

**Ground rules between Harvard University and the
Harvard Graduate Students Union (HGSU-UAW)**

March 26, 2021

1. The parties agree that negotiation sessions will be scheduled on mutually agreeable dates and at mutually agreeable times.

2. All meetings will be conducted via Zoom, until mutually agreed otherwise. The University will be responsible for setting up and sending a Zoom link to the bargaining committees. The Zoom meeting will include a break out room for caucuses or some other manner in which the parties can meet privately during a session. For in-person sessions, the University will arrange for copying capabilities during bargaining sessions at no cost to the Union.

During Zoom meetings, it is expected that each participant will abide by proper Zoom etiquette, including being on “mute” unless speaking in order to reduce background noise for the participants. In addition, while not required, it is the parties’ strong preference that participants leave their cameras on while participating in the meeting.

3. Each side shall decide upon its own bargaining team, with a reasonable number of members and shall designate a chief spokesperson for the team. The parties are free to vary the chief spokesperson at a given session. The parties agree that any changes or additions to the bargaining team members will be forwarded to the other side as soon as possible after the addition or change is made. Each team is free to have support members to be in attendance for some or all of the sessions, provided that, ~~for the HGSU-UAW, such support members are from the bargaining unit and provided further that~~ such individuals are identified for the purpose of admitting them to the Zoom room. ~~for the other side prior to the bargaining session.~~

4. Each side shall designate one person to act as the primary contact for communications and logistical issues relating to the negotiations process between the two negotiating teams.

5. Negotiations shall be conducted in private between the two bargaining teams.

Audio recording or video recording or transmitting of negotiations of any type and by any means shall not be permitted by either team members or any other individuals in the room.

6. Members of the press shall not be allowed to attend bargaining sessions.

7. Each side is permitted to keep its own notes or minutes during negotiations. and neither party shall be obligated to produce copies of such notes or minutes to the other party. However, no stenographic record of the bargaining sessions shall be allowed, nor shall taping, electronic monitoring or other recording devices be used. Personal computers and other electronic devices may be used during the bargaining sessions but they shall not be used in a manner that violates the general intent of these ground rules.

8. All proposals and counter proposals shall be in writing. For exchange of proposals and related documents, each side shall forward their proposals to each other's designee either at or before a given bargaining session, preferably before. The parties agree that any verbal proposals made at any given session shall be reduced to writing and shall be sent electronically within 48 hours after the bargaining session or, upon request, during the bargaining session.

9. When agreement is reached on a given Article of the contract, the tentative agreement shall be confirmed via email and eventually the Article shall be initialed and dated by representatives of the parties indicating tentative agreement. No such tentative agreement shall be binding or effective until complete and final agreement is reached on all items and has been ratified by the respective constituency and/or authorized officials of each party. The Article shall then be closed to further negotiations unless mutually agreed to be reopened.

10. Each side shall have the right to caucus at any time for reasonable time periods.

11. Requests for relevant data shall be submitted in writing to the primary contact for communications of each team and compiled within a timely manner.

12. All members of both parties agree to respect and use any individual's identified pronouns.

13. In setting dates for sessions, the parties will give due regard to the work schedules of the student workers when potential work-related conflicts are brought to the attention of the parties. Student Workers on the bargaining committee shall be permitted to reschedule non-instructional duties that otherwise interfere with a scheduled bargaining session.

14. These ground rules may be amended by mutual agreement.

For the University 3-26-21

For the HGSU-UAW – 3-26-21