

***Detailed Summary 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, with specific new language *in italics*. 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 and are eligible for a full progression increase.

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

- Progression increases are in a set dollar amount for each salary grade. As a percentage of salary, a progression increase can be anywhere from 2% to 4% of current salary, depending on which salary grade a staff member is in, and her position within the grade. The average member with at least a year of service will receive a progression increase equal to 2.7% of salary.
- Eligibility for progression increases depends on length of service:
  - At least one year of service on July 1 = Structure + Full Progression
  - 6 – 12 months of service on July 1 = Structure + Half Progression
  - Less than 6 months of service on July 1 = Structure
- Progression amounts for Grades 51 and 52 are slightly improved in the new Agreement, based on a higher percentage of the grade range. Amounts for all other grades are the same percentages as the current Agreement, as outlined below.
  - Progression Amounts
    - Grades 47-50                   4.0% of minimum
    - Grade 51                        3.3% of minimum

- Grade 52                      3.1% of minimum
  - Grades 53-55                3.0% of minimum
- As shown in the table above, all Salary Grade minimums will increase by 3.5% each year on July 1. The Grade maximums will increase by 4.5% in the first year, and by 4% in the second and third years.
- Shift differential rates for staff who are regularly scheduled to work evening, night and weekend hours will increase as follows:
  - 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.
- A salary table for the year beginning July 1, 2007, showing exact grade minimums and maximums as well as progression amounts, is included at the end of this document.

## 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.) The University contributions for health insurance premiums will be as follows:
  - Annual salary less than \$70,000 = 85%
  - Annual salary \$70,000 to \$95,000 = 80%
  - Annual salary greater than \$95,000 = 75%
- 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.)
  - In the initial offering during the first year of the new Agreement, all staff with 10 or more years of service will have the opportunity to participate. In the following years, staff will have the opportunity once during each year in which they attain a five-year interval of service as above.
- 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.

*During negotiations for a new Agreement in 2007, the University and HUCTW have agreed that there are several areas of staff experience and needs that are worthy of further active exploration and joint program development efforts. These issues include tuition assistance for staff dependents, elder care, and student debt for staff who are recent college graduates.*

*In order to carry out further exploration, the Union and the University will form a Joint Working Group on Life-Cycle Programs. The Joint Working Group will be made up of union representatives, managers with relevant expertise, and faculty advisors as appropriate. It will report to the Joint Governance Coordinating Committee. By July 1, 2008, the Joint Working Group will evaluate existing programs at Harvard and other workplaces, explore opportunities for innovation, and recommend to the University Joint Council new programs or revisions to existing programs.*

## **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;
  - Programs offering certificates and licenses are covered by TAP;
  - TAP reimbursement will apply whenever the student receives a passing grade as defined by her or his program; and
  - The University will provide information and education about TAP policies through the Office of Human Resources.
- The Union Education Fund will continue to make awards for union members whose educational activities do not qualify for TAP. The University will contribute the following amounts to the Education Fund:
  - \$100,000 in the year beginning July 1, 2007
  - \$105,000 in the year beginning July 1, 2008
  - \$110,000 in the year beginning July 1, 2009
- The University agrees to individual career counseling services for staff members.

*The University and HUCTW agree that staff members need support for career planning and career navigation, and that this support is best provided with a combination of workshops, on-line tools and individual career counseling opportunities. The University and HUCTW further commit that, during the 2007 to 2010 Agreement, individual career counseling sessions will be available to HUCTW members.*

- Because it runs counter to the idea of preference for internal candidates, the parties agree to stop posting open positions in the Harvard Gazette.
- 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.

*The Union and the University recognize the complexity of balancing work responsibilities with the time away from regular duties often necessary for education, training, or professional development. Cooperation between staff members and managers in scheduling is therefore critical to making workforce learning opportunities real and accessible, and to ensuring productive operations. Requests for time away from regular work duties to participate in professional development may not be unreasonably denied. Employees who participate in job-related or development-oriented training programs during work hours should be paid for those hours, and should not be required to make up those hours at another time.*

- A new Union-Management pair, working with the joint Academy of Workforce Education, 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.

*The parties have created the Academy of Workforce Education (“the Academy”) for the purpose of the ongoing evaluation and strengthening of training, education, career and professional development programs available to Harvard staff. The Academy will focus on the following activities:*

- *Conducting ongoing assessment of training and skill-building needs in the Harvard workforce;*
- *Conducting ongoing evaluation of content, as well as access to, current professional development programs and courses;*
- *Recommending and instituting new programs and courses;*
- *Promoting and monitoring policies and procedures relating to career mobility and internal job transfer opportunities;*
- *Evaluating performance development processes; and*
- *Promoting participation in workplace learning and training opportunities through communication and outreach.*

*The Academy will be comprised of administrative and HUCTW representatives, as well as faculty members specializing in adult learning and workforce*

*development. There will be a half time joint union management pair working with the Academy in order to implement various activities and programs including but not limited to:*

*Identifying standards to facilitate the job application process, research and implement new programs for internal transfer candidates*

*Developing University wide communication efforts to promote staff learning and development*

*Act as a resource to address changing training needs, including creating a centralized clearinghouse of information relating to training and development*

## **Housing and Transportation**

- The no-interest Rental Housing Transition Loan is expanded to cover moving expenses for homeowners and housing hardship situations. These loans will be through the Credit Union, at 0% interest, to be repaid by payroll deduction. The maximum loan amounts will be:
  - \$2,500 for a Rental Housing Transition
  - \$1,000 for Homeowner Moving Expenses
  - \$2,500 for 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. 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. This program has been expanded to cover a larger age group as well as more types of expenses. The program will be funded at \$50,000 per contract year. Those with dependents between the ages of 5 and 18 who have academic-related costs like tutoring, test preparation courses, exam fees, academic extra-curricular activities, or college application fees may apply.
- 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.

The goal for implementation is January 1, 2008. The University will establish a Dependent Care Assistance Plan for Child Care Fellowship distribution, pursuant to Section 129 of the Internal Revenue Code.

## **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.

### ***Introduction/Philosophy***

*The University and HUCTW share a commitment to the concept of Union-Management partnership and believe that it is fundamental to the strength of the parties' relationship and Agreement. In order to ensure that these partnership efforts remain strong and in fact continue to grow, the University and HUCTW have agreed in the 2007 negotiations to create the Joint Governance Coordinating Committee (JGCC).*

### ***Goals and Responsibilities***

- *The JGCC is charged with oversight of the parties' joint committees, joint councils and problem solving teams. To this end, the JGCC will be responsible for the following:*
- *Ensuring that these groups are accountable to the University Joint Council (UJC) by meeting and hearing reports regularly from the joint committees, joint councils and the UPST and RPSTs*
- *Overseeing the administration of the Joint Activity and Training Fund*
- *Providing support for these groups by identifying and coordinating appropriate trainings*
- *Coordinating University-wide gatherings of joint council co-chairs, joint committees and UPST/RPST teams to enhance information sharing and collaboration*
- *Ensuring that records are maintained on RPST and UPST problem-solving activity and joint council initiatives*
- *Producing annual reports summarizing joint activities (joint committees, joint councils, UPST/RPSTs and UJC) for University and Union leadership*
- *Identifying and developing strategies to communicate to the University and Union leadership as well as the University community on joint activities, including the creation and maintenance of a UJC/JGCC website*

*In addition, the JGCC is charged with independent joint initiatives which include the following:*

- *Developing a framework for Collaborative Work Design initiatives across the University, including but not limited to developing and implementing Intact Team Training for managers and staff and the use of the Resource Guide for Creating and Sustaining a Collaborative Work Environment for education and training*

- *Improving communication, incentives and accessibility around wellness and health promotion programs and services at the University*
- *Identifying and developing ways to improve the financial health and literacy of the HUCTW membership, including through education and counseling related to financial planning*

### ***Membership and Administration***

*The JGCC is composed of an equal number of University and HUCTW representatives including those from the Office of Labor Relations and HUCTW leadership who are also members of the UJC. In addition, the JGCC will be staffed by a full-time Union-Management pair to support its work and initiatives. The Union-Management pair will be responsible for the following:*

- *Administering the Joint Activity and Training Fund*
  - *Working with the joint committees, joint councils and UPST/RPSTs to coordinate trainings and gatherings*
  - *Working with the joint committees, joint councils and UPST/RPSTs to ensure regular reporting by them*
  - *Coordinating and setting agendas for UJC meetings*
  - *Coordinating UJC action-item follow up*
  - *Coordinating the production of annual reports summarizing joint activities as listed above*
  - *Conducting background research in connection with the JGCC independent initiatives”*
- **A Joint Activity and Training Fund of \$200,000 per year will support training, facilitation and conferences.**

*The University and the HUCTW share a commitment to joint labor/management activity and training for members of joint councils, problem solving teams, joint committees and others as well as a commitment to exploring issues of workplace design. Funding for such joint activities and training shall be in the amounts of \$200,000 for each fiscal year beginning July 1, 2007, 2008 and 2009 . Funds not utilized in any fiscal year shall be carried over to the next fiscal year.*

### **Flexibility**

- **Clearer language supports flexible scheduling arrangements for family commitments, education and commuting concerns.**

*A truly flexible work environment balances the needs of the individual and the operational needs of the work unit, department or school. Harvard University is a diverse institution where a wide variety of activities support its teaching and research. In order to support the many diverse activities of the University, a high degree of flexibility for supervisors and for employees is required. Moreover, that flexibility fosters opportunities for creative growth, development and work life balance of the employees who support these many activities. Each employee brings to the workplace unique skills, needs, and aspirations. Staff members’ needs for flexibility include but are not limited to*

*education, dependent care (including child and eldercare), and commuting concerns. Both the University and the employee work better when it is possible to accommodate this mutual need for flexibility. Therefore, as the University conducts its day-to-day business, flexibility should be considered in the application of the policies in this Manual.*

*In order to promote flexibility in the workplace, supervisors and employees are encouraged to develop early, open, ongoing communication. This provides opportunities to explore ways to accomplish the work of the department while recognizing the personal styles, needs, work life balance and career goals of each employee.*

*If a requested flexible schedule arrangement cannot be reached between an employee and supervisor, the request will be explored further in consultation with the human resources department and HUCTW. If an agreement cannot be reached, the employee will be given a reason for the decision.*

*Within the context of commitment to the successful operation of the local workplace, flexible arrangements and changes to existing flexible arrangements may be appropriate. If a proposed change will have a significant effect on any employee in the local unit, every effort will be made to review the flexible schedule arrangement to ensure that the needs of the individual and work unit are met.*

#### *Flexible Schedule Options*

*An employee with a flexible schedule works hours that differ from a traditional 9 to 5 schedule, or from the hours worked by other employees in his/her department.*

#### *Job Sharing*

*Typically this is an arrangement where two people fill regular part-time jobs and share the responsibilities of one regular full-time position, or one plus a fraction of a second position (e.g., each person works a total of three days equaling 1.25 FTE.) When a person job shares, that person is part of a team; i.e., two people share one job and are both responsible for the satisfactory performance of the job.*

#### *Compressed Work Week*

*A staff member's total weekly hours may be condensed into fewer work days, for instance, rather than work a five day week, the staff member can work more hours per day in fewer days (e.g., a 35 hour/week employee could work four days of 8.75 hours each).*

#### *Alternative Work Week*

*A schedule which is different than the standard Monday through Friday work week; for instance a work week could span different days such as Tuesday through Saturday.*

#### *Daily Flexible Schedule*

*An employee sets his/her own work hours, in consultation with a manager, and considering the core hours or operational needs of the work unit or department (e.g., an employee whose regular schedule is 9 to 5 may work instead 7 to 3).*

#### *Reduced Hours/Part-Time*

*An employee reduces hours for a temporary or seasonal period of time, or as a permanent change (e.g., reducing to 80% from 100% FTE for a specified period of time).*

#### *Telecommuting and Remote Work*

*An employee works at home or another off-site location for a specified number of hours per week. Alternatively, an employee has no office/physical space in Harvard facilities, and conducts all work from home or on the road, either temporarily or permanently.*

#### *Work Redesign*

*In some circumstances, it may be appropriate to implement a collaborative work design effort when developing flexible schedules in a work unit, department or school. Contact HUCTW or consult Agreement (insert page number) regarding work redesign projects.*

## **Release Time for Union Leadership Work**

- The University agrees to provide “release time” to carry out union leadership and representation responsibilities for the Union President, one other officer of the Union, and the equivalent of seven Organizer positions.

## **Work Security**

- Increased funding of \$500,000 for three years will support the extension of wages and benefits for staff members facing layoff, for up to three months beyond the initial Work Security period of three months. In addition, several language changes will clarify and strengthen Work Security policies.

*Based on their history of proven contributions, laid-off staff members will be given hiring preference over outside candidates, including employees from temporary agencies, for any vacant job for which they are qualified. In an effort to facilitate placement, the Human Resources office of any hiring school or department to which a laid-off employee has applied will interview that laid-off employee in a timely manner and will provide feedback regarding the laid-off employee to the assigned Case Manager for the purposes of advising the laid-off employee. All HUCTW layoff candidates will receive timely responses to job applications. Moreover, all staff facing layoff or on work security shall have access to free training at the University’s Center for Workplace Development...*

*... It is recommended that at the close of the first month of Work Security, the case manager and the employee will prepare a report for the Work Security Coordinators which should include a summary of case management activities, including advocacy calls to hiring schools and departments (by the case manager and others), target jobs, a*

*sample resume and cover letter, skill-building plans (if applicable), and a plan to maximize job search activity for the remainder of the Work Security period...*

*...Continuation of full pay and benefits (which includes accrual of sick and vacation time) may be extended for up to three months from the official layoff date...*

*...The Joint Work Security Committee will ... develop joint training programs and materials for case management which may include training programs for hiring managers to promote best practices for hiring as well as work security program goals and obligations.*