

TO: All Staff/Faculty
FROM: John Haigh
DATE: April 4, 2008
SUBJECT: Summer 2008 Flex Time Program

Introduction

Two years ago we introduced a summer flex time option for HKS Staff. The program has been successful in providing for departments/centers and the School's work needs while also offering a more flexible schedule to staff. I am pleased to again offer this option for the summer of 2008.

Program Highlights and Considerations

This summer flex time program allows a full-time employee to compress regular weekly hours worked into four days. The School will remain open as usual and offices must be properly staffed in order to ensure a consistent level of service. It is the responsibility of the supervisor/director in each department to assess the work and workflow. Therefore, this program may not work in some areas or may work at different times throughout the summer due to business needs such as commencement, fiscal year closing, pre-planned events, conferences, projects and office coverage.

Guidelines

- Summer flex time begins Monday, June 2nd and ends Friday, August 29th;
- Depending on the needs of your department, you may not be able to take the same day off each week;
- In case of illness/emergency of another staff member in your department, your supervisor may request that you adjust your schedule;
- If you take a vacation day, flex time does not apply for the week in which that day was taken;
- If you take a sick day, you and your supervisor must discuss necessary schedule modifications for that week;
- Salaries remain the same since total hours worked do not change;
- You must have supervisor approval prior to participating in this program.

Tracking for Non-Exempt Employees

Non-exempt employees must take at least a ½ hour meal break each day, and record hours worked in PeopleSoft. Flex time is not counted against vacation, sick, or personal time. On the flex day off, the time reporter adds a new line, enters a value of 1, and chooses the time type "Flex Day" on the day that she/he does not work.

EXAMPLE:

The scenario below is how a non-exempt employee with a default schedule of five 7-hour days would track a compressed work week. For this example, the employee works 9 hours Monday through Wednesday, 8 hours on Thursday, and uses the flex day on Friday.

Sun7/17	Mon 7/17	Tue, 7/18	Wed7/19	Thu, 7/20	Fri, 7/21	Sat, 7/22	Time Type	Totals
0.00	9.00	9.00	9.00	8.00	0.00	0.00	Regular	35.00
0.00	0.00	0.00	0.00	0.00	1.00	0.00	Flex Day	0.00

More information regarding entering Flex time in PeopleSoft can be found on the HARVie website at:

http://harvie.harvard.edu/ess/pdfs/view_and_enter_time.pdf

Tracking for Exempt Employees

Exempt employees do not need to track flex time in the Absence Management system as it is not counted against vacation, sick, or personal time.

How to Participate

This is an optional program. Employees who want to participate in this program must notify their supervisor in writing with their proposed schedule as soon as possible. Or supervisors may work with employees to determine a department schedule.

Supervisors must submit a summer schedule for each participating staff member to Human Resources within three business days of the change in an employee's schedule.

Questions

If you have additional questions regarding the 2008 Summer Flex Time Program, please contact your HR Officer.

Thank you.

John Haigh
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