



HARVARD
Human Resources

HUCTW Negotiations Update New Contract Presentation

Office of Labor and Employee Relations
Polly Scannell and Kathleen Green
June 2023

Negotiation Process and Timeline

- Negotiations began in the spring of 2022
 - Early sessions focused on shared learning and information gathering, including a Joint Learning session on interest-based bargaining and negotiation
 - Later sessions (summer 2022 – spring of 2023) focused on wages and policy changes
- University and Union representatives met more than 30 times, in full-table negotiations through the early fall, and then many more times with mediators engaged at the request of both parties
 - Mediator Lawrence Katz, the Elisabeth Allison Professor of Economics at Harvard, played a crucial role in the parties reaching this agreement.

University Negotiation Team

- Tiffany Capone, Office of Financial Strategy & Planning
- Kimberly Harris, SEAS
- Jose Martinez, HMS
- Katie McGrath, HLS
- Richard Melnick, HBS
- Eric Sacca, CADM
- Kathy Santoro, FAS
- Kim Van Savage, CADM
- Office of Labor and Employee Relations
 - Paul Curran
 - Kathleen Green
 - Polly Scannell

New Agreement: October 1, 2022 - June 30, 2026

- Tentative agreement reached May 10, 2023 and ratified May 31, 2023
- Highlights
 - Wages: 4.3% average cost to University per contract year
 - Policy & Operational Improvements
 - Shift Differential
 - Reduced Staffing and Extra Work
 - Flexibility
 - Definition of the Unit
 - Benefits
 - Healthcare Group
 - TDA Auto-enrollment
 - Enrollment Tiers for Medical, Dental and Vision Plans
 - Other Provisions
 - Meal Allowance
 - Joint Funding
 - Individual Problem Solving – Expediated Mediation to Conclusion for Terminations

Wage Implementation

45-month contract spanning four fiscal years

	Year 1*	Year 2	Year 3	Year 4
	10/1/22 – 6/30/23	7/1/23 – 6/30/24	7/1/24 – 6/30/25	7/1/25 – 6/30/26
Total Increase to Payroll	4.90%	4.50%	3.50%	3.25%
Structure	4.30%	3.15%	2.20%	2.00%
Progression	\$1,000 - 12+ mos of service \$500 - 6 - <12 mos of service \$0 - <6 mos of service	\$1,050 - 9+ mos of service \$525 - 3 - <9 mos of service \$0 - <3 mos of service	\$1,100 - 12+ mos of service \$550 - 6 - <12 mos of service \$0 - <6 mos of service	\$1,100 - 12+ mos of service \$550 - 6 - <12 mos of service \$0 - <6 mos of service
Salary Table Min/Max	4.80%	3.65%	2.50%	2.30%

*Year 1 Wage Increase effective June 4, 2023; Implementation Bonus in lieu of retroactive calculation of wages back to Oct 1, 2022

Wage Implementation

- The actual percentage increase an HUCTW member receives will be dependent upon their date of hire, current salary and length of service.
- HUCTW is citing an average HUCTW member* with one year of service (4.3% structure + \$1,000 progression) will receive an increase of 5.9%. While the University is citing total increase to payroll of 4.9%.

*The average HUCTW member has an annual salary of \$64,000 and has accrued at least 12 months of benefits eligible service by 10/1/22.

Wage Implementation

- **Wage Increases** processed after ratification date and implemented
 - Effective June 4, 2023
 - Structure: members must be hired on or before 10/1/22 and be active on 6/4/23
 - Progression: members are eligible for full, half or none based on benefits eligible service accrued by 10/1/22
 - Processed locally and included in the June 16, 2023 paycheck
 - Effective July 1, 2023
 - Structure: members must be active on 7/1/23
 - Progression: members are eligible for full, half or none based on benefits eligible service accrued by 7/1/23
 - Processed locally and included in the July 14, 2023 paycheck
- **Implementation Bonus in lieu of Retro**
 - Paid to all members hired on or before 10/1/22 and active on 5/31/23
 - Processed centrally and included in the June 16, 2023 paycheck
- **\$1,400 One-time Lump Sum Bonus (not prorated)**
 - Paid to all members active on May 31, 2023
 - Processed centrally and included in the June 16, 2023 paycheck.

Policy & Operational

Reduced Staffing and Extra Work

- Extra Work
 - When possible managers should initiate a conversation to discuss extra compensation when assigning extra work
 - Clarified criteria for determining the amount of extra compensation:
 - Salary grade of the work
 - Percentage of job duties the employee is taking on
 - Amount of time needed to complete the extra work
- Overtime
 - Unanticipated overtime work - Employees should try to accommodate the need but should not be required to do so if they have a prior conflicting commitment
 - If possible, managers should communicate how much overtime might be necessary
 - Employees have the option to receive comp time in place of overtime but should not be required to do so

Policy & Operational

Reduced Staffing and Extra Work

- Other Increases
 - Members may be eligible for extra-contractual increases and/or bonuses, but that these are still subject to the policy and approval requirements by the local units and University.
- Commitment to Education
 - The University agreed to engage in an educational effort with University departments about the legal and contractual requirements regarding extra compensation, overtime, and other increases.

Policy & Operational

Flexibility

- Needs of Individual employees must be balanced with the operational needs and objectives of the work unit and/or department
 - When a flexible work arrangement cannot be agreed upon, a specific reason must be given to the employee
- Changes to an established flexible arrangement will not be implemented without discussion and reasonable notice
- Flexible Schedule Options have been updated to include hybrid and remote work arrangements
- Joint Committee on Flexibility will replace the Joint Working Group established in 2018 – 2021 contract

Policy & Operational

Shift Differential

- Now includes eligibility for members who have a fixed and regular schedule that includes early morning weekday hours starting at 6:59 am or earlier
- Shift differential applies to hours before 8:00 am

Example: Employee works 6:00 am – 2:30 pm. The employee would report the shift differential on their time sheet for the hours between 6:00 – 8:00 am.

Policy & Operational

Temp/LHT Policy

- Updated Temp/LHT contract language to include Occasional High Hour Contingent Worker (OHHCW)*
 - Limited to 455 Hours per fiscal year
 - Twelve payroll weeks per fiscal year
 - May work up to three consecutive weeks then must have a break of at least a one week
 - May not be transferred to/from a Temp/LHT position within the same fiscal year

*MOA after 2018 agreement. Went into effect 10/1/19

Policy & Operational

Temp/LHT Policy – Unpublished Side Letter

- A temporary exception to the Temp policy shall be made for an employee hired in Temp status to fill a vacant, posted position for up to twenty-six (26) weeks:
 - Requests for Temp assignments longer than 13 weeks will be reviewed for approval by the JCCW
 - This is for existing vacant positions only, not new positions
 - The twenty-six (26) weeks begins when the position is vacated, not when the job is posted

*****Limited Time Period Only: 5/31/23 – 11/30/24 (18 months)*****

Policy & Operational

Individual Problem Solving

- The Parties have agreed to an Expedited Mediation Process
- In instances where an employee is terminated for cause, they may request that their case move directly to Mediation to Conclusion and bypass the Problem Solving Steps.
- All Mediations still must be approved by the HUCTW Executive Board

Policy & Operational

- Definition of Unit
 - Former HUSPMGU union members
 - Members who work remotely from states in which the University is registered to do business and where non-exempt employees are allowed to be on the Harvard payroll (i.e. this excludes CA)
- Health Care Group
 - Now includes discussing and resolving questions and issues:
 - Paid medical leaves, including informational material and instructions, reimbursement rates and rationales, and types of leaves applied in varying situations
 - Reviewing and revising the contractual language relating to Appeals Procedures concerning the application of provisions of University benefit plans

Benefits – Effective January 1, 2024

- TDA Auto-Enrollment
 - HUCTW employees hired, rehired or transferred into HUCTW on or after 1/1/2024 will be automatically enrolled into the University's TDA after 60 days of employment.
 - Employees may cancel increase or decrease their TDA contribution at any time.
 - Employees will have 60 days from their first automatic TDA contribution to cancel and request reimbursement of any TDA contributions.
- Enrollment Tiers for Medical, Dental and Vision Plans
 - Employee
 - Employee + Spouse/Domestic Partner
 - Employee + Child(ren)
 - Employee + Family

Other Items

- Shift Differential
 - Upon Ratification: \$1.95/hr
 - July 1, 2023: \$2.00/hr
 - July 1, 2024: \$2.05/hr
 - July 1, 2025: \$2.10/hr
- Meal Allowance:
 - \$16 effective Upon Ratification
- Joint Funding
 - The new contract provides for the continuation of the HUCTW TAP Tax Fund, as well as for modest increases in joint funding overall, consistent with past contracts, for childcare, education, and other programs.

Conclusion

- Working with HUCTW to revise and update the Agreement and Personnel Manual
- OLER is always available to meet with local HR Offices and Departments to review new provisions and answer questions – contact our office to schedule
- [OLER site](#)
- Summary of New Agreement
 - Presentation
 - FAQs on Wage Increases and Bonuses
 - New Salary Tables