

***Highlights of the Agreement
HUCTW and Harvard University
July 1, 2007 – June 30, 2010***

HUCTW and the University have reached an agreement on terms of a new contract to run for three years beginning July 1, 2007. All significant changes and new programs are described below. HUCTW members will be able to review a complete and detailed summary at www.huctw.org in the first week of June. A ratification vote was held on Tuesday, June 19, 2007.

Salary Increases

- The Agreement includes salary increases for all HUCTW members in each of the next three years, beginning with a 5.3% increase for a typical staff member on July 1, 2007. The following table shows the effect of salary increases for a typical union member, one in the majority (85%) who have at least a year of service.

Date	Total =	Progression +	Structure	Salary Table (min / max)
July 1, 2007	5.3% =	2.7% +	2.6%	3.5% / 4.5%
July 1, 2008	4.9% =	2.7% +	2.2%	3.5% / 4%
July 1, 2009	4.9% =	2.7% +	2.2%	3.5% / 4%

- Progression amounts for Grades 51 and 52 are improved in the new Agreement, based on a higher percentage of the grade range.
- All Salary Grade maximums will increase by 4.5% on July 1 of the first year, and by 4% in the second and third years. Grade minimums will increase by 3.5% each year.
- Shift differential rates for staff who are regularly scheduled to work evening, night and weekend hours will increase as follows, except where existing higher rates are in effect:
 - (Current - \$1.10/hr)
 - Effective July 1, 2007 - \$1.25/hr
 - Effective July 1, 2008 - \$1.30/hr
 - Effective July 1, 2009 - \$1.35/hr
- The meal allowance, for employees required to work two or more hours beyond the normally scheduled full-time workday, will increase from \$7 to \$11.

Benefits

- The University and HUCTW have agreed in principle to adjust income tiers for health insurance premiums so that all staff members with annual salary below \$70,000 will be in the bottom tier, paying the smallest employee contribution, with an implementation goal of January 1, 2008. (The current threshold is \$55,000.) Placement in tiers will be based on actual salary rather than FTE salary.
- A new program will allow all staff with at least 10 years of service to roll over the value of a limited number of vacation days into a Tax-Deferred Annuity account. Eligible staff will have this opportunity at five-year intervals (5 vacation days at 10 years, 10 days at 15 years, etc.)
- A new Joint Working Group on Life-Cycle Programs will serve as a forum for ongoing Union-University research and discussion about issues to include:
 - Tuition assistance for staff dependents;
 - Elder care; and
 - Student debt for recent college graduates
 The Joint Working Group is charged with making recommendations for new programs within one year.

Career Development

- A series of changes strengthens and simplifies the Tuition Assistance Plan. In the new Plan:
 - Staff are eligible for all TAP benefits after 3 months of service;
 - Harvard courses at TAP rates (\$40 or 10%) for 10 credit hours per semester;
 - Non-Harvard courses are reimbursed at 90% (tax-free) up to annual limit of \$5,250;
 - Requirement that non-Harvard graduate courses be “job related” is eliminated; and
 - Programs offering certificates and licenses are covered by TAP.
- The Union Education Fund will continue to make awards for union members whose educational activities do not qualify for TAP.
- The University agrees to resume individual career counseling services for staff members.
- New language on “Time for Learning” makes it clear that participation in training and professional development activities should ordinarily take place on paid work time, and the time away from regular duties does not need to be made up.
- A new Union-Management pair will be dedicated to educating the staff and manager communities and developing programs in the areas of professional development, time for learning, and career mobility.

Housing and Transportation

- The no-interest Rental Housing Transition Loan is expanded to cover moving expenses for homebuyers and housing hardship situations.
- A new Transportation Fund will provide assistance to staff members with extremely high commuting costs, including Longwood Area parking, private commuter bus lines, and parking in MBTA garages. Initial funding is set at \$30,000 per year.

Child Care Fellowships

- HUCTW Child Care Fellowship Fund is increased to \$1,150,000 for the year beginning July 1, 2007. The higher funding level will allow for:
 - Larger fellowship grants, especially for families with lower and middle incomes; and
 - Expanded assistance with teen enrichment program costs.
- Effective January 1, 2008, a new mechanism for paying fellowship awards will create the opportunity for staff to receive a tax-free child care benefit, up to \$5,000 per year in assistance.

Union-Management Partnership and the Work Environment

- A new Joint Governance Coordinating Committee and a designated Union-Management pair will provide guidance, support, and training to make Joint Councils, Joint Committees and joint work redesign projects more effective.
- A Joint Activity and Training Fund of \$200,000 per year will support training, facilitation and conferences.
- Clearer language supports flexible scheduling arrangements for family commitments, education and commuting concerns.
- The University and HUCTW will jointly develop programs providing training for managers, staff and teams on new skills and strategies for working together.