



HARVARD UNIVERSITY

Guidance for Reporting Time and Effort for Student Workers During a Strike

Issued November 20, 2019

General Principles regarding Student Work

- Harvard University is committed to protecting the integrity of its teaching mission, the academic freedom that supports its research mission, and serving all of its students in every School and academic program.
- Faculty, lecturers, preceptors, and other non-HGSU-UAW staff have a responsibility—to our students, institution, and sponsors—to ensure that courses and, to the degree possible, research continue.
- Like all employers, Harvard University pays workers for work actually performed.
- Students paid on a salaried basis are paid monthly for all work actually performed and expected to be performed that month. Students paid on an hourly basis are generally paid on a weekly basis and are responsible for reporting the number of hours worked in a timely and accurate manner.

Paradigms for Student Work Paid for by Sponsored Funds

- The University is required to comply with certain federal regulations as well as other requirements for certifying effort expended on sponsored awards.
- Through periodic effort reporting, PIs or their designee assure federal (and some non-federal) sponsors that salaries charged or cost shared to sponsored awards are reasonable in relation to the work performed. Striking Student Workers must not be paid from sponsored funds for time that they are not working unless they make up the work. Ability to make up the work will be up to the discretion of the PI and depend on many factors, including the duration of the strike and amount of work missed.
- PIs must follow all applicable requirements and policies for sponsored research.
- Student Workers must continue to make academic progress and fulfill certain duties in order to be in good academic standing.

Compliance Considerations for PIs and Students Working on Sponsored Awards

- Many factors, including the length of any strike and the amount of work missed, will determine what, if any, adjustments the University must make in order to meet its obligations relating to sponsored research.
- PIs and faculty must pay special attention to effort expended on sponsored awards during any strike so as to comply with effort reporting and other sponsored research obligations. The next effort certification reports, relating to FY20, Q2 are due for review and then certification in February 2020. It is imperative that all certifications made to sponsors are accurate.



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Action Items

- In anticipation of a potential strike in early December, labs should begin now to communicate academic expectations for Student Workers in the event of a strike. For instance, faculty should state whether Student Workers are required to be in the lab at particular times to carry out experiments or have other essential responsibilities that they must carry out in order to be in good academic standing.
- Labs should prepare to track whether Student Workers are on strike and/or meeting their lab responsibilities. The University will provide templates to PIs and department administrators with information that supervisors will need to track, including the name and HUID of the Student Worker and date(s) Student Worker did not perform work as a result of a strike.
- Please contact your local sponsored research office as soon as possible if any of the following situations apply to your sponsored research:
 - A strike may result in significant delays in your sponsored research;
 - Graduate students are listed as “PI” or “key personnel” on a sponsored award; or
 - Any other question relating to sponsored research.

Resources

- Your department administrators, local sponsored research office, and Office for Sponsored Programs are resources available to you. Please contact any of them as soon as possible if you have any questions about the guidance above.
- To review the full policy regarding effort reporting certification, please visit: <https://osp.finance.harvard.edu/effort-reporting-policy>

The University will release additional guidance for Faculty and PIs as appropriate. In the meantime, please feel free to direct any questions to your local sponsored research office or to Sarah Axelrod, Assistant Vice President, Office for Sponsored Programs.