

ARTICLE XX WORKSPACE AND MATERIALS

Section 1. Workspace and Materials Access for Work. The University shall provide GSWs free access to University services, materials, and facilities the University and/or the GSW's supervisor (advisor, PI, etc.) determines are necessary to carry out their duties. This includes individually assigned desk or office space as available that is for all stipended GSWs and hourly GSWs working at least an average of 15 hours per week across any held positions. Hourly GSWs working an average of under 15 hours per week will have access to dedicated shared desk or office space to complete their assigned work. In all cases, this desk or office space should be outside of hazardous lab spaces and within the same building as their primary work environment or lab, if applicable. All stipended and hourly GSWs working at least an average of 15 hours per week will have access to lockable storage space, which may be shared with other GSWs, such as in a communal locked office or desk drawer. Lockable storage space will be available to hourly GSWs wherever possible.

Additional access to services, materials, and facilities includes after-hours and weekend building access, library privileges, studio space as available, ~~lockable storage space as available~~, campus mail, office supplies, meeting spaces as available, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment, internet access and access to a computer, printer or scanner. Desk or office space ~~as available~~ must be lockable and will be secured as with other building areas. GSWs will have access to their individually assigned desk or office space for the full work day and after hours as needed. GSWs will have access to private locations for grading, office hours, and dealing with confidential materials or other sensitive information ~~as deemed necessary by the University~~. Bargaining unit members may utilize Teams or Zoom to meet with students for office hours if they do not have access to an appropriate meeting location.

Section 2. Shared Workspaces. The University shall not require any stipended GSWs and hourly GSWs working at least an average of 15 hours per week to share their individual workspace without their agreement. GSWs may volunteer to share their individual workspace due to lack of available desk or office space. Should a stipended GSW or hourly GSW working at least an average of 15 hours per week volunteer to share their individual workspace, remote work will be accommodated.

Section 3. Reimbursements for Additional Work Materials. GSWs who believe they need additional materials or equipment for their work responsibilities may request those materials from their advisor, supervisor, or PI. Supervisor-approved additional work materials will be provided in a timely manner following the request. GSWs shall not be penalized for lack of access to additional materials not purchased in a timely manner. With supervisor approval,

should a GSW need to purchase additional work materials that have not been otherwise provided, they will be reimbursed within 14 days of when a GSW submits an expense report. GSWs can submit their reimbursement requests for ninety (90) days following the date of purchase. There is no limit on when GSWs can submit their reimbursement requests.

Section 4. Protective Equipment. If the University or the Union determines that protective clothing, equipment, personal protective equipment (PPE), or related tools or materials are required by a GSW's assignment, the University, at no cost to GSWs, will furnish and maintain such protective clothing, equipment, or PPE following the protocol of the PPE program through ECOS or the Office of Academic and Research Safety (OARS), as applicable. GSWs must adhere to all health and safety policies and procedures, including use of health and safety equipment (such as PPE) provided by the University as instructed. GSWs shall not be restricted from or penalized for wearing a protective mask or respirator. PPE and relevant first aid equipment will be provided in workplaces where such PPE and first aid are deemed needed. All GSWs may wear any and all PPE, including but not limited to masks and respirators, they choose to wear in University spaces, consistent with applicable University policies. If a lab workspace requires goggles as PPE, a GSW who has a vision prescription glasses may request prescription safety goggles from their supervisor if the lab goggles interfere with do not fit over the GSW's vision prescription glasses consistent with applicable safety requirements as determined by the lab supervisor or OARS. Any approved prescription goggles shall be provided at no cost to the GSW.

Section 5. Ergonomic Equipment. Ergonomic equipment may be requested by GSWs through OARS or ECOS, with a copy of any request simultaneously provided to their supervisor and must be provided to all GSWs upon request. Requests shall not be unreasonably denied. Ergonomic and safety evaluations and training offered by OARS or ECOS shall be available to all GSWs. Ergonomic equipment for computer use may includes but is not limited to adjustable height sitting/standing desks, ergonomic input devices (e.g. keyboards and mice specifically designed for ergonomics), laptop stands, monitors, adjustable monitor arms, and ergonomic chairs, pointing devices, screen reader and voice accessibility software.

Section 6. Ergonomic Workplace. The University will continue to incorporate accepted ergonomic practices and guidelines deemed applicable into new and existing workplace and workstation designs.

Section 7. Remote Work.

The University shall not make any policy that impacts GSWs requiring a specific amount of attendance or work in a specific location beyond what is necessary to complete a specific GSW's tasks, contingent on applicable law and accreditation requirements. Neither the University nor a

GSW's supervisor shall unreasonably deny requests to work remotely, including for short-term and long-term medical and disability accommodations.

The University will accommodate all requests for remote and/or online work without requiring medical documentation from GSWs. GSWs may work remotely in the following situations:

1. GSW requests for remote and/or online work;
2. If it is not possible to grant a GSW an individually assigned desk or office space until an adequate desk or office space is assigned;
3. If required by the University, or;
4. If recommended by a medical professional.

Section 8. Moving Office or Lab. The University will notify GSWs if their work location is to be moved ~~to another building~~ or if there is a substantial alteration of the GSW's workspace, with at least thirty (30) days' notice before any such move ~~or alteration for stipended graduate students~~. GSWs shall not be expected to move or relocate materials or equipment necessary for their work responsibilities into new spaces ~~if they notify their supervisor at the time they learn of the work location move that they will not be moving or relocating their materials or equipment.~~