

**Harvard and the Economy Update**

HUCTW has issued a Follow Up Open Letter to the Harvard Community about the economy and our Harvard jobs. This and our previous Open Letter are available on the HUCTW web site at:

[www.huctw.org/economy](http://www.huctw.org/economy)

Other information on this page includes the FAQ on the current economic situation, 2009 Salary Calculator for HUCTW members, Q&A on the HUCTW salary increase program, as well as links to informational resources.

Union leaders are eager to hear your views and questions about the economic situation and Harvard’s finances. Please feel welcomed to contact HUCTW by e-mail ([huctw.info@huctw.org](mailto:huctw.info@huctw.org)) or phone (617-661-8289). HUCTW will be holding lunchtime information meetings across the campus in January and February to keep our important conversation going and to provide opportunities to share questions, concerns, and information. If you would like to help set up meeting in your area, please contact the HUCTW office.

**December 2008 HUCTW Election Results**

Congratulations to the following members on their election to the Executive Board:

Central Region	Carrie Barbash
	Steve Sweeney
FAS Arts Region	Scott Lozier
FAS Sciences Region	Linda Kluz
Medical Region	Nkwanzi Sabiti
Professional Region	Andra Hibbert

For more information on this and other HUCTW elections, as well as elected positions, regions and areas, and election procedures, see the Elections section of the HUCTW web site at: [www.huctw.org/elections](http://www.huctw.org/elections)

**AFSCME Scholarships and Discounts**

Our parent Union—the American Federation of State, County and Municipal Employees—offers a range of benefits to members:

- HUCTW members are eligible for discounts and services through the AFSCME Advantage program: [www.afscme.org/members/71.cfm](http://www.afscme.org/members/71.cfm)
- There are also several scholarship programs available to members and their children: [www.afscme.org/members/852.cfm](http://www.afscme.org/members/852.cfm) Some scholarship deadlines are in January—check the AFSCME web site for details.

**Dues Rate Reminder**

Every January, our union dues and agency fees increase about 25-50 cents per paycheck in accordance with the AFSCME constitution and based on the average increases of all AFSCME members nationwide. Dues (per paycheck) for 2009 will be \$15.83 for those working more than 20 hours per week and \$11.93 for those working 20 hours or fewer per week. For more information on how dues are used see the HUCTW web site at: [www.huctw.org/basics/2008\\_where.pdf](http://www.huctw.org/basics/2008_where.pdf)

**Union Week Winter Recess**

Ever since first negotiated by HUCTW in 1999, staff receive December 26 through December 31 as paid recess, in addition to the paid half-day holiday on December 24 and paid holidays on December 25 and January 1. This year, Harvard President Drew Faust has announced that January 2 will also be a paid recess day for staff.

Essential staff who are required to work on some or all of these days will be given compensatory time off, as well as holiday pay for hours worked on paid holidays. Full details on these policies can be found in the HUCTW Personnel Manual on HARVie.

To all of our members working during the Union Week recess as essential staff in Admissions, Animal Care, Development, Facilities, Health Services, HUPD, IT Departments, Libraries, and elsewhere, thank you for your hard work!

However you spend the days of the Union Week recess, we hope you and your loved ones have a safe and relaxing time.

# HUCTW Programs

January 2009

Harvard Union  
of Clerical &  
Technical  
Workers



OFFICE LOCATION  
&  
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If you don't have web  
access, give us a call at  
617-661-8289 and we  
can get any of this info  
to you!

**General e-mails:**

[huctw.info@huctw.org](mailto:huctw.info@huctw.org)

[huctw.training@huctw.org](mailto:huctw.training@huctw.org)

## Transportation Fund

The Transportation Fund assists members with significant commuting and/or parking costs. The program operates on a 6 month cycle: the application deadline for expenses incurred between July 1 and December 31, 2008 is January 15. For details on eligibility and the application form, see the HUCTW web site or call the HUCTW office.

## Housing Assistance Small Loan Programs

HUCTW has negotiated opportunities for members to receive zero-interest loans from the Harvard University Employee Credit Union (HUECU) for certain types of housing situations, including rental transitions, homeowner moving, and emergency hardship. For details on eligibility and guidelines on participating, see the HUCTW web site or call the HUCTW office.

## Academic Enrichment Fellowship

This program supports academically-oriented extracurricular activities for HUCTW members' children aged 5-18. The yearly cycle runs from September 1 through August 30 and the yearly application deadline for the 2008-2009 cycle is August 1, 2009. Save your receipts and see the HUCTW web site for detailed guidelines and the application form.

## Education Fund

Our current Agreement has brought significant improvements to the TAP and Education Fund programs. The deadline for Ed Fund applications for courses taken in the fall 2008 semester is January 25. See the HUCTW web site for details of course eligibility and the application form.

## Reclassification and Other HUCTW Workshops

HUCTW hosts several workshops, including the Reclassification Workshop and the Ed Fund Workshop. Workshop descriptions are listed on our web page. To be added to the list for notification when a workshop is scheduled, send an e-mail indicating which workshop you're interested in to: [huctw.training@huctw.org](mailto:huctw.training@huctw.org) If you and your local co-workers are interested in scheduling a workshop in your area, contact the HUCTW office to talk about it.

## Additional Opportunities for Members

### CWD's Career Connection

Harvard's Center for Workplace Development hosts career events specifically for Harvard employees. The next Career Connection event entitled "Careers in Human Resources at Harvard" will take place on January 27. For details see the Career Connection page on HARVie: [harvie.harvard.edu/learning/careerconnection/](http://harvie.harvard.edu/learning/careerconnection/)  
The CWD web site also includes free on-line career development and planning tools for staff: [harvie.harvard.edu/learning/careerdevelopment/](http://harvie.harvard.edu/learning/careerdevelopment/)

### Co-pay Reimbursement

The HUCTW-negotiated cap on health care copayments allows members to apply for reimbursement of any copays paid over a certain amount per calendar year. The deadline to apply for reimbursement is March 31 of the year following the year in which copay expenses were incurred. For details and application forms, see HARVie: [harvie.harvard.edu/benefits/healthandwelfare/otherbenefits/copayreimbursement.shtml](http://harvie.harvard.edu/benefits/healthandwelfare/otherbenefits/copayreimbursement.shtml)

### HUCTW Organizers

Lynn Wang DeLacey  
Laura Ebenstein  
Randi Ellingboe  
Martha Fuller  
Joie Gelband  
Thomasin Guenard  
Bill Jaeger

### HUCTW Officers

*President:* Tasha Williams  
*Vice-President:* Gloria Buffonge  
*Treasurer:* Wanthani Briggs  
*Secretary:* Kasia Razynska

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Works  
Because  
We Do.  
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