

Article __

UNION ACCESS AND RIGHTS

Section 1. The University will provide to the Union a weekly electronic file containing the following information for each SW in the bargaining unit:

Name
NetID
Permanent and local street address, city, state, zip code,
job title
date of birth

place of birth
dates of employment
dates of enrollment
anticipated or actual date of graduation
enrollment status
department mail code,
all known email addresses
all known phone numbers
employing department or program
department or program in which SW is enrolled
Union deduction code
Position classification

a. The following information will also be provided to the Union at the same time as above for each SW unless the SW affirmatively restricts the disclosure of such information to the Union as provided for in section c. below:

1. Gender and preferred pronouns
2. Race
3. Countries of citizenship
4. Rate of pay
5. Union deduction code

This listing shall be provided to the Union at no cost. This listing shall include all SWs who were in the bargaining unit at any point in the intervening time since the production of the prior listing. If any item on this list is unavailable at the time of delivery, every effort shall be made to include this information in future lists.

c Appointment letters to SWs will include a statement that by accepting the position, the SW consents to release non-directory information that may be sought by the Union to satisfy its duty of fair representation. The appointment letter will also include a link to a form, which if submitted alongside the acceptance of the appointment, may allow the SW to affirmatively restrict the disclosure of information to the Union to only directory information. This form will include a statement, mutually agreeable to the university and Union, about the union's duty of fair representation, as well as Union contact information and procedure for reinstating disclosure of non-directory information.

d. In cases related to Article __ Discipline and Discharge and Article __ Non-discrimination and Harassment, if the SW has affirmatively restricted the disclosure of non-directory information, the University will inform the SW that they are entitled to union representation, and the University shall give the SW the opportunity to remove the restriction they previously placed on the disclosure of non-directory information to the Union.

Section 2. The Union agrees that it will not re-disclose any personally identifiable information that it receives pursuant to this article.

Section 3. Union representatives shall be provided reasonable access to the University mail systems, including e-mail.

Section 4. Following ratification and approval by the parties, the University shall publish the Agreement on a designated website.

Section 5. The Union shall furnish the University with a written list of the Union's officers and other authorized representatives and shall update the list when changes occur. The University shall deal with such individuals as representatives of the Union for purposes of investigating, presenting and settling grievances in accordance with the provisions of the collective bargaining agreement.

Upon securing permission (such permission shall not be unreasonably delayed or denied) from a supervisor, a representative shall be permitted reasonable time to investigate, present and process grievances on University property during regular working hours. Such activities cannot take place while a SW involved in conducting a class nor can such activities disrupt University operations.

Section 6. The University shall during each academic year allow six (6) SWs to serve as Release-Time Union Representatives. Four of the Release-Time Union Representatives shall receive salaries at the "Others" salaried rate (Article __ Compensation and Payroll) for a 20 hour per week appointment, and the other two Release-Time Union Representatives shall receive salaries at the "Others" salaried rate (Article __ Compensation and Payroll) for a 10 hour per week appointment (which may be combined with other appointments) to devote such time to Union work.

These SWs shall be paid by the University and supervised by the Union. The Union shall provide the Administration with a list of these SWs approximately three (3) months prior to the start of the fall semester, which shall be the effective date of the appointment. The release time and support for a Release-Time Union Representative will end at any time that the individual ceases to be a student. In the event of a vacancy that occurs outside the normal timeline, the University and the Union will consult concerning arrangements for succession.

Section 7. Except for classrooms while class is in session and certain research labs or other areas designated by the Health and Safety Committee as restricted due to safety concerns, Union representatives, including International Union, UAW, shall have access to all SW workspaces and Harvard University internet systems for official union business. In conducting such business, union representatives will make an effort to not disrupt University operations.

Section 8. If a School or University Department holds any orientation(s) at which SWs are expected to attend, in order to address SWs that are present, the University will provide the Union with advance notice of any such orientations. The Union shall be permitted up to thirty (30) minutes orientation time at all such events at a time designated by the University.

Section 9. The University agrees to furnish conference and/or meeting rooms at no cost for Union meetings upon prior request by the Union, on the same basis as recognized student organizations within a given school. The Union acknowledges that certain spaces on campus may require that a fee be paid by the Union consistent with what other recognized student organizations within a given school must pay. The Union agrees to comply with all University regulations and policies regarding the reservation and use of such facilities.

Section 10. The Union will have access to post information digitally on all general channels of communication on the same basis as recognized student council/government organizations within a given school or department, provided such University policies shall be non-discriminatory and shall be enforced in a non-discriminatory manner, including but not limited to email lists used by department chairs or administrators to address an entire department. The Union shall have access to designated space on existing bulletin boards in University departments that employ SWs. All postings by the Union shall be done in accordance with University policies regarding access and approval required for bulletin board use on the campus.