

## Frequently Asked Questions – Trial Voluntary Reduced Work Schedule

### **What is a voluntary reduced work schedule?**

A reduced schedule is working fewer hours during the week than your normal schedule and having your compensation adjusted as a result. The options for this program would be reducing from a five-day work week to a four-day work week, or from a four-day work week to a three-day work week. It is intended that most administrative/professional and office and clerical employees, with certain exceptions, would be eligible to participate in a reduced schedule, including union and non-union staff.

### **What if I don't volunteer, can my manager make me reduce my work schedule?**

No, this is a voluntary pilot program.

### **Will I be expected to do 100% of my workload during my new schedule?**

No. You and your manager will need to adjust your workload to map to a reduced schedule. You both will need to identify your key priorities and most critical responsibilities. Together, you and your manager will determine which deliverables will not get completed, and/or which ones will be completed on an extended deadline given your reduced work schedule. Goals and expectations should be modified. Any adjustments should be agreed to and understood between you and your manager and the modified schedule should be in writing. Employees on a Reduced Schedule should not be called on to work beyond the agreed upon schedule. For non-exempt staff overtime should not be allowed except in the occasional emergency situations.

### **What if the reduced work schedule isn't working out for me or my manager?**

Request a time to meet with your manager to discuss the situation and agree upon a new strategy or work schedule. If you are unable to come up with an agreeable alternative, your HR Partner is available to work with you and your manager.

### **Can I work my full-time weekly hours in four days and still have a day off per week but no change in pay?**

No. The ability to work a full week in four days is not an option of this Voluntary Reduced Work Schedule Program. This program offers the option to reduce total hours with the equivalent reduction in compensation..

### **Can I work a reduced day schedule for example working from 10:00 AM to 4:00 PM for five-days a week?**

No, this is currently not an option of this Voluntary Reduced Work Schedule Program however you may discuss a flexible work schedule with your manager. For more details on flextime schedules go to:

[http://harvie.harvard.edu/Work\\_Life\\_Balance/Flexible\\_Work/](http://harvie.harvard.edu/Work_Life_Balance/Flexible_Work/)

### **What if I would be interested in a reduced work schedule but my manager does not offer me the option?**

A reduced work schedule will not work for every staff member and every department and therefore, the decision to utilize the reduced work schedule option will be at the discretion of each manager based on the work needs of the group in question.

**Will my Paid Time Off (PTO) accrual change because of my reduced work week?**

Yes, this change will affect your PTO since your PTO is pro-rated based on the hours you work per week.

**Am I guaranteed to return to my regular hours at the determined end date of the voluntary reduced work schedule?**

The term and hours of the reduced schedule must be agreed upon for a specific period of time. When the period has expired, staff members will resume their regular, four-day a week or five-day a week work schedule. Staff members returning from a reduced work schedule will be assigned to their previously held position.

**If I am not working on a Holiday due to my reduced work schedule, will I still be paid for the Holiday?**

Holiday pay is prorated based on how many hours per week you work.

**Will my salary grade change due to a temporary reduced work schedule?**

No, your salary grade will remain the same.

**Will my job description be revised to coincide with my new hours?**

Yes, you and your manager should agree on a modified job description that reflects your reduced hours.

**What happens in fiscal year 2011 (July 2010 through June 2011)?**

Since this is a pilot program, HSPH will need to re-evaluate the need and opportunity for this program one year from now when we have the fiscal year 2011 budget guidelines. It is possible we will continue to offer this program, but we cannot say for certain at this moment in time. Signing up for the program in FY10 does not commit you to FY11.

**Will any of my benefits change if I participate in this package?**

For any benefit related questions, please contact Harvard's Benefit Services Group (BSG) at [benefits@harvard.edu](mailto:benefits@harvard.edu) or 617-496-4001.

**Questions?** Please contact your HR Partner if you have additional questions about this voluntary program.

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