

HUCTW

Harvard Union of Clerical and Technical Workers

Harvard Works Because We Do

Upcoming Dates & Deadlines

Dec. 6, 9:30 – 11:00, Harvard Workshop: Financial Planning: Invest in Yourself: huctw.org/finplan

Dec. 12, 1:00 – 2:00, Harvard Workshop: How Can I Afford College For My Kids, My Grandkids? huctw.org/affordcollege

Dec. 12, 4:00 – 5:00 pm: HUCTW Membership Meeting, Tosteson Medical Education Center (TMEC), Room 209, Harvard Medical School. Please bring your Harvard ID if you plan to attend: huctw.org/tmec

Dec. 13, 9:30 – 11:00, Harvard Workshop: Financial Planning Invest in Yourself: huctw.org/finplan2

Dec. 13, 12:00 – 1:00: HUCTW Membership Meeting, Leslie H. Wexner Building, Room 436, Harvard Kennedy School. Please bring your Harvard ID if you plan to attend: huctw.org/wexner

Dec. 18, 1:00 – 2:00: Harvard Workshop: Aging & Adult Care & Having the Care Conversation: huctw.org/adultcare

Jan. 22: HUCTW Transportation Fund application due for July – Dec. 2024 expenses: huctw.org/transportation

Jan. 25: HUCTW Education Fund application due for fall 2024 semester classes: huctw.org/education

HUCTW Dues Changes

HUCTW's parent union, AFSCME, mandates an annual dues increase each year based on the average 2024 salary increase for AFSCME members in the U.S. In accordance with this requirement, HUCTW dues will be increase from \$21.57 to \$22.40 per pay period in 2025, the smallest dues increase allowed by AFSCME. For those who work 20 hours or fewer per week, dues will increase from \$16.15 to \$16.78 per pay period.

HUCTW Member Education Benefits

HUCTW supports lifelong learning for staff and have negotiated several kinds of financial assistance with Harvard to help employees with the costs of courses and other forms of education and personal development, as well as strong contract language to facilitate time away for learning. Please see below for brief description of each program, and links to more details about each.



1. Tuition Assistance Program (TAP) & TAP Tax Reimbursement Program

The Tuition Assistance Program (TAP) assists with the costs of classes taken at Harvard University by providing access to Harvard courses at steeply 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, TAP covers 90% of the tuition cost up front and you pay the remaining 10%. 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 (link below).

If you are taking a Harvard class for graduate credit using TAP, it is very important that you fill the out "Job-Relatedness" section of the TAP form. In this section of the form, you are asked to give a brief explanation of how your class is related to your current job and get your supervisor to sign the form in order to avoid owing tax on graduate education classes. Learn more: huctw.org/taptax. If you are unable to make a case for job-relatedness or unable to get your supervisor to sign your form, you will owe tax on any TAP classes taken for graduate credit valued at over \$5250 (under IRS regulations, the tax is calculated based on the non-discounted price of each class). However, HUCTW has negotiated a program that will reimburse you for the majority of the tax withheld. Learn more about this program below.

- **Tuition Assistance Program (TAP) Info:** huctw.org/TAPbook
- **HUCTW TAP Class Form:** huctw.org/TAPform
- **TAP Tax Reimbursement Program Info:** huctw.org/TAPtaxfund

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2. Tuition Reimbursement Program (TRP)

The Tuition Reimbursement Program (TRP) provides members with financial assistance for classes taken at other accredited colleges and universities bedside Harvard (such as, BU, MIT, Suffolk, Simmons, NYU, etc.). As with 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 \$5250 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.) 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. The company Voya manages this program for Harvard.

- **More information on TRP:** huctw.org/TRPinfo
- **HUCTW TRP form:** huctw.org/TRPform

3. HUCTW Education Fund

The HUCTW Education Fund primarily helps with the cost of courses not eligible for assistance under the University's Tuition Assistance Program (TAP) and Tuition Reimbursement Program (TRP). The Education Fund will reimburse HUCTW members for 50% of the cost of one course per semester. Eligible courses and programs include things like test prep courses, conferences and seminars, and adult education classes. The Education Fund will also help with the costs of non-Harvard courses eligible for TRP **only if** you have used up your entire \$5250 TRP annual reimbursement (this is sometimes called "tapping out"). 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.

- **Education Fund Information:** huctw.org/edfund

4. Time Away for Learning

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

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." Pages 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." Pages 14 – 15, HUCTW Agreement

There is also strong language on negotiating flexible schedule arrangements (including hours variations and working from home, among others) on pages 17 – 19 of the Agreement: huctw.org/contract.

2024 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 December 23 through January 1.

For those not working over the break (which is most HUCTW members), winter recess days and official Harvard holidays (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 December 24, December 25, and 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 2025. Winter recess days include December 23 and December 26 – 30 this year.

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