**Contingent Work Policies**

 The following policy clearly define and strengthen limits on the use of directly employed LHTs (Less-Than Half-Time employees) and Temps, as well as temporary agency employees, in Harvard departments.

The primary goal of these policy changes is to ensure that Harvard units are only utilizing LHTs, Temps, and Agency Temps in situations where it is appropriate. The new rules were effective in March 2019 and are in the current HUCTW contract.

**Limits on the Employment of LHTs and Temps:**

• LHTs may be employed for up to **14 hours** per week. Three or more instances of a LHT working more than 14 hours in a week within a one-year period will constitute a violation of this rule.

• Temps may be employed for up to 3 months (13 weeks or 90 days). Continuing employment of a Temp beyond the 13-week limit will constitute a violation of this rule.

• If a department violates either the LHT or Temp rule as outlined above, the department will not be allowed to continue employing the incumbent as a LHT or Temp. The department could hire the employee into a regular position with benefits. However, the LHT or Temp employee in question may not be employed as a LHT or Temp again for a period of 8 months.

• Repeated cycling (or *flipping*) of an employee between LHT and Temp status will not be permitted. A department may switch an employee’s status from Temp to LHT or from LHT to Temp, **one time only**.

• As in the past, **exceptions to the limits on LHT and Temp employment will be made** for Harvard students, for Harvard retirees, and for LHT or Temp employees who are filling in for a regular staff member on an approved leave of absence.

**Limits on the Employment of Agency Temps**

• Employees of temporary agencies may work in a Harvard department for up to three months (13 weeks).

**Information-Sharing**

• The University will provide HUCTW with information about LHT and Temp employees on a monthly basis. The data to be shared will include information on individual LHT and Temp employees in all Harvard units, showing weekly hours worked and the duration of employment.

• The University will provide HUCTW with information about temporary agency employees working in Harvard departments at least twice per year.

**Joint Committee on Contingent Work**

A Joint Committee on Contingent Work (JCCW) will be formed, consisting of HUCTW and University representatives and meeting on a regular basis. The JCCW will be charged with monitoring compliance and overseeing enforcement of rules regarding Temps, LHTs, and Agency Temps.

**What does this look like for the GSD?**

The numbers of Temps and LHTs at the GSD fluctuate during the year depending on the needs of each department. Please contact Mychelle Muliro in the GSD HR Office to help with managing the contingent workers within your departments to review rules of the contract.