

Dynamic Work Model Definitions

The purpose of this document is to provide standard definitions for fully on-site, hybrid, and fully remote work for eligible University positions. Final approval for these designations, or any changes to existing positions, is at the discretion of the University in compliance with applicable policies and collective bargaining agreements.

Definitions

- **Fully on-site:** A position for which school or unit leaders have determined that all duties and responsibilities must be performed at a Harvard or Harvard-designated location.
- **Hybrid:** A position for which school or unit leaders have determined that some of the duties and responsibilities can be effectively performed at a non-Harvard location. The work schedule and location will be set by the department at its discretion and based upon operational needs. When not working at a Harvard or Harvard-designated location, employees in hybrid positions must work in a Harvard registered state in compliance with the University's Policy on [Employment Outside of Massachusetts](#).
- **Fully remote:** A position for which school or unit leaders have determined that the duties and responsibilities can effectively be performed fully remotely at a non-Harvard location. Employees in fully remote positions must work all scheduled hours in a Harvard registered state in compliance with the University's Policy on [Employment Outside of Massachusetts](#). At the discretion of the department, fully remote employees may occasionally be required on-site at a Harvard location.

Relevant Resources

[Harvard's Work-Related Travel to Campus Policy](#)
[Union Contracts](#)
[Personnel Manual](#)
[Flexwork Policy](#)
[Policy on Employment Outside of Massachusetts](#)
[Harvard's Guiding Principles for Dynamic Work](#)