or if you get an error message in Fieldglass that says “CoA Validation Failed”. When that happens, it means that the account coding for your reported time is invalid and needs to be corrected by Harvard. You may be asked to re-report your hours against the corrected account coding.

4. You are allowed to submit for reimbursement of travel or other out-of-pocket expenses while on assignment only if these expenses have been incurred in the conduct of Harvard business, and they have been agreed to in advance on the Fieldglass Work Order.
   a. You may **submit only one Fieldglass Expense Sheet per week**, which reflects the total amount of the reimbursement you are seeking. Details should be provided in the free-form field, with each item listed and a cost in U.S. dollars provided.

5. Generally, there are **tenure limits** that dictate how long you may continuously work on the same contingent work assignment at Harvard.
   a. 3 months for overtime-eligible roles
   b. 12 months for exempt roles
   c. 18 months for exempt computer professional roles
   For exempt and exempt computer professional roles, the assignment may be extended for another 12 or 18 months. For overtime-eligible roles, the tenure limit may be relaxed if you are filling in for a Harvard employee on leave who is expected to return to work.

6. Generally, contingent workers may not:
   a. supervise Harvard staff
   b. approve the time of another contingent worker
   c. make financial or contractual commitments for Harvard
   d. make or approve financial expenditures/transactions on behalf of Harvard (unless in a finance role)
   e. represent themselves to be a Harvard employee
   f. be given or use a Harvard corporate card or PCard
   g. serve as a “Responsible Adult” in a Harvard program involving minors unless required screening and training has been completed.

7. Harvard does not provide extra pay for nights, weekends, shift differentials, or holidays. Sick time taken, if accrued while on assignment at Harvard, will be paid.

This document is intended for contingent workers on assignment through the Harvard/Yoh Managed Services Program. All questions may be directed to the Yoh PMO at 617-495-1508.

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