



**HARVARD**  
Human Resources  
WORK/LIFE

# FLEXWORK OVERVIEW FOR EMPLOYEES

## Summer 2021

### FLEXWORK AT HARVARD

The University aims for inclusive excellence in its operations and the employment experience it provides. Flexwork contributes to this excellence by providing the potential for employees to perform consistently at the highest levels, work together efficiently and effectively within their teams to meet the University's academic and business objectives, rise together to the challenges facing the contemporary workforce, and remain nimble during periods of disruption. 2020 was a transformational year for flexwork at the University where the majority of employees shifted to remote work. In 2021 the University established a new Flexwork Policy offering employees the opportunity to propose flexwork where applicable.

Harvard's flexwork guidelines have gone through several iterations to keep them current with the needs of the University and its employees. Now, as we enter a new phase of resuming some familiar practices and experimenting with new ones, Harvard will use flexwork as a dynamic tool both to discover and invent the workplace of the future. The guidelines elaborate on a long-standing practice of flexwork at Harvard, and name emerging questions that will only be resolved over time.

These sessions are designed to provide a high-level overview of the new policy and updated guidelines and give employees the tools and resources they need to succeed in this new work environment.

### OVERVIEW SCHEDULE

**OVERVIEW FOR EMPLOYEES** - these sessions will cover information on Harvard's flexwork policy and guidelines for employees.

#### JULY:

- Wednesday, July 14, 2021: 9:00 – 10:00 AM Register [here](#).
- Thursday, July 22, 2021: 12:00 – 1:00 PM Register [here](#).
- Wednesday, July 28, 2021: 1:00 – 2:00 PM Register [here](#).

#### AUGUST:

- Wednesday, August 4, 2021: 9:00 – 10:00 AM Register [here](#).
- Tuesday, August 10, 2021: 1:00 – 2:00 PM Register [here](#).
- Thursday, August 19, 2021: 12:00 – 1:00 PM Register [here](#).