

HL/HCL Flexwork Assessment Spring 2022

HL/HCL Vision for the Future of Work

The Harvard Library is a welcoming, dynamic, inclusive, and high-performing organization focused on outcomes. We creatively design our work and spaces to facilitate the success and engagement of library staff, students, faculty, and visitors. We support and strengthen organizational, team, and personal effectiveness through work and space designs that incorporate the best of on and off-site work, foster a strong sense of community, and ensure that all can be engaged, included, and connected.

This survey is intended to discover how we're doing in pursuit of this vision and the steps we can take for continuous improvement. We have been moving through many stages of flex/remote and hybrid work over the past two years. **Please respond based on your CURRENT work experience.**

In which department/unit do you work?

▼ Access Services ... University Archives

What is your role with HL/HCL?

- Non-manager / individual contributor
 - Manager (supervise one or more benefits-eligible employees)
 - Director / Department Head / VPDR member
-

On average, how many days of your work is on-site?

- All days are on-site
 - Most days on-site (e.g.; 4 days per week for a 35-40 hour work schedule, 2-3 days for a less than full-time schedule)
 - 2 or 3 days per week for a 35-40 hour work schedule, 1 day for a less than full-time schedule
 - 1 day per week for a 35-40 hour work schedule, less than one day per week for a less than full-time schedule
 - A few days per month / as needed
 - Less than 2-3 days per month (almost fully or fully remote)
 - Other (please describe) _____
-

When on site, where is your **primary** building location? (Please select one. You may select two by using the CTRL key if you split your time **evenly** between two building locations).

When on-site, what other buildings do you regularly work in (select all that apply)?

- 124 Mt. Auburn
- 625 Mass Ave
- 8 Story St.
- 90 Mt. Auburn St.
- Baker Library
- Carpenter Center
- Countway Library
- Fine Arts Library / Littauer
- Gund Hall
- Gutman Library
- Harvard Depository
- HDS Library
- Herbaria
- Houghton Library
- Lamont Library
- Langdell Hall
- Mus of Comp Zoology

- Music Library / 3 Oxford
 - Pierce Hall
 - Pusey Library
 - Schlesinger Library
 - Science Center
 - Swartz Hall
 - Tozzer Library
 - Widener Library
 - Yenching Library / 2 Divinity Ave
 - N/A
-

When on-site and at your primary work location, do you have a dedicated cubicle or office?

- Yes
 - No
 - N/A
-

Does anyone else share your space when you are not on-site?

- Yes
 - No
 - Sometimes
 - N/A
-

Other than your primary work location, do you ever use a shared workstation and/or space when on-site?

- Yes
 - No
 - Sometimes
 - N/A
-

Please indicate which schedule options are available to you in your role (select all that apply):

- Standard 5 day work schedule (e.g.: 9-5,8-4)
 - Flex hours (non-standard/outside your team's regular hours (earlier, later, longer mid-day break, etc.))
 - Compressed week (e.g.: full-time hours within 4 days or 4.5 days)
 - Reduced or part-time hours (with corresponding reduction in pay)
 - Job share (e.g. full-time job is split between two individuals)
 - I'm not sure
 - Other (please describe)
-

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In the following section, we ask that you share your **LEVEL OF AGREEMENT** with statements that cover areas we believe are critical to our goal of creating an environment that strengthens organizational, team, and personal effectiveness while building a community in which all can be engaged, included, and connected. These areas include: **Communication** **Trust**
Resources **Equity** **Wellbeing** **Connection and Inclusion**

COMMUNICATION

I have regular check-ins with my manager to share information and discuss work expectations.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

I'm satisfied with the information I received from and the opportunities to engage with Library leadership (e.g. Directors/Department Heads and VPDR members).

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

Harvard Library keeps employees informed about matters that impact us.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Optional: Please share more information on your choices above and/or share any additional information that would enable you to do your job more effectively.

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RESOURCES

When working **on-site**, I have access to the equipment, tools, and resources I need to do my job effectively.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
 - N/A
-

When working **off-site**, I have access to the equipment, tools, and resources I need to do my job effectively.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
 - N/A
-

Optional: Please share more information on your choices above and/or share any additional information that would enable you to do your job more effectively.

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TRUST

I have flexibility in how I complete and prioritize my work to meet deadlines/goals and objectives.

- Strongly Agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

I trust my colleagues to be available, responsive, and follow through on commitments.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

My manager trusts me to be available, responsive, and follow through on commitments.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

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EQUITY

The process for considering flexible work arrangements in my work group is fair and role appropriate.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

Opportunities for training and professional development are offered fairly across our team and department.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

Opportunities to participate in new projects or assignments are offered fairly across our team and department.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

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BALANCE / WELLBEING

My work schedule allows me to effectively manage work and personal commitments.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

I am encouraged to incorporate wellbeing activities into my weekly schedule (participation in workshops, flex schedule to take care of my personal healthcare needs or to spend time with family, etc.).

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

Flexibility with work schedule and/or work location has enhanced my employment experience.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

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CONNECTION AND INCLUSION

I have a strong sense of connection with my work group / team.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

My work contributions are important to the mission of the Library and University.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

I am given the opportunity to share my ideas and perspective when changes in my area are being considered.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

When I share my ideas and perspectives, I know that they are taken into consideration.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

I have more opportunities to engage in activities across Harvard University and/or the Harvard Library in the hybrid environment.

- Strongly agree
 - Agree
 - Neither agree nor disagree
 - Disagree
 - Strongly disagree
-

I have more visibility across the Library or University in the hybrid environment.

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Optional: One thing my team or organization could do to make me feel more connected and included would be:

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The following questions are asked of managers and directors:

TEAM EFFECTIVENESS

What impact has implementing flexwork schedules across HL/HCL had on the services your unit provides?

- Services and/or service levels have been reduced
 - Services and/or service levels have stayed the same
 - Services and/or service levels have increased
 - Unknown/unsure
-

What impact has implementing flexible schedules across HL/HCL had on your team's pace and progress on strategic goals?

- Significantly slower
 - Slightly slower
 - No change
 - Slightly faster
 - Significantly faster
 - Unknown / unsure
-

What impact has implementing flexwork schedules across HL/HCL had on your staff adhering to timelines?

- Timelines have been significantly extended and sometimes placed on hold
- Timelines are frequently extended
- No change
- Timelines have been reduced
- Timelines have been significantly reduced
- Unknown/unsure

Please provide additional information or comments related to services/service levels, progress on goals, and timelines:

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End of Block: Default Question Block

Start of Block: Block 2

You have completed the Future Flex Assessment Survey.

End of Block: Block 2
