HARVARD WORKPLACE POLICY FOR EMERGENCY EXCUSED ABSENCE PAY Effective January 24, 2021

As a result of the COVID-19 pandemic, the University has significantly curtailed on-campus activities to only those that are necessary and essential. Harvard has moved teaching, research and administrative operations online wherever possible. These steps, undertaken to protect the health and safety of our community during this time, along with deferred or cancelled programs and projects, have resulted in reductions or loss of work for employees. Since the beginning of the pandemic, the University has continued to pay most employees 100% of their regular pay even if they were fully or partially idled. In order to address the direct impact the pandemic has continued to have on our workforce, the University has made the decision to continue to pay employees who are fully or partially idled at a reduced rate of 70% of their regular pay, for the time they are idled, effective January 24, 2021.

The University may amend this policy as the impact the pandemic has on our operations continues to be evaluated. Schools and Units will continue to assess their staffing needs and financial situations; therefore, nothing in this policy creates a guarantee of continuing employment, nor does it create an employment contract, either express or implied.

WHO IS ELIGIBLE TO RECEIVE EMERGENCY EXCUSED ABSENCE PAY?

Regular (non-temporary) full-time and part-time staff on the Harvard payroll, which include:

- Exempt (administrative and professional) employees (Empl_Class A)
- Non-exempt non-bargaining unit employees (Empl_Classes S, L and U)
- Non-exempt bargaining unit employees (Empl_Classes S, L and U)

TYPES OF REDUCED EMERGENCY EXCUSED ABSENCE PAY PROGRAMS

- There are two types of reduced Emergency Excused Absence pay programs: fully idled and partially idled. The two programs are explained below.

WHAT DOES IT MEAN TO BE FULLY IDLED?

- Employees who are fully idled are well and able to work but their job duties have been fully curtailed.
- Those who are fully idled maintain their employment relationship with the University and will continue to receive Emergency Excused Absence pay at a rate of 70% of their regular pay and will continue to be eligible for benefits.
- Employees who are fully idled may work for employers other than Harvard but must be available to return to work for Harvard on very short notice, either at a full or reduced schedule.
- Withholding available work is not an appropriate substitute for management efforts to address performance issues.

BENEFITS WHILE FULLY IDLED

- Employees who are fully idled will continue to be eligible for health and welfare benefits. They may experience a reduction in benefits that are based on earnings such as University pension contributions and MA Paid Family Medical Leave wage replacement.
• The employee’s FTE will not change, only the amount of pay will be reduced.
• Employees who are fully idled will continue to accrue service at the same rate.
• Employees who are fully idled will continue to accrue vacation and sick time at the same rate. Employees will also receive the same amount of personal time they would normally receive.
• Employees will be able to supplement their reduced pay with vacation and personal time. Please see Excused Absence – COVID-19 Pay: Time Reporting Instructions for further details on reporting time.
• Employees may not substitute Emergency Excused Absence pay with Dependent Well Care.

UNEMPLOYMENT BENEFITS DUE TO REDUCTION IN PAY

• Employees who are fully idled may be eligible for unemployment benefits due to the reduction in their pay. Eligibility is determined by the Massachusetts Department of Unemployment Assistance.
  o Massachusetts Department of Unemployment Assistance
  o Determining Eligibility for Unemployment Benefits
• Employees will be provided with information on how to apply for unemployment benefits at the time they are notified of their reduced pay.
• Generally, the use of vacation and/or personal time may impact the amount of unemployment benefits an individual may receive.

WHAT DOES IT MEAN TO BE PARTIALLY IDLED?

• Employees who are partially idled continue to perform work for the University, but with a reduced time commitment.
  o Non-exempt employees who are partially idled will continue to be paid regular pay for hours worked and will receive Emergency Excused Absence pay for idled time at a rate of 70% of their regular pay.
  o Exempt employees who are partially idled will be paid based on their reduced work effort and will receive Emergency Excused Absence pay for idled time at a rate of 70% of their regular pay.
• Employees who are partially idled may work for employers other than Harvard so long as this employment does not interfere with their Harvard work while they are partially idled, their availability to work additional hours, or their ability to return to their regular employment level with very short notice.
• Withholding available work is not an appropriate substitute for management efforts to address performance issues.

BENEFITS WHILE PARTIALLY-IDLED

• Employees who are partially idled will continue to be eligible for health and welfare benefits. They may experience a reduction in benefits that are based on earnings such as University pension contributions and MA Paid Family Medical Leave wage replacement.
• The employee’s FTE will not change, only the amount pay will be reduced.
• Employees who are partially idled will continue to accrue service at the same rate.
• Employees who are partially idled will continue to accrue vacation and sick time at the same rate. Employees will also receive the same amount of personal time they would normally receive.

• Employees will be able to supplement their reduced pay with vacation and personal time. Please see Excused Absence – COVID-19 Pay: Time Reporting Instructions for further details on reporting time.

• Employees may not substitute Emergency Excused Absence pay with Dependent Well Care.

UNEMPLOYMENT BENEFITS DUE TO REDUCTION IN PAY

• Employees who are partially-idled may be eligible for unemployment benefits due to the reduction in their pay. Eligibility is determined by the Massachusetts Department of Unemployment Assistance.
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• Employees will be provided with information on how to apply for unemployment benefits at the time they are notified of their reduced pay.

• Generally, the use of vacation and/or personal time may impact the amount of unemployment benefits an individual may receive.