

Article

Union Access and Rights

Section 1. The University will provide to the Union on a weekly basis two electronic file(s) in microsoft excel or csv file format containing the following directory information for each for every GSW on campus regardless of being in or out of the unit:

A. A list of required compensation and employment information:

- Name
- NUID
- Permanent and local street address, city, state, zip code,
- Home phone number
- Cell phone number
- Personal Email
- Northeastern Email
- Northeastern Telephone Number
- Northeastern Mailbox location
- Date of birth
- Country of birth/origin
- Job title
- Dates of employment (start to end, with breaks)
- Dates of enrollment (start to end, with breaks)
- Anticipated or actual date of graduation
- Enrollment status
- Employment Status (regular full time, regular part time, hourly, fixed duration part time, fixed duration full time, etc...)
- Department or program in which GSW is employed
- Department or program in which GSW is enrolled
- Position classification (regular full time, regular part time, hourly, fixed duration part time, fixed duration full time, etc...)
- Work location (building)
- Work location (address)
- Workstation or office (suite and/or number)
- Pay grade
- Pay rate salary
- Hourly rate
- Shift (if applicable)
- Supervisor
- Supervisor Email
- Race
- Gender
- Deduction amount dues
- Deduction amount VCAP
- Total wages for the pay period
- Total base pay for pay period
- Total overtime pay for pay period

- Total overtime hours per pay period
 - Total hours worked in the pay period
 - Days in the pay period
 - Total wages year to date
 - Medical plan enrollment (which plan)
 - Total FTE
 - Anniversary date (step date)
 - Each SW's appointment letter
 - Appointment budget number(s)
 - Appointment FTE Percentage of total
 - Appointment status
 - Appointment term
 - Added this pay period flag
- B. A list of all filled, unfilled or vacant unit appointments not appearing in future information exchanges:
- End date of last time filled
 - NUID of GSW who most recently filled position
 - Reason for elimination

Section 2. The Union shall be provided access to University Resources including but not limited to:

- A. Access to employees' work spaces for the performance of official union business including building swipe access during working hours.
- B. The Union shall be provided with a furnished office with free printing capabilities in a location on campus that is mutually decided between the Union and the University. This office shall be accessible to Union representatives 24 hours a day, seven days a week. The Union shall be provided building swipe access should said building not be open to the public during periods of time. The Union shall also be provided a mailbox in a mutually determined location. These facilities shall be provided to the Union at no cost.
- C. The Union shall have access to all existing (including virtual) bulletin boards in each University School, Department, Program, Institute, and Center that employs GSWs that has one and shall have access to all other bulletin boards for official union business.
- D. The Union will have access to the University mail and email system, including the usage of all university email lists for communication.
- E. The University agrees to furnish conference and/or meeting rooms (physical and virtual) at no cost for Union meetings upon prior request by the Union.
- F. Staffers of the Union shall have access to all Union workspaces as a means to connect with student workers for matters related to grievances, check-ins, or any other purpose related to union activity. Any staffers without a Northeastern affiliation will be provided access to Northeastern Wi-Fi in the same manner as any Northeastern affiliate.

- G. Staff members have access to parking on campus as GSWs have access at no cost to the Union.

Section 3.

- A. The University shall notify all GSWs of training required as part of their appointment notification.
- B. All GSW appointment forms handed out at any orientation event will include the following statement:
 - a. “This position is subject to a collective bargaining agreement between Northeastern University and the Graduate Employees of Northeastern University UAW.”
- C. All GSW appointment forms handed out at any orientation event will include the following statement on non-discrimination:
 - a. “Northeastern University will not discriminate against any graduate student for employment because of race, creed, color, religion, national origin, ancestry, genetic information, marital status, familial status, parental status or pregnancy status, sex, gender identity or expression (whether actual or perceived), sexual orientation, age, height, weight, disability, citizenship status, veteran status, HIV antibody status, political belief, membership in any social or political organization, participation in a grievance or complaint whether formal or informal, medical conditions including those related to pregnancy status, childbirth, and breastfeeding, arrest record, or any other factor where the item in question will not interfere with job performance and where the employee is otherwise qualified.

Northeastern University agrees to abide by the protections afforded employees with disabilities as outlined in the rules and regulations which implement Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act.”
- D. The University shall provide each new GSW, at the same time as providing forms required for new employment (e.g. W4 and I9), introductory materials from the Union, including a Union Membership Election Form and Voluntary Community Action Program (VCAP) form. In exceptional situations where the GSW has completed other required employment forms before they are hired into the bargaining unit, the University shall provide introductory materials from the Union, including a Union Membership Election Form and Voluntary Community Action Program (VCAP) form, at the time they are hired into the bargaining.

- E. All departments or colleges that develop or have developed written training plans shall provide a copy to the Provost's Office (for all appointments). The Provost's Office shall forward these plans to the Union.
- F. The Union representatives shall be given at least forty-five minutes to speak (and, if in person, space for materials) as part of the campus and individual school's orientation programs conducted by the Graduate Schools. The Union representatives shall also be given at least forty-five minutes to speak and distribute materials at departmental academic orientation sessions or similar sessions dealing with GSW training for those departments that choose to hold such sessions in person or virtual.
- G. The Union representatives shall be given at least two tables for campus events including but not limited to Fall Fest, Winter Involvement Fair, and other events student groups are traditionally allowed to table for.
- H. The Administration will notify two (2) weeks in advance the Union of the date, time, and location of all campus-wide orientations for GSWs.
- I. The University will conduct at least one graduate student employee orientation program each semester, which will be mandatory for all new graduate student employees. The program will be offered during the first two weeks of fall and spring semesters and, at the discretion of the University, at other times during the academic year. Union representatives will be given two hours time to speak and to distribute dues and payroll deduction forms at all sessions of this program, collect information necessary to process graduate student employee appointments for payroll, and distribute educational material on the collective bargaining agreement including but not limited to intellectual property policy, health and safety, and workplace rights. The mandatory employee orientation will be held in compliance with the rest of this article.
- J. The University agrees to circulate union materials to all new hires created by the Union within seven (7) days of hire.
- K. The University will fill recurring semester jobs prior to University and Union scheduled orientations.
- L. Time off to attend these orientations will be granted to all GSW's who are Union representatives chosen by the union to facilitate the orientation program. Time spent in orientations referenced in this agreement counts toward a GSW's workload.

Section 4. The University agrees that the Union shall assume no cost arising out of the provisions of this Article.

Section 5. GSWs reserve the right to Union representation in the form of a Union representative in any proceeding which implicates work status, including any case where student status may be at risk.

Section 6. Employees reserve the right to engage in Union activity on the job as well as protection of political expression through clothing, accessories, zoom backgrounds, etc.