

ARTICLE XX
UNION ACCESS AND RIGHTS

Section A. Employee Information

1. On a weekly basis, the University shall provide the Union electronically with a computer readable roster (such as .csv or .xlsx) of the bargaining unit. The list shall include the following information:
 - a. Name
 - b. Preferred Name
 - c. Preferred Pronouns
 - d. Permanent and local street address, city, state, zip code
 - e. Office location
 - f. Work Email address
 - g. Work telephone number
 - h. Personal Email address
 - i. Personal telephone number
 - j. Harvard University Identification Number
 - k. Job title(s)
 - p. Appointment start and end dates where relevant
 - q. Employing department or program
 - r. Salary or Pay rate
 - s. Salary Grade, if relevant
2. The lists in Sections A.1 shall be provided to the Union at no cost.
3. In addition to the information provided in the weekly lists above, the Union shall maintain their right to ask for additional information that reasonably relates to and is necessary for the Union to carry out its duties, including contract negotiations and grievance processing.
3. It is the responsibility of every non-citizen Employee, to provide the University with any updates to their visa status at the time of the update and/or before the expiration date of the document(s) or proof of renewal application.

Section B.

1. Union representatives shall be provided access to the University mail systems, including e-mail (not including listservs).
2. The University shall not block email communication coming from Union representatives.
3. Union representatives shall be permitted access to the University property for the purpose of communicating and meeting with unit members, provided they comply with all

University rules and policies regarding access to University property and provided further that they should not disrupt University operations. Upon request, the University will make available to the Union copies of or links to relevant policies regarding access to property.

4. The Union may arrange for the use of University conference rooms and meeting space for Union meetings and events, as space is available, at no cost to the Union upon prior request by the Union. However, the Union acknowledges that services associated with certain spaces on campus may require that a fee be paid by the Union consistent with what other organizations within a given school must pay. The University posts information on charges for certain rooms but, upon request, the University will provide the Union with particular information on any particular meeting space. The Union agrees to comply with all University rules and policies regarding reservation and use of such facilities.
5. The Union shall have access to space designated by the University on bulletin boards in University Schools, Departments, Programs, Institutes, and Centers that employ bargaining unit employees. All postings by the Union shall be done in accordance with University and/or School rules and policies regarding access and approval required for bulletin board use on the campus.

Section C. Onboarding and Orientation

1. The University shall provide the Union with the names and contact information of persons responsible for scheduling new faculty and staff orientations (whether in person or virtual) at which new bargaining unit members will be present. The University shall provide the Union this contact information and the date of the orientation at least fifteen (15) business days prior to the orientation.
2. The University shall provide the Union with a thirty (30) minute time slot as the last item of the orientation. The orientation program distributed to the attendees shall reference the Union's presentation. The Union is free to distribute a packet of Union materials at orientations. For virtual orientations, the University shall provide the Union a list of email addresses of new Employees in attendance for the purpose of electronically distributing such materials.

Section D. Following ratification and approval by the parties, the University shall publish the collective bargaining agreement on a designated website.

Section E. Time for Union Service

1. At the beginning of each academic year, the Union shall furnish the University with a written list of 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 the purposes of investigating, presenting and settling grievances in accordance with the provisions of the collective bargaining agreement. The University shall be under no obligation to deal with any other purported representatives who are not on the written list.

2. Such officers and other representatives shall be provided reasonable release time with no loss of pay to administer this Agreement, including, but not limited to investigate, present, and process grievances on University property during regular working hours, and provided they provide reasonable advance notice to their supervisor before leaving their worksite. Leave shall not be unreasonably denied. It is understood, however, that classes or sections can never be cancelled in order for the Employee to do Union business. Union representatives shall have access to Employees' work spaces for such purposes, except for classrooms while class is in session, certain research labs or other areas designated by the relevant department, Institutional Animal Care and Use Committee or the Environmental Health & Safety department as restricted due to safety concerns, and provided such designation shall not be made in a manner that discriminates against the Union.-

3. The Union shall designate members of the HAW-UAW Bargaining Committee and provide their names in writing to the University by December 1 of the calendar year before the Agreement expires.

Within 60 days of the initial bargaining session for a successor agreement, the Union and University shall discuss scheduling taking into account the members of the Union bargaining team for such round of bargaining.