

ARTICLE XX. ACCESS TO SERVICES AND WORKSPACE
HAW Counter Proposal 2024-12-16

ARTICLE XX
ACCESS TO SERVICES AND WORKSPACE

Section A. To carry out assigned duties, the ~~Employer University~~ 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: library privileges, ~~class space~~, desk, work space or office space (individual or shared), ~~desk space~~, studio space, individual or shared lab space ~~or work space~~, storage space, break space, meeting space on campus (~~by reservation~~ to be reserved through normal University channels and in accordance with University policies), after-hours and weekend building access in accordance with access provided to other University employees and campus mail. The ~~Employer University~~ shall also provide Employees, at no cost to the Employees, and as determined by the ~~Employer University~~ as necessary to carry out assigned duties, office supplies including chalk and dry-erase markers, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment. All Employees are subject to University and School policies regarding use of University resources, including but not limited Harvard University Information Technology policies, which can be found at <https://huit.harvard.edu/policies-and-guidelines>.

Section B. ~~In keeping with Section A, Employees will be assigned to office space by their supervisors or employing department/units, including~~ ~~Allocation of office space is determined by the University in all cases. When an Employee is assigned office space, such office~~ Assigned office space ~~will shall~~ include at least a desk and 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~~ reserve private meetings with students or colleagues. ~~Employees shall be provided a lockable storage space for work-related materials. Such storage space shall be sufficient for compliance with FERPA and HIPAA, when applicable. 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 University~~ Employer shall provide Employees with a harvard.edu email address ~~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)~~ during their term of appointment, ~~and extending three hundred sixty five (365) days after last date of appointment or last day worked. If hired for a new Harvard position within this three hundred sixty five (365) window, the Employee's email address shall remain active until the new appointment commences. beginning no less than three (3) months before the academic term for which they are hired or one~~

ARTICLE XX. ACCESS TO SERVICES AND WORKSPACE

HAW Counter Proposal 2024-12-16

~~(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. The Employee shall make best efforts to ensure that personal correspondence is not sent to this address. Subject to space availability in the department or unit, 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 for University business made available by their employing department or unit. ~~in the same building as their office or office space. as and convenient to their designated workspace.~~

Section F. All employees **whose work at Harvard requires a computer** shall be furnished a University computer and any necessary peripherals through the FAS Refresh Program or equivalent programs in the Medical or Divinity Schools. Employees shall be eligible for a computer replacement every four (4) years. Employees may request an early computer replacement if the computer becomes unable to perform functions required 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,~~ Upon request of an Employee, the University will provide ~~Employees shall be provided with the names and/~~ contact information for individuals to whom the Employee ~~here Employees~~ may direct questions regarding any of the services provided herein. ~~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. With the supervisor's or employing unit's advance approval, the University shall reimburse employees for required job-related materials, equipment, and services that are not otherwise provided to the Employee by their department. ~~If authorized, Employees may also purchase supplies, materials, and software for themselves, and in~~ In such cases they shall be reimbursed **promptly, usually** within ~~ten (10)~~ thirty (30) **calendar business** days after submission of a receipt or other documentation of the expense pursuant to University procedures. 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) during the term of appointment and extending three hundred sixty five (365) days after last date of appointment or last day worked. If hired for a new Harvard position within this three hundred sixty five (365) window, the Employee's library access shall remain active until the new appointment commences. ~~The Employer shall provide Unit Members with full library privileges (equivalent to voting faculty) beginning no less than three (3) month 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 ~~to carry out assigned duties~~. ~~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).~~