



Take Advantage of Your HUCTW Education Benefits

Harvard and HUCTW support lifelong learning for staff. Together we have negotiated three kinds of financial assistance to help employees with the costs of courses and other forms of education, as well as strong language to facilitate time away for learning. Please see below a brief description of each program, and links to more details on each.

Tuition Assistance Program (TAP)

The Tuition Assistance Program (TAP), sometimes called “Inside TAP”, assists with the costs of classes taken at Harvard University by providing access to Harvard courses at significantly reduced rates. HUCTW employees become eligible for TAP once they pass their 90 day orientation and review period. Through TAP, classes taken at the Harvard Extension School cost HUCTW staff \$40 a class. At other eligible Harvard schools, employees pay 10% of the course cost up front, and TAP covers the remaining 90% of the tuition cost. You can take undergraduate and graduate courses at eligible schools, as well as some certificate programs. More information about which schools accept TAP, which types of courses are eligible for TAP, and how many courses can be taken per semester can be found in the TAP/TRP booklet on the Harvard Human Resources website below.

- More information on TAP: http://hr.harvard.edu/files/humanresources/files/tap_booklet.pdf
- HUCTW TAP form: <http://hr.harvard.edu/files/humanresources/files/tapinside.pdf?m=1456941588>

Tuition Reimbursement Program (TRP)

The Tuition Reimbursement Program (TRP) is a reimbursement program that provides employees with financial assistance for classes taken at other accredited colleges and universities (such as, BU, MIT, Suffolk, Simmons, NYU, etc) besides Harvard. The TRP is sometimes also called “Non-Harvard TAP” or “Outside TAP.” HUCTW members become eligible for TRP once they pass their 90 day orientation and review period. TRP reimburses 90% of the cost of each eligible course, up to \$5,250 tax free per year. For HUCTW members only, classes taken through TRP do not need to be job related (so for example, if you work as lab assistant in the sciences, you can use TRP to take a class in French literature at an accredited institution.) You can take undergraduate courses (although they must be part of a degree program or job related) and graduate courses in person and online using TRP. The program also helps with the costs of certificate and licensing programs, within certain guidelines. To see the full eligibility requirements and application instructions please see the TAP/TRP booklet.

- More information on TRP: http://hr.harvard.edu/files/humanresources/files/tap_booklet.pdf
- HUCTW TRP form: <http://hr.harvard.edu/file/597741>

HUCTW Education Fund

The Education Fund primarily helps with the cost of courses not eligible for reimbursement under the University's Tuition Assistance Program (TAP) and Tuition Reimbursement Program (TRP). The Education Fund awards HUCTW members a 50% reimbursement for the cost of one course per semester. Courses and programs eligible for the Education Fund include test prep courses, conferences and seminars, and continuing education classes at non-accredited institutions. The Education Fund will also help with the costs of non-Harvard courses eligible for TRP only if you have used up your entire \$5,250 annual TRP reimbursement (this is sometimes called "tapping out"). Fitness courses (unless retrieving a teaching certification) and Harvard courses are not eligible for Education Fund assistance. To see the full eligibility requirements and application instructions, visit the Education Fund section of the HUCTW website.

- More information on the Education Fund, including application and guidelines: <http://huctw.wpengine.com/funds-and-loans/education-fund>

Time Away for Learning

Below is contract language negotiated by Harvard and HUCTW that allows members to take time away for class attendance, and for professional development opportunities.

Release Time for Classes

"A staff member with two or more years of continuous service is eligible for up to three hours per week of released time (proportionately less for part-time staff), provided that s/he has made arrangements with her/his supervisor." Page 14-15, HUCTW Agreement

Time for Learning

"The Union and the University recognize the complexity of balancing work responsibilities with the time away from regular duties often necessary for education, training, or professional development. Cooperation between staff members and managers in scheduling is therefore critical to making workforce learning opportunities real and accessible, and to ensuring productive operations. Requests for time away from regular work duties to participate in professional development may not be unreasonably denied. Employees who participate in job-related or development-oriented training programs during work hours should be paid for those hours, and should not be required to make up those hours at another time." Page 14 -15, HUCTW Agreement

There is also strong language on negotiating flexible schedule arrangements on pages 17 – 19 of the Full 2012 – 2015 Agreement, and page 7 of the Summary of the 2015 – 2018 Agreement (this Agreement hasn't yet been printed in full).

- Full 2012 – 2015 Agreement: <http://huctw.wpengine.com/contract>
- Summary of 2015 – 2018 Agreement: http://www.huctw.org/HUCTW-Harv_Detailed_Summary_2015-2018.pdf