

JOB CONSIDERATION GRID

Consideration	Flextime	Reduced Hours	Job Sharing	Compressed Work Week	Telework	Remote Work
<p>Specific Job Characteristics: The characteristics of the job itself that are conditions for the success of various flexwork arrangements</p>	<ul style="list-style-type: none"> Work can be shifted to earlier or later hours and still meet objectives and customer needs. Job requires independent, task-focused work. 	<ul style="list-style-type: none"> Job requirements can be scoped to fit within a shorter workweek. An appropriate schedule can be set that will serve customer and other stakeholder needs. 	<ul style="list-style-type: none"> Work can be scoped to fit within a shorter workweek and job-share partners can both still meet collective objectives and customer needs. 	<ul style="list-style-type: none"> Hours can be increased each day in a reduced workweek and still meet objectives, customer needs and comply with overtime policy. Job does not require onsite customer or team contact five days a week. 	<ul style="list-style-type: none"> Job has tasks and responsibilities that can be done away from the primary worksite from one to four days a week. 	<ul style="list-style-type: none"> All tasks and responsibilities of job can be done remotely, still meeting objectives and customer needs.
<p>Information Security Considerations</p>	<p>Employees are responsible for safeguarding Harvard’s information regardless of where, when and how they work. Employees considering telework or remote work must consult Harvard’s information security policy for detailed guidance on how information must be protected. See the requirements for data security levels 1-5 in particular, and the information security requirements that apply to everyone. Find more links to information about Harvard-approved communication and collaboration tools to understand the range of options and their respective safeguards when using computers outside of the office setting. Employees proposing to work remotely must review and confirm in the proposal that their work meets Information Security Requirements for Remote Work which specifies a secure computer and secure connection.</p>					
<p>General Considerations Across All Flexible Work Arrangements</p>	<p>Job responsibilities are clearly defined and may be “managed to results”, to ensure that the work is getting done in the allocated time for both exempts and overtime eligible, and that necessary resources are available regardless of the arrangement.</p>					
	<p>Employee can:</p> <ul style="list-style-type: none"> Provide others with information they need, when they need it. Obtain the information needed to do job effectively. Control workflow and deadlines. Attend all mandatory/regular meetings in person or virtually as required. Travel as required by the job. Participate in training as necessary. Meet occasional critical deadlines requiring significant unanticipated onsite. Be flexible with their flexibility to meet the dynamic demands of the work. 			<p>Employee must also have:</p> <ul style="list-style-type: none"> Adequate and approved technology/equipment to perform the functions of the job away from the primary worksite. The training and support needed to perform the job while teleworking or working remotely. Access to the materials needed while teleworking or working remotely. 		



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<p>Role Specific Considerations The specific roles held by employees that, by their nature, may rule out flexwork arrangements or require special adaptations</p>	<ul style="list-style-type: none"> Flextime can work for most positions when core hours (ex. 11-2) are established for the work group. In shift roles, flextime may involve shifting coworker work hours in the prior or following shift. 	<ul style="list-style-type: none"> Reduced hours may not work for jobs that have critical deadlines requiring additional hours or significant travel. 	<ul style="list-style-type: none"> Job sharing may not work for jobs that have critical deadlines requiring additional hours, significant travel or job responsibilities that are better performed by one person than shared by two. 	<ul style="list-style-type: none"> Compressed workweek (CWW) may not work for jobs that can't allow for being away from the workplace one or more days a week. California state law requires overtime pay for non- exempt employees who work more than 8 hours a day. 	<ul style="list-style-type: none"> Telework may not work for jobs that require regular in-person contact. In particular, telework is not feasible for specific on-site positions (e.g., food service, reception). 	<ul style="list-style-type: none"> Remote work may not work for jobs unless nearly all the tasks and responsibilities of the job can be done away from the primary worksite.
					<ul style="list-style-type: none"> Telework and remote work may not be feasible for jobs that involve handling highly confidential information, due to information security issues. 	

