

ARTICLE XX
UNION ACCESS AND RIGHTS

Section A. Employee Information

1. On a weekly basis, the Employer shall provide the Union electronically with a computer readable roster (such as .csv or .xlsx) of the bargaining unit. The list shall include the following information:
 - a. Name
 - b. Preferred Name
 - c. Preferred Pronouns
 - d. Permanent and local street address, city, state, zip code
 - e. Office location
 - f. Work Email address
 - g. Work telephone number
 - h. Personal Email address
 - i. Personal telephone number
 - j. Harvard University Identification Number
 - k. Job title(s)
 - l. Visa Status
 - m. Race
 - n. Ethnicity
 - o. Gender
 - p. Appointment start and end dates
 - q. Employing department or program
 - r. Pay rate
 - s. Salary Grade
2. In addition to the roster in Section A.1, the Employer shall provide on a weekly basis a computer readable list (such as .csv or .xlsx) of Employees who are hired, rehired, reinstated, transferred into or out of the unit, on leave of absence, or who return from leaves of absence since the previous list was shared with the Union.
3. The lists in Sections A.1 and A.2 shall be provided to the Union at no cost.

Section B. The Union shall retain the right to communicate freely in the method of its choosing on the University Campus. The methods of distribution shall include, but are not limited to, the following:

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1. Union representatives shall be provided access to the University mail systems, including e-mail, listservs, and other communication systems (such as Slack), which they may use for union-related purposes.
2. The Employer shall not block communication coming from Union representatives.
3. Union representatives shall be permitted access to the University property for the purpose of communicating and meeting with unit members.
4. The Union may arrange for the use of University conference rooms and meeting space for Union meetings and events, as space is available, at no cost to the Union.
5. The Union shall have access to space on bulletin boards in University Schools, Departments, Programs, Institutes, and Centers.
6. Employees may quietly sit in library spaces while engaging, through signage or other visual modes of communication, in the expression of free speech.
7. The Union shall have the right to use amplified sound on campus outdoors between the hours of 8 AM and 9 PM.

Section C. Onboarding and Orientation

1. The Employer shall provide the Union with the names and contact information of persons responsible for scheduling new faculty and staff orientations (whether in person or virtual) at which new bargaining unit members will be present. The Employer shall provide the Union this contact information and the date of the orientation at least fifteen (15) business days prior to the orientation.
2. The Employer shall provide the Union with a one-hour time slot during the orientation. The orientation program distributed to the attendees shall include the Union's presentation. The Union is free to distribute a packet of Union materials at orientations. For virtual orientations, the Employer shall provide the Union a list of email addresses of new Employees in attendance for the purpose of electronically distributing such materials.

Section D. Following ratification and approval by the parties, the Employer shall publish the collective bargaining agreement on a designated website.

Section E. Time for Union Service

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1. At the beginning of each academic year, the Union shall furnish the Employer with a written list of officers and other authorized representatives and shall update the list when changes occur. The Employer shall deal with such individuals as representatives of the Union for the purposes of investigating, presenting and settling grievances in accordance with the provisions of the collective bargaining agreement.
2. Such officers and other representatives shall be provided release time with no loss of pay and permitted reasonable release time to administer this Agreement, including, but not limited to investigating, presenting, and processing grievances on University property during regular working hours.
3. The Union shall designate members of the HAW-UAW Bargaining Committee and provide their names in writing to the Employer. These Bargaining Committee members shall be provided release time with no loss of pay and permitted reasonable time, including travel time, to attend scheduled bargaining sessions and Bargaining Committee meetings.

Section F. The Employer shall allocate 5.0 FTE for service to the profession, to be distributed to Employees as directed by the Union.