

HUCTW

Harvard Union of Clerical and Technical Workers

Harvard Works Because We Do

Upcoming Dates & Deadlines

Dec. 5-6, HUCTW Election: There are three contested races in the December 2023 HUCTW election. If you were eligible to vote in one of the contested races, you were sent an electronic ballot from ElectionBuddy.

Results will be announced on Dec. 7:
<https://huctw.org/elections>

Dec. 6 at 10:00 – 11:30 pm: Reimagining Retirement: Planning for Your Next Act (second to last session of the year):
<https://huctw.org/nextact2023>

Dec. 13, 12:30 – 1:30 pm: HUCTW Membership Meeting, Armenise 125 (D) Amphitheater in the Armenise Building at 210 Longwood Ave, HMS. Please bring your Harvard ID if you plan to attend.
<https://huctw.org/armenise>

Half Day Dec. 22 – Jan. 1: Winter Recess and Winter Holidays (Union Week!)
<https://huctw.org/winter2023>

Jan. 16: Transportation Fund application due for eligible expenses in July 2023 – December 2023
<https://huctw.org/transportation>

Jan. 25: Education Fund application due for fall 2023 semester classes:
<https://huctw.org/education>

Keeping Members' Dental Care Affordable & Accessible

As many of you know, last year Harvard switched dental insurance coverage for all staff from Delta Dental to MetLife. This switch has led to meaningful disruption for a significant number of members. The most common disruption: affected members indicate their preferred dentist does not accept MetLife coverage and therefore those members have either had to switch to a new dental provider or start paying significantly more for their dental care.



Additionally, although members report that some non-preventative dental procedures have become more affordable under MetLife, we have also heard reports that some non-preventative procedures have become more expensive under MetLife.

We have been meeting with University leaders about the dental insurance change and we are committed to continuing discussions until a solution can be found that addresses the provider/cost issues appropriately so that members can continue to receive affordable care from dentists they trust.

Soon after Harvard made the change to MetLife, we began discussions with University leaders to gather information about the change and collect more data about provider/cost disruption to members. We then began discussions to resolve the issues we identified. Additionally, as a part of our most recent round of negotiations, we expanded the contractual definition of the Harvard-HUCTW Health Care Group, to create a better forum to discuss and resolve HUCTW-specific health care issues like this as they arise throughout the year (rather than waiting until the next round of formal negotiations). As soon as we have concrete developments from these discussions, we will share them with all members.

If you have experienced issues with dental costs or provider access since the switch to MetLife, or if you have questions or concerns about MetLife coverage, we encourage you to reach out to the Benefits Office. This will both aid HUCTW discussions with Harvard and will provide the University with more real-life feedback on the impact of the changes on members. You can email the Benefits Office at benefits@harvard.edu or call them at 617-496-4001.

Expanded Transportation Fund Benefits for HUCTW Members

The Harvard-HUCTW Housing and Transportation Committee have recently agreed to expand the Commuter Rail zones eligible for Transportation Fund reimbursement to include Commuter Rail Zone 4, which will mean commuters traveling from areas like Natick, Lincoln, Beverly, Stoughton, Sharon, Brockton, and many other towns and neighborhoods in Zone 4 will now be eligible for partial Commuter Rail pass reimbursement under the Fund, on top of the Harvard discount. The Fund also helps with the cost of Commuter Rail Zones 5 – 10, Longwood area parking, MBTA lot parking, the MBTA commuter ferry, as well as private trains and buses. Fund guidelines, deadlines, and contact information can be found here:
<https://huctw.org/transportation>



Extra Compensation

Many members wind up taking on substantial additional responsibilities temporarily or permanently during their time at Harvard, and they deserve compensation for that work. During our most recent round of contract negotiations, we made some positive changes to our contract language on extra compensation for extra work. Some key parts of these changes are **highlighted** below:



1. Extra compensation is defined as an unusual, nonrecurring, or extraordinary payment for Harvard work which falls beyond an employee's regular job assignment. **When possible, managers should initiate a conversation about extra compensation when assigning extra work and the amount of extra compensation should be agreed upon. If the extra work continues beyond the expected timeline or scope, then the compensation will be reevaluated accordingly. Employees are encouraged to consult their union rep and/or HR if they have taken on extra work without extra compensation.**

2. Work for which extra compensation may be appropriate includes, but is not limited to:

Work not performed for the employee's primary employing unit.

Such work shall not interfere with the employee's regular responsibilities and shall be performed outside the employee's regular work schedule. Compensation for this work is to be negotiated between the employee and the departmental representative requesting the work. All hours over 40 must be paid at 1 ½ times the employee's straight time rate for the workweek.

Work occasioned by the absence of a supervisor or co-worker.

Ordinarily, extra compensation should be paid for such work when it is anticipated that work will be performed for more than 20 work days when covering for a coworker or for more than 7 days when covering for a supervisor. Extra compensation for such duties assigned for shorter periods of time may be considered. Extra compensation will be set at a negotiated rate appropriate to the work performed. **When the amount of extra compensation is being determined, criteria to consider include, but are not limited to: the salary grade relative to the work being performed, the percentage of job duties the employee is taking on, and the amount of time expected to complete the extra work.**

3. Extra compensation is not appropriate if additional duties become a permanent part of an employee's regular job. A job review and possible change in job description, grade, or rate of compensation may be appropriate.

If you would like to talk to an HUCTW organizer about negotiating extra compensation for extra work, please email huctw.info@huctw.org and ask to speak to an organizer who works with your department. All conversations are confidential.

2023 Winter Recess



As you may know, the Winter Recess time off between December 25 and January 1 was originally negotiated by HUCTW, so many in our community now call it Union Week! This year the Winter Recess and Winter Holidays will cover the period between the second half of December 22 through January 1.

For those not working over the break (which is most HUCTW members), winter recess days and official Harvard holidays (<https://huctw.org/holidays>) should all be reported as **HOL** in PeopleSoft. However, some HUCTW staff who are considered essential workers will need to work over the winter recess and/or the holidays. Time reporting for these individuals is more complicated.

WORKING OVER OFFICIAL HARVARD

HOLIDAYS: Work done over official Harvard holidays is compensated at a higher rate of pay (1.5 x your normal rate). Employees who work over holidays should enter **HWK** for this time. In addition to being paid at time and a half, staff who work during official holidays are also entitled to earn a Floating Holiday (entering **FHE**) equivalent to hours worked during the holiday, which they can bank and use by June 30, 2024. Or they can choose to earn Floating Holiday Pay (entering **FHP** in PeopleSoft) for the hours worked. Official Harvard holidays during this period include a half day on December 22, a full day on December 25, and a full day on January 1. So that means, for example, if you work 7 hours on December 25, you will enter 7 hours coded as HWK (which pays you at 1.5 your normal rate of pay) and 7 hours coded as either FHE or FHP (which will either give you an extra day off to take at a later time or allow you to trade in that extra day for pay).

WORKING DURING WINTER RECESS DAYS:

Please note that staff who work on Winter Recess days (as opposed to official holidays) report time at their regular rate of pay (**REG**) and are entitled to earn a floating holiday (**FHE**) to be taken by June, 30 2024. Winter recess days include December 26 –29 this year.

More specific questions about time reporting policies should be directed to local HR offices.