

HLS Student/Temporary Employee Pay Rates for FY 2008

HLS DEPARTMENT	DUTIES	HOURLY RATE (BASED ON SCOPE OF WORK AND SKILLS OF WORKER)
<i>Mail Room</i>	• Mail sort and deliver	\$8.50 - \$9.50
<i>HLS-wide Office and Clerical Support</i>	• Collating, Copying, Faxing • Basic data entry, Reception • Departmental /Faculty support	\$10.00 – 16.00
<i>Faculty/Clinical</i>	• HLS Student Research Assistant	\$11.50 (JD Students only)
<i>Other Specialized</i>	• Disabled student assistance • Translation • Web site development • Conference planning	\$13.00-16.00
<i>Library</i>	• Desk coverage, Copying, Filing, Shelving	\$9.50 for first year with \$.25 increases annually
<i>Alumni Center Bulletin</i>	• Office/Editorial assistance (transcribe copy/telephone support)	\$9.50 first year, potential for \$.50 increase for up to 4 years
<i>Alumni Center Reunions/ Special Events</i>	• Event set-up • Hosting assistance • Participant registration	\$9.50
<i>Alumni Center Phonathon</i>	• Telephone Solicitation • Phonathon Supervision	\$11.00-12.00 \$13.00-14.00
<i>Information Technology Services</i>	• General clerical WP Lab support: i.e. fax, copy, collate • HelpDesk Reception/Initial Problem Diagnosis/Weekend Lab Support • User Support within HLS community assisting with configurations, HW/SW installations • Tech Co-ops • Media Technicians	\$9.00-14.00 \$9.50-17.00 \$13.00-17.00 \$21.00 \$13.00-17.50
<i>Registrar's Office</i>	• Proctors	\$9.75 with potential for \$.25 increases over time and as skills command

Please note:

This is an internal guide for Faculty and Law School Managers. Higher rates or rates for other types of work requires approval by your Human Resource Officer.

Harvard students should be hired to fill all department part-time casual positions with few exceptions.

When hiring temporary staff to cover staff absences, managers/staff should contact their Human Resource Officer for guidance.

Guidelines for Temporary and Less Than Half Time (LTHT) Workers:

All temporary employees are restricted to working a maximum of 1000 hours per fiscal year (7/1-6/30).

Student temporary employees may not work more than 20 hours per week during the school year.

Non-student temporary employees working more 17.5 hours or more per week may be employed for a maximum of three months regardless of whether the work is performed in one or in several HLS departments.

Less Than Half Time (LTHT) workers are generally limited to a maximum schedule of generally 12 hours per week, and in no case more than 15 hours per week if employed for more than three months under HLS practice.

Revised November 2007

Please contact the Human Resource Services (5-4611) with any questions regarding these policies.