

ARTICLE XX. ACCESS TO SERVICES AND WORKSPACE
HAW-UAW Proposal November 15, 2024

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Section A. To carry out assigned duties, the Employer shall provide Employees, at no cost to the Employees, reasonable access to university services, materials, and facilities necessary to carry out such duties, including but not limited to: class space, office space (individual or shared), desk space, studio space, lab space, storage space, break space, meeting space on campus (by reservation), after-hours and weekend building access, campus mail, office supplies including chalk and dry-erase markers, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment.

Section B. In keeping with Section A, Employees will be assigned to office space by their supervisors or employing department/units, including at least a desk, an ergonomic chair, a guest chair, and book storage space per occupant. Where departmental space allocations allow, this will be a private office space in proximity to their home department or program. When the space is not sufficient for private offices, there shall be designated space made available for Employees to schedule private meetings with students or colleagues. If an Employee's office space is not lockable, or does not include individually lockable safe storage spaces to protect the privacy of student documents and research subject data, the Employer will provide another lockable space in the same building where the Employee can store confidential documents.

Section C. The Employer shall provide Employees email addresses on an appropriate subdomain of harvard.edu (e.g., @fas.harvard.edu, @seas.harvard.edu, @hds.harvard.edu, @hms.harvard.edu, or @g.harvard.edu) beginning no less than three (3) months before the academic term for which they are hired or one (1) week after their acceptance of the position, whichever is later, and terminating no less than one (1) year after their contract has ended. These email addresses shall be used by the Employer for all communications with Employees.

Section D. In keeping with Section A above, Employees upon the start of their appointment shall be notified of a University address at which they can receive professional correspondence. Employees shall ordinarily be provided with individual mailboxes in their department or academic unit to receive such correspondence, as well as student papers.

Section E. Employees shall be provided with access, free of charge, to printing and copying facilities in the same building as and convenient to their designated workspace.

Section F. All Employees shall be furnished with a University computer and any necessary peripherals through the FAS Refresh Program or equivalent program in the Medical or Divinity Schools. Employees shall be eligible for a computer replacement every four (4) years.

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Employees may request an early computer replacement if the computer becomes unable to perform functions required by the Employee to complete their job duties. All requests shall be reviewed by the Employer within two (2) business days. Requests shall not be unreasonably denied. In the event that a device provided by the Employer is damaged, the Employer shall be responsible for the repair or replacement of the device.

Section G. Upon the start of their appointment, Employees shall be provided with the names and contact information of a faculty assistant and/or other support staff who will assist with accessing any of the resources provided for in this article.

Section H. If Employees are authorized by their department, academic unit, or other part of the university to purchase supplies, materials, or software to support their work, the Employer, when possible, shall purchase such supplies, materials, and software on their behalf. If authorized, Employees may also purchase supplies, materials, and software for themselves, and in such cases they shall be reimbursed within ten (10) business days after submission of a receipt or other documentation of the expense. Costs associated with field trips or other extracurricular activities shall be handled similarly.

Section I. The Employer shall provide Unit Members with full library privileges (equivalent to voting faculty) beginning no less than three (3) months before the academic term for which they are hired or one (1) week after their acceptance of the position, whichever is later; continuing without interruption throughout their employment (including over all holidays and recesses); and extending for no less than one (1) year after their appointment has ended (except in situations of dismissal for cause). Employees also have the right to request that books, videos, software or other materials be purchased by the library.

Section J. Employees shall have access to physical and digital letterhead for the Harvard school, department, and/or program with which they are affiliated for the full term of their employment. Employees may continue to use this letterhead after their appointment has ended in fulfillment of professional obligations that arise from their work during the appointment (e.g., to write a letter of recommendation for a former student or file grant performance reports).