

Dynamic Work | Glossary of Terms and Definitions

Dynamic Work is a holistic, strategic solution at an organizational level.

Dynamic Work at Harvard refers to the *evolving* ways by which employees can deliver their work – on-campus, remotely, on a hybrid basis, in standard and non-standard hours, aided by technology and workplace practices that maintain quality and timeliness of work and interactions with colleagues, students, faculty, researchers, alumni, and visitors.

Flexwork is a customized, individual work arrangement* for when an employee seeks additional flexibility from the established work plans of the department. *Employees must complete a "[Flexwork Proposal Form](#)" for approval.

Workplace Models

On-Site Work Model (a.k.a. *traditional*)

Employees work on-campus (or designated workplace) for all working hours.

Hybrid Work Model (a.k.a. *partially remote according to the Office of Work/Life*)

Employees have work schedules where they may be working some days on-campus or on-site, and some days off-campus or off-site, depending on the work arrangements and requirements.

Remote Work Model (a.k.a. *fully remote*)

Employees work completely off-campus for all working hours; the unit may not even have a designated workspace. This working arrangement can be local or at a distance (a.k.a. *distance-remote*); may travel to the office for a business reason. For details, please go to: [Harvard Work-Related Travel to Campus - Business Expense Reimbursements Policy](#).

Meeting Types

In-Person Meeting: all employees are co-located, often in a conference room; off-site employees cannot attend.

Virtual Meeting: all employees can only join from their personal laptops; even for employees working on-site.

Hybrid Meeting: a combination of an in-person & virtual meeting; on-site and off-site employees can both attend.

Work Arrangement is an established working arrangement for a team or individual within a given work model.

Designated Workplace/Workspace*: the location you are permitted to work from, in agreement with management.

On-Campus: working from within one of Harvard main campuses in Cambridge, Allston, or Boston ([Harvard Campuses](#))

On-Site: working from the designated workplace (*some may use the term on-campus interchangeably with on-site*).

Off-Campus: working outside of any of the Harvard main campuses, i.e.: from home, at a Harvard affiliated hospital.

Off-Site: working outside of your designated workplace; can still be on-campus, at a different workspace location.

On-Site Essential: a role that performs an essential function which can only be done on-site.

Anchor Day(s): regularly recurring scheduled day(s) designated for teams to be on-campus or on-site together.

Co-located: when colleagues and teams are physically working from the same location, office, or room.

Distributed: describes colleagues and teams that work in different workplaces, i.e.: distant designated workplaces.

Synchronous: working together at the same time, recognizing time differences and flextime, as needed.

Asynchronous: working independently, not at the same time, recognizing time differences and flextime, as needed.

**Please Note: Any changes to an employee's designated work arrangement should be communicated by both the manager and employee. For more information for employees working outside of Massachusetts, please reference [HARVie Out of State Employment](#).*

If you have any questions about Dynamic Work, please email: dynamicwork@harvard.edu