ARTICLE 3
EMPLOYMENT APPOINTMENT LETTER

Section 1. Prior to the start of the appointment, the University shall provide an employment appointment letter to salaried SWs, sent via email to the SW's Harvard University email address. This letter shall be sent within a reasonable period of time in advance of the appointment starting date.

SWs employed on an hourly basis will receive an employment appointment letter prior to the commencement of their work or as soon thereafter as is reasonable under the circumstances.

An example appointment letter is provided in Appendix C, the use of which shall be optional by departments.

Section 2. The letter of employment appointment shall include the following information:

1. Employment appointment title(s).
2. Effective starting date of the employment appointment and, if known, the termination date for the appointment.
3. The Employment unit contact, the payment processing contact (if different from the unit contact), and the faculty member(s) or the supervisor(s) to whom the SW will report.
4. For teaching appointments, the name of the course; the approximate number of students for which the SW will be responsible; a description of the required duties, including but not limited to: leading sections, holding office hours, grading assignments, attending lectures, etc. If known at the time of the employment appointment letter, any scheduled meetings or trainings and other duties as assigned.
5. For research appointments, a brief description of the required research or lab duties, including but not limited to: writing code, performing experiments, maintaining equipment, teaching and mentoring lab members and other duties as assigned; if known at the time of the employment appointment letter, any scheduled meetings or trainings; and procedures for evaluation, if any.
6. For all other employment appointments, a brief description of required duties; including required meetings and trainings; and procedures for evaluation, if any.
7. Work location (i.e. which campus and, if known, building and room). For appointments where a remote work assignment has been approved prior to the commencement of work, the work location shall be listed as "remote."
8. Expected work schedule, including course meeting times and locations, if applicable. The parties recognize schedules and locations may change prior to the start of the semester or term. Where applicable for hourly SWs, any cap on the number of hours and the estimated average number of hours expected per week.
9. Pay classification as described in Article 2, Titles and Classifications.
10. Amount of compensation or hourly pay rate.
11. Notice: Please note that compensation for this appointment constitutes taxable income but taxes may not be withheld from your pay.
12. Benefits related to this employment appointment, if different from those described elsewhere in this contract.
13. Response requirements, if any.

14. A statement that the position is covered by this collective bargaining agreement and a link to this Agreement.
15. Union mailing address, phone number, and website address

If any of this information is not known at the time of notification, the SW will be informed as soon as is reasonable under the circumstances.

Section 3. All employment appointment letters will include a FERPA Communication and FERPA Release Form, either in paper format or a format where the Form can be completed and submitted to the University electronically, as set forth in Article 18, Union Access and Rights.

Section 4. SWs have the right to inquire as to the name of the Harvard fund(s) that is/are the source of funding for the HGSU covered position they hold. Responses to inquiries will be provided within a reasonable period of time.

Section 5. Appointment Letter Received After Appointment Start Date:

This section only applies to appointments for standard salaried instructional support positions.

a. If the University sends the SW their appointment letter after but within three weeks of the standard appointment start date, and the SW starts working upon receipt of the appointment letter, the University will, over the course of the appointment period, pay the SW an amount equivalent to what they would have received had the University sent the appointment letter prior to the standard appointment start date. There is no expectation that a SW retroactively make up missed workdays or weeks and the average anticipated workload for the appointment and workload limits of Article 16 remain unchanged. However, the parties acknowledge and agree that the SW is still required to perform and complete all of the basic work responsibilities of the appointment (e.g., course readings), including any work necessary to catch up with the course due to the late start.