

ADDITIONAL HSPH CONTINGENT LABOR POLICY

In addition to University and HUCTW policy, HSPH has local contingent labor policies, as follows:

- All contracted temporary employees will be hired through DZConneX or the Harvard payroll.
- There will be no payment of temporary conversion fees. Any DZConneX employee transitioned to the Harvard payroll must transition into a benefits eligible position (not a second temp or Less than Half Time position) and must complete the required number of hours through DZConneX to qualify for a zero-fee conversion.
- The use of direct placement agencies is not allowed. Rare exceptions must be approved by the Senior Director of Human Resources. In these exceptions, any contracts must be signed by the Assistant Director of Talent Acquisition.
- Occasional use of DZConneX direct placement and associated fee may be approved by the Talent Acquisition Partner or HR Partner.
- Any temporary positions (DZConneX or Harvard Payroll) on 000001 funds need to be approved through the [“Temporary 000001 Funded Request Form”](#)
- Time/hours limit
 - Less Than Half-Time (LHT) over-time eligible employees can work a maximum of 14 hours per week.
 - LHT employees may be transferred to Temp status one time only.
 - Temporary over-time eligible employees can work up to full time for a maximum of 13 weeks or 26 weeks for approved leave coverage.
 - Temporary employees may be transferred to LHT status one time only.
 - Harvard Temps may not be rehired anywhere within the University as a Temporary employee (Temp or LHT) for at least 8 months.
 - Retirees may work indefinitely as a Harvard LHT for up to 17.25 hours per week.