

GROUND RULES FOR HYBRID BARGAINING SESSIONS

Final Agreement October 2, 2024

HAW-UAW AND HARVARD UNIVERSITY GROUND RULES FOR HYBRID BARGAINING SESSIONS

1. The parties will allow team members on either side to participate virtually and will also allow HAW representatives, bargaining unit members, University administrators, and invited witnesses, by either party, to observe any negotiations session.
2. Harvard will send HAW the Zoom Link for each session upon its creation, no later than 7 business days prior to the scheduled meeting, unless the meeting is scheduled with less than 7 days lead time.
3. HAW will share an RSVP form with its unit members. After confirming that the RSVPed persons are eligible to observe or participate in line with item 1, HAW will share the Zoom link with those persons.
4. Parties will share with each other lists of RSVPed observers and invited witnesses from their respective sides no less than 24 hours prior to each session. Neither party will take any adverse action against a legitimate participant or observer in a bargaining session.
5. The Zoom link will be through the Harvard Zoom portal.
6. A representative of the Union will be assigned as a Zoom meeting co-host with full Privileges.
7. Observers on either side cannot participate during the negotiations and those observers on Zoom will stay muted, unless invited to speak by a team member to address a particular issue about which they have special knowledge or relevant experience. Team members on either side who are joining virtually may participate in the meeting.
8. Observers must be members of the bargaining unit or representatives of HAW or University administrators or invited witnesses by either party.
9. There will be no recording allowed on Zoom (or elsewhere).
10. All Zoom participants and observers must have their chosen names visible.
11. The chat function will be disabled.
12. Parties are responsible for ensuring that their Zoom participants are invited members per the restrictions in item 1.
13. These rules shall not apply to either Party's caucus meeting room.
14. These rules may be changed by written agreement by both parties.

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For HAW

October 2, 2024

For the University

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