

ARTICLE XX
ACCESS TO SERVICES AND WORKSPACE

Section A. To carry out assigned duties, the ~~Employer~~ ~~Corporation~~ **University** 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); **and** after-hours and weekend building access in accordance with access provided to other University employees and campus mail. The ~~Employer~~ **Corporation University** shall also provide Employees, at no cost to the Employees, and as determined by the ~~Employer~~ **Corporation 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 (HUIT) 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 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 storage space for work-related materials. Such storage space shall be sufficient for compliance with FERPA and HIPAA, when applicable.~~ 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 ~~Corporation~~ **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, for those Employees with academic appointments, extending a minimum of ~~thirty (30)-ninety (90)~~ calendar days ~~after last date of appointment or last day worked, whichever is later, unless terminated for cause. three hundred sixty five (365) days~~ ~~after last date of appointment or last day worked whichever is later.~~ 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 (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 University Employer for all work 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. ~~In its discretion, the University may issue a computer to some Employees whose work at Harvard requires a computer. However, all~~ All Employees whose work at Harvard requires a computer shall ~~at least be issued a computer furnished with or provided with reasonable access to a computer by their employing department or unit~~ or School. ~~to perform their work.~~

In cases where a computer is issued to an Employee, it shall be replaced on a schedule determined by HUIT. Any computer that is underperforming will be reviewed to determine its eligibility to be refreshed.

~~All employees whose work at Harvard requires a computer shall be furnish 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~~ Corporation 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 ~~Corporation~~University to purchase supplies, materials, or software to support their work, the University ~~Corporation~~Employer, when possible, shall purchase such supplies, materials, and software on their behalf. With the supervisor's or employing unit's advance approval, the ~~Corporation~~ 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 ~~within thirty (30) calendar days~~ promptly, ~~usually~~ within 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 ~~Corporation~~ University shall provide Unit Members with full library privileges (equivalent to voting faculty) during the term of appointment, and for ~~thirty (30)~~ **thirty (30)** ~~three hundred sixty five (365)~~ days after last date of appointment or last day worked. **If after thirty days, there is a need to have continued access to library's physical resources, the Employee can apply for a Visitor's Access Card or a Visitor Borrowing Card at the designated fee.** ~~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 Corporation 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 I. The Employer shall provide Unit Members with full library privileges (equivalent to voting faculty) during the term of appointment, ~~and for~~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).~~