

HUCTW Negotiations Survey

GOOD THINGS COME TO THOSE WHO NEGOTIATE

We hope all HUCTW members will participate in this survey, to help our union's negotiating team develop ideas and understand concerns for the upcoming negotiations. We've included topics that our members have raised in many lunchtime meetings all over the campus in the past several months.

We will continue to have regular lunchtime union meetings in every part of the campus. Union leaders and staff organizers, including negotiating team members, will also be available for one-to-one or small group conversations, as always.

For more information or to arrange a meeting, please call HUCTW at 617-661-8289.

The survey should take between 10 and 30 minutes to complete. Thank you for taking time to fill out this survey.

Wages

In Harvard working life, there are a number of factors that contribute to our families' economic well-being. One major issue for negotiations, of course, is salary increases. In this section we want to get a picture of your current economic situation as well as an understanding of the areas in which you would like to see the Union make progress.

1. Check the range of your annual salary (pre-deductions):

- Less than \$22,000
- \$22,000 - \$30,000
- \$31,000 - \$40,000
- \$41,000 - \$50,000
- \$50,000 - \$60,000
- \$61,000 - \$70,000
- More than \$70,000

2. Do you have a secondary source of income? (for example a second job, rental property, etc)

- Yes
- No

3. Does your household have money saved for emergencies or future needs? (not including access to credit, refinancing or retirement funds)

- Yes
- No

4. Do you have monthly debt payments such as credit card or any loan payments? (not including mortgages and student loans)

- Yes
- No

5. It is important to me that employees at Harvard have access to the following financial assistance programs:

Very Important	Fairly Important	Neutral	Not very important	Not at all important
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Help for cost of education of dependents
 Help with utility costs
 Help with housing costs
 Help with the costs of education for ourselves
 Help with transportation costs
 Help with healthcare costs
 Help with elder care costs
 Help with childcare costs

6. Please add any additional thoughts or comments about wages and economic issues:

Healthcare/Wellness

The cost of healthcare benefits is a complex and serious problem for all American working families and employers. HUCTW is committed to continuing its creative work on maintaining quality, affordable health care for our members.

1. How important is it to you to make improvements or continue progress in each of these aspects of the current Harvard health plans?

Very Important	Slightly Important	Neutral	Not at all important
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Employees can choose from among many different health plans.
 Harvard pays 85% of the cost of monthly healthcare premiums.
 Lower paid staff have lower premiums.
 Employees pay co-payments for office visits.
 Employees pay co-payments for prescription drugs.

2. The Co-Pay Reimbursement Plan provides reimbursement for all office visit co-payments greater than \$100 in a year for an individual, or \$250 for all the members of a family. Have you participated in the Co-Pay Reimbursement Plan?

Yes

No (please specify below why you do not use the Co-Pay Reimbursement Plan)

2. Have you participated in any wellness or health promotion program in the workplace? (for example a stress reduction program, smoking cessation, Harvard athletic facilities, etc.)

Yes

No

Healthcare/Wellness continued

1. What type of wellness/health promotion programs have you participated in?
2. What do you believe would make our members more likely to participate in health/wellness promotion programs? (Please check all that apply)
 - More information about currently available wellness programs
 - Reduced fees
 - More convenient locations
 - Being able to attend on work time
 - More incentives such as I-Pod Giveaways
 - Other (please specify)
3. Please add any additional thoughts or comments about healthcare/wellness:

Healthcare/Wellness continued

1. Why have you not participated in any health/wellness program?
 - No programs are conveniently available to me
 - I didn't know about them
 - I am not interested in health and wellness programs
 - I can't find the time to attend
 - Other (please specify)
2. What would make you more likely to participate in a health/wellness promotion program? (Please check all that apply)
 - More information about currently available wellness programs
 - Reduced fees
 - More convenient locations
 - Being able to attend on work time
 - More incentives such as I-Pod Giveaways
 - Other (please specify)
3. Please add any additional thoughts or comments about Healthcare/Wellness

Training/Job skills

In the last few years, HUCTW has placed great emphasis on increasing support for Harvard staff participation in training and all forms of learning in the workplace. There is still more to accomplish in this area. This section asks you to evaluate the training opportunities available to you in your department and at the University.

1. What type of training is most pertinent to your job (check all that apply)?
 - Communication skills
 - Project management
 - Laboratory skills
 - Customer service
 - Problem solving
 - Time management skills
 - Data analysis
 - Financial training
 - Web design skills
 - Computer training
 - Presentation skills
 - Other (please specify)

2. How is training provided in your department (please check all that apply)?

Staff is sent to formal trainings

There is on-the-job training with the supervisor

There is on-the-job training with other staff members

Other (please specify)

3. Please rate the following aspects of the training programs available to you:

Very Good	Fairly Good	Neutral	Fairly Bad	Very BAd	N/A
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Ease of access to formal training

Availability of relevant training opportunities

Encouragement from supervisor to attend formal trainings

Satisfaction with formal training available in your area

Satisfaction with informal (on the job) training in your area

4. Is the type of training required by your job currently available at the Center for Workplace Development (CWD)?

Yes

No

I don't know

5. Have you ever attended any job related trainings at the CWD?

No

I don't know

Yes (Please specify below how satisfied you were with the training?)

6. What kind of training (currently not available through the CWD) would be helpful to you?

7. Please add any additional thoughts or comments about training/job skills:

Career Development/Reclassification

This section asks about your experience with career development opportunities at Harvard. It asks you to rate various programs that relate to career development currently in place at the University.

- 1. Please check off the answer that best applies to you. Please check off "not applicable" in each case where you have not used a program or process mentioned in the question.**

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	N/A
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There are clear career paths in my job type/job family

I am expecting to move up a career ladder while at Harvard

My supervisor is supportive and encouraging of my career development

I frequently look at HIREs (on-line Harvard job) postings in hopes of moving to a new position within Harvard

I have been successful in moving to a new position while at Harvard

I have been successful in using the reclassification process

I have found courses at the CWD useful in helping me navigate my career.

- 2. In your opinion, which of the following is the biggest barrier to career development at Harvard?**

Arduous process for reclassification and transferring to a new position

Hiring managers aren't encouraged to hire from within

Little or no support from HR/current department for transferring

Lack of career-oriented training within the University

Decentralization of the University

Lack of motivation on the part of the staff

Lack of time away from current position to focus on career development

Other (please specify)

- 3. Please add any additional thoughts or comments about career development/reclassification issues:**

Supervisor Training

In this section, we want to get a sense of the working environment at Harvard, and your experience with supervisors. HUCTW has an interest in working together with the University to strengthen training for managers. Please check off the responses that best apply to you.

1. Do you feel that your supervisor(s):

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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Distributes work effectively and fairly among staff
 Communicates information regularly regarding work/department goals
 Effectively accommodates flexible schedules
 Participates in resolving interpersonal problems
 Attempts to give you work/projects that best suit your interest and skills
 Acknowledges quality work
 Provides feedback and constructive criticism in a comfortable way

3. Are there more supervisors than are necessary in your department?

Yes
 No

3. Describe the characteristics and skills of the best supervisor you've had at Harvard.

4. Describe the characteristics of the worst supervisor you've had at Harvard.

5. Please add any additional thoughts or comments about supervisor training issues:

Education

HUCTW as a union is strongly committed to insuring that Harvard is a community of learners. This section is designed to collect information about your needs in pursuing a formal education.

1. What is your highest level of education?

Some high school
 Complete high school
 Some college
 Undergraduate degree
 Some graduate
 Graduate degree

2. Are you currently paying student loans for past degrees?

No
 Yes (Please specify below how much you pay in student loans per month)

3. Are you currently enrolled in a degree program?

(A degree program is defined as a series of classes leading to a new certification or degree.)

Yes

No

I am not enrolled in a degree program, but I am taking classes.

I am not currently enrolled in a degree program, but I hope to be in the next 3 years.

Education: Information about your degree program

1. Where do you currently attend school?

Harvard University

Other (please specify the school where you are taking classes)

2. What kind of a degree program are you currently pursuing?

Associate's

Undergraduate

Graduate

Certificate

As I said before, I am not in a degree program. I am just taking classes.

Other (please specify)

3. How many courses do you take per semester?

1

2

3

4

5

4. What are the detailed costs associated with your degree/the courses you are taking?

Tuition

Fees

Books

Education: Ed Fund

The Harvard/HUCTW Education Fund (Ed Fund) provides tuition assistance to Union members for courses taken outside of the University. The Ed Fund reimburses 50% of the cost of one course taken per semester. For more information about the Ed Fund please go to our [website](#).

1. Do you currently use the Ed Fund to help with the cost of your education?

Yes

No

Education: Ed Fund Continued

1. Why are you not using the Ed Fund to help with the cost of your education?

I didn't know about it

The courses I am currently taking do not qualify for the Ed Fund.

I wanted to apply, but never got around to it.

Other (please specify)

Education: Tuition Assistance Plan

The Tuition Assistance Plan (TAP) provides assistance to all Harvard employees taking job related courses both within and outside of Harvard. For more information about the TAP please go to this [website](#).

1. Do you currently use TAP to help with the cost of your education?

Yes

No

Education: Tuition Assistance Plan Continued

1. Why are you not using TAP to help with the cost of your education?

I did not know about it.

My degree program did not qualify for TAP.

My length of service did not qualify me for TAP.

My supervisor did not approve my application.

I wanted to apply but never got around to it.

Other (please specify)

Education: Release Time

Article III of our Agreement, Education and Career Development, states, "A staff member with two or more years of continuous service is eligible for up to three hours per week of released time (proportionately less for part-time staff), provided that s/he has made arrangements with his/her supervisor (p.15)."

1. Have you ever used this release time to attend a class or a training?

Yes

No

Education: Release time continued

1. Why have you not used release time to attend a class or a training?

I did not know about it.

My length of service did not qualify me to use release time.

My supervisor did not approve my request.

I wanted to use it but never got around to it.

Other (please specify)

Education

1. Please add thoughts or comments about education issues:

Dependent Education

From our regular conversations with members we understand that paying for higher education of dependents is becoming a growing burden on HUCTW members. In this section we want to collect more data on how much our members spend on dependent education.

1. Do any of your dependents currently attend college?

(a dependent is defined as your spouse or a child under the age of 22 child that you are supporting economically pursuing a degree)

Yes

No

Dependent Education continued

1. How many of your dependents attend college?

2. What is the overall out-of-pocket expense for all dependents per semester? Subtract any scholarships/financial aid. Please include tuition only, exclude room/board, books etc.

3. Was cost a major factor to you when selecting the university your dependent attends?

Yes

No

4. How easy is it to access information about higher education for your dependents at the University?

Very difficult

Fairly difficult

Neutral on difficulty

Fairly easy

Very easy

Dependent Education continued

1. Please add any additional thoughts or comments about dependent education issues:

Work Life Balance/Flexibility/Family

Our families' needs in relation to our working lives do not remain the same over time. This section will help us understand your needs for flexibility as you balance life and work.

1. You currently work: (# of hours)

2. Do you work, or have you in the past year worked, a flexible schedule (outside the norm of your office's schedule) by choice?

No

Yes: please specify below why you made this arrangement. (for example childcare/family obligations, another job outside of your Harvard job, course work etc.)

3. Have you ever requested and been denied a flexible schedule?

Yes

No

4. You feel taking time off from your department for your family and personal needs is

- Very Difficult
- Fairly Difficult
- Neutral
- Fairly Easy
- Very Easy

Childcare

As every working parent knows, it is difficult to raise children while also being employed. The Union has negotiated with the University to provide a variety of benefits to support working parents including maternity and paternity leave, family sick days, full benefits for part-time workers and work schedule flexibility. Additionally, the Childcare Fellowship helps parents with the increasing cost of childcare during a parent's work hours. For more information about the the Childcare Fellowship please go to our [website](#).

1. How many children between the ages of 0-14 do you have?

2. Do you have childcare expenses for care during your scheduled workday?

Childcare expenses include daycare, after school care, camps etc.

Yes

No

I expect to have childcare expenses in the next 3 years.

Childcare continued

1. What is your average monthly cost for childcare during your scheduled workday (combine all children)?

2. How many children do you have in care?

3. What is/are the ages of the children in care? (check all that apply)

0-5 years

5-11 years

11-14 years

4. How easy do you find it to access information about childcare at the University?

Very difficult

Fairly difficult

Neutral

Fairly easy

Very easy

5. Are you (or a spouse) an HUCTW Childcare Fellowship recipient?

Yes

No

Childcare continued

1. Why aren't you (or a spouse) an HUCTW Childcare Fellowship recipient?

- Didn't know about it
- My form of childcare didn't qualify
- I thought my salary made me ineligible
- I wanted to apply but never got around to it
- Other (please specify)

Childcare continued

1. Please add any additional thoughts or comments about childcare issues:

Eldercare

1. Do you currently have eldercare expenses? Elderly care expenses include a home health aide, retirement or nursing home, etc.

- Yes
- No

Eldercare continued

2. What is your monthly cost for eldercare?

3. Please add any additional comments about eldercare issues:

Housing

1. What zip code you live in?

2. You currently:

- Rent
- Own

Renting

1. How much is your share of the rent per month?

2. You live:

- by yourself (including your immediate family)
- with roommates, by choice
- with roommates, by necessity

3. Could you afford to live by yourself on your current income?

- Yes
- No

4. Are you looking to buy a house or condominium in the future?

- Yes
- No

5. Could you afford purchasing a house or condominium at the present time?

- Yes
- No

6. What is the time line during which you are planning to purchase a house or condominium?

In the next 3 years

Between 5 and 10 years from now

More than 10 years from now

Don't know

s soon as I can afford it

As I said before, I don't plan to buy a house or condominium

7. In the last agreement we created the rental transition loan aimed at helping our members move from one rental situation to another. Through this program the Harvard University Employee Credit Union (HUECU) provides a no-interest loan to any HUCTW member who needs to cover up-front costs such as realtor's fee, security deposit, first or last month's rent deposit and moving expenses.

Yes	No
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Do you know about this program?

Have you used this program?

Are you likely to use this program in the next 3 years?

Owned Property

- 1. How much do you pay for mortgage each month? (If your property is owned by more than one person, please adjust your mortgage to reflect your monthly share of the cost.)**
- 2. How much do you pay in condominium fees, if anything?**
- 3. How long have you lived in your current residence?**
- 4. Does your property generate income?**
Yes
No

Utilities

- 1. How much on average do you pay each month to heat your home?**
- 2. What type of heating do you have?**
Gas
Oil
Electricity

Transportation

1. What is your mode of transportation to and from work?

Check all that apply:

Commuter Rail

Bus

the "T"

Private Buses

Walk/Bike

Car

LMA shuttle

Other (please specify)

2. How long does a typical round trip take you?

3. What are your average daily expenses related to getting yourself to work?

(Some examples of such expenses are the cost of gas, a charlie ticket, tolls, etc. Please do not include car or insurance payments)

4. Do you park in a Harvard parking facility?

No

Yes (please list your monthly parking cost below)

Optional Information

Age:

Length of Harvard Service:

Ethnicity:

Gender:

What school and department do you work for?

2. May we contact you about this survey?

No, please do not.

Yes. (please specify your name and the best way to contact you in the space below)

Thank you!

Thank you for taking the time to participate in our survey. Your opinions are very important to us. If you have any questions about the survey, please email info@huctw.org or call 617 661 8289.