



Contingent Worker Policies – Harvard/DZX Managed Services Program

1. The standard full-time 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, or more than the number of hours that have been planned for your part-time assignment.
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 DZX 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. Expenses must be reasonable, necessary, and the most cost-effective option.
 - b. 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.
 - c. Eligible expenses include domestic coach airfare, lodging, ground transport, meals and incidentals. They do not include travel to and from your home and work site (that is, commuting expenses).
 - d. Harvard will not pay for expenses more than 30 days after they are incurred.
 - e. Receipts for all expenses \geq \$75 must be attached to the Expense Sheet. Harvard reserves the right to ask for copies of receipts for items less than \$75. Under IRS regulations, a receipt must display:
 1. The date of the transaction
 2. The name of the merchant
 3. Transaction details (what was purchased)
 4. The amount of purchase
 5. The form of payment used (credit card, cash, check)
 6. Indication that the amount was paid
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, working in a Harvard University registered state, that would be union-eligible if directly employed by Harvard
 - b. 18 months for all other contingent roles

For registered-state overtime-eligible roles as described in a., the tenure limit *may* be extended if you are filling in for a Harvard employee on leave who is expected to return to work, or in a role working no more than 14 hours per week. Roles with an 18-month tenure limit may be extended for an additional 18 months with permission of Harvard HR.

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. Unless required by law, Harvard does not provide extra pay for nights, weekends, shift differentials, or holidays. Please be sure any expected overtime hours are discussed in advance. 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/DZX Managed Services Program. All questions may be directed to the DZX PMO at harvard@dzconnex.com.

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