NEW TEMPORARY EMPLOYEE CATEGORY:

There is a new job code (700012) available in Empl Class T for Temporary employees who are working a non-exempt, variable hour workweek. This job code was created for a new category of Temporary employees named Occasional High Hour Contingent Worker (OHHCW). The code may be used for Temporary employees that work sporadically during the fiscal year (July 1 – June 30) on a work schedule that fits the following criteria:

- They may work up to 455 hours per fiscal year
- They may work up to 12 weeks per fiscal year
- They may have hours worked in no more than 3 consecutive weeks at a time

Examples of positions that could be a good match for this code are event staff that work only several events each year and exam proctors who work a few weeks each semester.

WHEN/HOW TO USE THIS NEW JOB CODE:

This new job code is available and effective for use starting pay week beginning September 29, 2019.

- Temps and LHTs who were already working at the University when the job code became available may be transferred into this new job code now that the code is available. This is the time that an individual may be transferred from a Temp or LHT job to the OHHCW job code within the fiscal year.

- New Contingent Workers can be hired into this new job code using the Quick Hire Temp Form – job description “Temp Non Exempt Variable OHHCW”; job code 700012

- Once an individual has been hired as an OHHCW, they may only work as an OHHCW during that fiscal year
  - They may continue to work as an OHHCW each fiscal year going forward
  - They may be transferred to a Temp or LHT when a new fiscal year begins
  - They may be transferred to a regular, benefited position at any time
A Joint Committee (JCCW) will review the use of OHHCWs, regularly receive contingent worker data, and notify departments when a policy violation has occurred. A violation of this policy will be flagged if any one of the following occurs:

- The employee works more than 455 hours in the fiscal year
- The employee works more than 12 weeks in the fiscal year
- The employee has hours worked in a 4th consecutive week at any time in the fiscal year

If there is a violation of the rules under this job code, the remedy will be to either 1.) hire the individual into a regular, benefited position or 2.) end employment for the individual.

If you have any questions about this, please contact Kathleen Green in the Office of Labor and Employee Relations by email: kathleen.green@harvard.edu or by phone: (617) 495-2767.