

ARTICLE XX
ACCESS TO SERVICES AND WORKSPACE

Section A. To carry out assigned duties, the University shall provide Employees, at no cost to the Employees, reasonable access to university services, materials, and facilities necessary to carry out such duties, including but not limited to: library privileges,; desk, work space, or office space (individual or shared); studio space,; individual or shared lab space; storage space; break space,; meeting space on campus (to be reserved through normal University channels and in accordance with University policies); and after-hours and weekend building access in accordance with access provided to other University employees and campus mail. The University shall also provide Employees, at no cost to the Employees, and as determined by the University as necessary to carry out assigned duties, office supplies including chalk and dry-erase markers, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment. All Employees are subject to University and School policies regarding use of University resources, including but not limited Harvard University Information Technology (HUIT) policies, which can be found at <https://huit.harvard.edu/policies-and-guidelines>.

Section B. Assigned office space shall include at least a desk and chair per occupant. Where departmental space allocations allow, this will be a private office space in proximity to their home department or program. When the space is not sufficient for private offices, there shall be designated space made available for Employees to reserve private meetings with students or colleagues. Where space allocations allow, departments shall make every effort to provide Employees with reasonably secure storage space for work-related materials.

Section C. The University shall provide Employees with a harvard.edu email address during their term of appointment, and, for those Employees with academic appointments, extending a minimum of thirty (30) calendar days after last date of appointment or last day worked, whichever is later, unless terminated for cause.

As a limited exception, any Employee who at the time of the expiration of their appointment has a written commitment for another appointment at the University that will start within 90 calendar days shall have, upon request, their harvard.edu email address placed in dormancy until the start of their next appointment. During the dormancy period, the Employee may not use the account but will have their email history maintained and available to them. The Employee will also be allowed to have an automatic reply set up on their account notifying others that they can be reached at a particular personal email address of their choosing.

Section D. In keeping with Section A above, Employees upon the start of their appointment shall be notified of a University address at which they can receive professional correspondence. The Employee shall make best efforts to ensure that personal correspondence is not sent to this address. Subject to space availability in the department or unit, Employees shall ordinarily be provided with mailboxes in their department or academic unit to receive such correspondence.

Section E. Employees shall be provided with access, free of charge, to printing and copying facilities for University business made available by their employing department or unit.

Section F. All Employees whose work at Harvard requires a computer shall be issued a computer or provided with reasonable access to a computer by their employing department or unit or School. In cases where a computer is issued to an Employee, it shall be replaced on a schedule determined by HUIT. Any computer that is underperforming will be reviewed to determine its eligibility to be refreshed.

Section G. Upon request of an Employee, the University will provide contact information for individuals to whom the Employee may direct questions regarding any of the services provided herein.

Section H. If Employees are authorized by their department, academic unit, or other part of the University to purchase supplies, materials, or software to support their work, the University, when possible, shall purchase such supplies, materials, and software on their behalf. With the supervisor's or employing unit's advance approval, the University shall reimburse employees for required job-related materials, equipment, and services that are not otherwise provided to the Employee by their department. In such cases they shall be reimbursed promptly, within thirty (30) calendar days after submission of a receipt or other documentation of the expense pursuant to University procedures. Costs associated with field trips or other extracurricular activities shall be handled similarly.

Section I. The University shall provide Unit Members with full library privileges (equivalent to voting faculty) during the term of appointment, and for thirty (30) days after the last date of appointment or last day worked, unless terminated for cause. Additionally, unit members who have a demonstrated need to use Harvard's library collections may apply for a Library Access Card under the Independent Researchers category issued three (3) months at a time for up to one year after their appointment ends. The cost of this card will be waived

Section J. Employees shall have access to digital letterhead for the Harvard school, department, and/or program with which they are affiliated for the full term of their employment.