

GENU-UAW Package Proposal

August 20, 2025

ARTICLE 1: RECOGNITION

Section 1. Union name. The University recognizes the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), and its Local Union ___, the Graduate Employees of Northeastern University - UAW (GENU-UAW), as the exclusive bargaining representative for employees in the bargaining unit.

Section 2: Bargaining Unit. The bargaining unit shall **include**:

All graduate students enrolled at Northeastern University who provide instructional services or research services at the Boston, Nahant, and Burlington campuses.

Performing work required to fulfill a degree requirement shall not be the sole reason for exclusion from the provisions of this Agreement. However, excluded from the bargaining unit shall be:

All undergraduate students, fellows, Managers, Guards and Supervisors as defined in the Act.

Section 3: Fellows. The parties agree that fellows are graduate students who receive funding without the expectation of providing teaching or research services ~~which does not include a work requirement~~. Graduate students with funding that includes a work requirement should not be given a fellow title.

ARTICLE 2: ACADEMIC AND MANAGEMENT RIGHTS

--- NEW PROPOSAL ---

All the rights and responsibilities of the University which have not been specifically provided for in this Agreement or limited by law shall be retained in the sole discretion of the University or as delegated to the University, including the academic governance structure. Except as modified by the Agreement, such rights and responsibilities shall include but shall not be limited to:

- A. The right to direct GSWs; to determine criteria in hiring and promotion; to determine standards for work; to hire and evaluate GSWs;
- B. The right to take such action within the limits of this Agreement as is necessary to maintain the efficacy of the University's operation;
- C. The right to determine the means, methods, budgetary and financial procedures, and personnel by which University operations are to be conducted, including but not limited to:
 - a. Establishing, maintaining, modifying or enforcing standards of performance, conduct, order and safety;
 - b. Altering, extending, or discontinuing existing equipment, facilities and location of operations;
- D. In accordance with the academic governance structure, the right to determine the curriculum, programs, and degrees to be offered;
- E. The right to take such actions as may be necessary to carry out the mission of the University in case of emergencies, provided that the University shall subsequently and in timely fashion negotiate the effects of such actions on the terms and conditions of employment of members of the bargaining unit;

- F. The right to make all rules, regulations, and policies that do not conflict with the provisions of this Agreement;
- G. The understanding that the exercise of any management right or function in a particular manner shall not preclude exercising the same in any other manner which does not expressly violate a specific provision of this Agreement.
- H. The application of such management rights shall be subject to the provisions of Article 21: Grievance and Arbitration only to the extent it is alleged that such application has violated a specific provision of this Agreement.
- I. Provisions of University policy continue to apply to GSWs in their capacity as GSWs except where directly superseded by the CBA.

ARTICLE 3: UNION SECURITY

Section 1. As a condition of employment, GSWs who are covered under this Agreement shall, within thirty (30) days of employment, or within thirty (30) days of the effective date of this Agreement, either;

- A. Sign a Union membership card and pay initiation fees and dues as determined by the Union, or
- B. If the GSW chooses not to be a member of the Union, the GSW, in satisfaction of this requirement, shall pay to the Union an agency fee equivalent to dues. The amount of the agency fee shall be as determined by the Union but shall be no more than the dues charged for Union membership.

Section 2. Upon ratification of this Agreement, the University and the Union shall jointly notify all GSWs of the obligation to either join the Union or pay an agency fee. The University shall not coerce or otherwise attempt to influence a graduate student about their decision to join or not join the Union. The notice shall include an application for a Union membership card and a dues deduction authorization card set forth in Appendix XX to this Agreement. The notice shall be provided to all GSWs both electronically and in hard copy.

Section 3. The University shall notify each GSW at the time of hire of the obligation to pay dues or fair share agency fees as provided for in Section 2 of this Article. The University shall notify the Union of each new hire within fourteen (14) days of a week of the hire.

Section 4. ~~GSWs Bargaining unit members~~ may have deductions for dues or fees made from their compensation by submitting an authorization in the form set forth in Appendix XX to this Agreement that is voluntarily executed by the unit member and submitted to the University. The Union may obtain this authorization electronically, provided the parties agree to the format and process for such electronic authorizations and determine that the authorizations are in compliance with applicable law. Copies of authorizations obtained by the Union must be provided to the University in advance of any deductions. The University will deduct membership dues or agency fees as certified in writing by the President or Financial Secretary of the Union and remit such dues or agency fees to the Union within fourteen (14) calendar days after each payday for which deductions are made. Payroll deduction of dues or agency fees can be changed by following the process established by the Union. The Union will then notify the University of any changed memberships and provide the student's original notices of Union membership change to the University within ten (10) days of receipt.

Section 5. Deductions shall commence upon notification of the GSW's authorization and shall continue unless affirmatively revoked.

~~**Section 6.** The University shall electronically transmit to the Union, on the first working day after each payday, all dues and agency fees deducted for that pay period in accordance with Section 4.~~

~~**Section 76.** The Union agrees that it will indemnify and hold the University harmless from any claims, actions, or proceedings by any person or entity arising from any deductions under the direction of the Union made under this Article.~~

~~**Section 87.** The Union may request that a GSW who fails to join the Union, maintain Union membership, or Failure by a GSW to pay the required dues or fees provided above, be dismissed from employment shall constitute cause for termination of the GSW's employment.~~ Prior to the time the Union notifies the University in writing that the employment of an GSW should be terminated

for failure to comply with this Article, ~~the GSW shall be offered an opportunity within thirty (30) days, following the written notification from the Union to the University requesting discharge, to pay the required dues and/or fees that have not been tendered. If the GSW fails to pay within that time period, and the Union so verifies, the University shall dismiss the GSW from employment. Parties recognize that changes in GSW employment status shall not affect a GSW's status as a student the Employer will provide the GSW thirty (30) days written notice of non-compliance.~~

Section 98. The University agrees to furnish Graduate Student Workers (GSWs) with an "Authorization and Checkoff of Contributions to UAW V-CAP" digital form as part of the standard process for enrolling a GSW into the University's payroll system. This will be in accordance with Article 4: Voluntary Community Action Program (VCAP).

Section 109. The Union shall notify the University in writing at least thirty (30) days prior to the intended implementation date of any change in the amount of union dues or agency fees. The Union will provide the University with the formula for calculating the dues and agency fees.

Section 110. The Union will report to the University missing or incorrect deductions for dues or agency fees as they become known. In the event that there is a payroll deduction for a unit member in a manner inconsistent with the member's signed authorization form or the terms of this Agreement, the University will correct the error as soon as practicable after being informed of the error in writing by the Union.

ARTICLE 4: VOLUNTARY COMMUNITY ACTION PROGRAM (VCAP)

Section 1. The University shall deduct voluntary contributions to UAW V-CAP from the pay of each Graduate Student Worker (GSW), provided that each such GSW executes or has executed an "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" form, per Union Security, Article 3.

Section 2. Deductions shall be made only in accordance with the provision of and in the amounts designated in said "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" form always made available to GSWs in both paper and digital formats by the University and Union.

Section 3. A properly executed copy of the "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" form for each GSW for whom voluntary contributions to UAW V-CAP are to be deducted hereunder, shall be delivered to the University before any such deductions are made. Deductions shall be made thereafter, only under the applicable "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" forms which have been properly executed and are in effect.

Section 4. The University shall remit said deductions to UAW V-CAP, care of the International Union, UAW within fourteen (14) days after each payday for which deductions are made. For each pay cycle the University shall furnish the Union and the UAW V-CAP Department with the names of those GSWs for whom deductions have been made, their University ID, the amount of the deductions, and the last date of authorization for which deductions have been made. The University further agrees to furnish the UAW V-CAP department and the Local Union with a monthly and year-to-date report of each GSW's deductions.

Section 5. A GSW may discontinue the V-CAP deductions at any time upon written notification to the Union and the University Labor Relations Office.

Section 6. The "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" form provided by the University and Union must be the same and include at least the following provisions:

- A. Dated signature of the GSW
- B. Printed Name
- C. Social Security Number
- D. Mailing Address
- E. Check boxes for monthly donations of: \$1, \$3, \$10, and other

ARTICLE 5: COMPENSATION

Section 1. Minimum Wages for Salaried GSWs

Effective upon the ratification of this agreement salaried graduate student workers (GSW) with twelve (12) month appointments shall be paid a minimum salary of ~~\$55,000 \$60,000~~. Salaried GSWs with appointments other than twelve (12) months shall be prorated. Stipends above the minimum may be set at any level, at the discretion of the Administration. Minimum stipends shall apply to all GSWs, regardless of funding source. Where a GSW has a dual appointment, the stipend awarded shall be the higher of the two awards.

~~Additionally, salaried PhD GSWs will receive a salary increase of \$5,000 immediately upon reaching each of the following milestones: 1) completion of coursework, and 2) PhD candidacy. The parties agree that it is the intent of this section that all GSWs, regardless of departmental structure, will receive both milestone increases upon reaching PhD candidacy.~~

Section 2. Minimum Wages for Hourly GSWs

Effective upon the ratification of this agreement hourly GSWs shall be paid a minimum hourly rate of ~~\$24.00 \$57.69~~.

Section 3. Additional Wages Increases

Effective upon the ratification of this agreement, if a GSW has the following titles or responsibilities, they are entitled to the following wage increases.

- a. Instructor of Record: an additional \$3,000 per semester per appointment.
- b. Head Teaching or Research Assistant: for hourly GSWs, hourly wages will increase to ~~\$28.00 \$66.57~~ per hour per semester per appointment. For stipended GSWs, stipends will increase by \$1000 per semester per appointment.

Section 4. Annual Wage Increases for Salaried and Hourly GSWs

Effective **September 1st** of each year of this Agreement, there shall be a 3.5 5% wage increase to the above; ~~or an increase by the 12-month percentage change in the CPI-W in the prior calendar year, whichever is larger~~. If a GSW's hourly wage is above the minimum rate, they shall receive the same annual percentage increase to their wages. ~~"CPI-W" is the Revised CPI-W published by the U.S. Department of Labor, Bureau of Labor Statistics and will include revisions made to that index in the future.~~

Section 5. Guaranteed Funding

All salaried PhD GSWs shall be guaranteed a minimum of ~~five six (5 6)~~ years of twelve (12) month funding. Any GSW who secures additional funding beyond ~~five six (5 6)~~ years shall be able to continue as a GSW, with full benefits, for the duration of their additional funding. No GSW shall be denied the ability to secure additional funding beyond the guaranteed funding outlined above and as outlined in Article 22: Job Postings. If a GSW secures funding to match their SGA funding during the first ~~five six (5 6)~~ years of employment, such funding shall be applied as additional time and not count toward the guaranteed ~~five six (5 6)~~ years.

Section 6. Retroactivity

~~Upon ratification of this agreement all increases outlined above shall be retroactively paid to GSWs from September 21, 2023.~~

ARTICLE 6: HEALTHCARE BENEFITS

Section 1. Eligibility. All stipended graduate student workers (GSW) ~~and ,including~~ hourly GSWs working at least 10 hours per week (prorated for the length of their hourly appointment), and stipended GSWs participating in a co-op or internship semester during their funding period, shall be eligible to enroll in NUSHP at no cost.

Section 2. Premiums. The University will provide a 100% subsidy of the premium for NUSHP Individual coverage for GSWs. The University will also provide a 100% subsidy of the respective coverage for GSWs who elect family coverage under the NUSHP; i.e., GSW/partner, GSW/child.

All domestic partnerships, regardless of sex or gender or identity, will be eligible for the benefits expressed in this article unless and until, the parties mutually agree otherwise.

Section 3. Dependent Healthcare. The University will provide and pay for the cost of health plan coverage for ~~children age 17 years or under who are~~ dependents of a ~~GSW on a twelve-month stipended GSW~~. GSWs ~~parents~~ must be enrolled full-time and within their funding commitment period to qualify for this benefit. Dependent enrollment shall be open within 45 days after the execution of this Agreement.

Section 4.3. Dental Care Northeastern shall provide dental care benefits to all eligible GSWs at no cost, including family/partner benefits where applicable. These benefits shall include the following:

- A. 100% coverage on all preventative appointments; specifically including one dental cleaning every six (6) months
- B. 100% coverage on fluoride treatments
- C. 100% coverage of all necessary procedures for maintaining all dental health

Section 5.4. Vision Care Northeastern shall provide vision care benefits to all eligible GSWs at no cost, including family/partner benefits where applicable. These benefits shall include the following:

- A. 100% coverage on all preventative appointments
- B. One pair of prescription glasses per year
- C. One pair of prescription safety glasses per year at no cost to the GSW
- D. One year's worth of contact lenses per year at no cost to the GSW
- E. 100% coverage on all medical procedures or visits necessary to maintain vision health

Section 6.5. Plan coverage for benefits outlined above may change from time-to-time and the University reserves the right to amend benefit plans. The University will provide the Union with advanced notice of any University initiated change to plans. In the event that the changes would result in a reduction of benefits or increase in copayment, coinsurance, or deductible, the Union and the University will meet to discuss a mutually agreeable resolution prior to implementation.

~~**Consistent Benefits.** There shall be no reduction of benefits for the duration of this Agreement without mutual agreement between the University and the Union. No copayment, coinsurance or deductible shall be increased, nor shall any new copayment, coinsurance or deductible be levied on GSWs and their dependents for the duration of this Agreement without mutual agreement between the University and the Union. The University shall provide information on how employees can apply for direct reimbursement, should they pay health costs out of pocket. This information will be provided along with the NUSHP information.~~

Section 7.6. Coverage During Leaves of Absence. The University shall continue to provide coverage under the Plan to stipended GSWs and eligible dependents on an approved leave of absence at no cost to the GSW.

~~**Section 7. International Requirements.** Insurance provided to GSWs and their dependents shall at all times meet the requirements of international GSW visas. The University shall continue to provide coverage that is world-wide. Recognizing that the provider network is within the United States, non-emergency, medically necessary international claims are reimbursable at out-of-network levels.~~

~~**Section 8. Healthcare Committee.** The Healthcare Committee composed of Union and University members may consider issues concerning health insurance and its administration and make such recommendations as the Committee determines to be appropriate.~~

Section 9. Long-term Disability Insurance. ~~All GSWs are eligible for the long-term disability insurance plans provided to University faculty employees.~~

Section 8 ~~10~~. Gender-affirming care.

- ~~a. Within one (1) year of the effective date of this Agreement, the University shall implement supplemental coverage for gender-affirming care for GSWs at no cost to the GSW, including family/partner benefits where applicable. Coverage shall include at least the following: hormone replacement therapy, gender-affirming surgeries, electrolysis/laser hair removal, facial feminization/masculinization, tracheal reduction, lipoplasty for body masculinization or feminization, voice modification surgery, feminizing or masculinizing speech therapy/voice training services, laboratory services required for gender-affirming treatment, and mental health counseling.~~
- ~~b. There shall be no dollar maximums or caps for coverage of any gender-affirming care services.~~
- ~~c. Routine, chronic, or urgent non-transition services based on a GSW's sex or gender must be covered.~~
- ~~d. No coverage for any otherwise covered services shall be denied solely based on a GSW's transgender status.~~
- ~~e. The University and Union recognize that "medical necessity" has been historically used by healthcare providers to gatekeep access to life-saving gender-affirming care. No coverage for gender-affirming care shall be denied.~~

ARTICLE 7: HOLIDAYS

Section 1. Graduate Student Workers (GSWs) shall not be required to work on ~~the official University~~ holidays. ~~, except as provided below in Section 2.~~

A. The University observes the following days as paid holidays:

- ~~1. January 1-2 (New Year's Day)~~
- ~~2. Third Monday in January (MLK Day)~~
- ~~3. Third Monday in February (President's Day)~~
- ~~4. Last Friday in March (Cesar Chavez Day)~~
- ~~5. April 15 (Patriots' Day)~~
- ~~6. May 1 (May Day)~~
- ~~7. Last Monday in May (Memorial Day)~~
- ~~8. June 19 (Juneteenth)~~
- ~~9. July 4 (Independence Day)~~
- ~~10. First Monday in September (Labor Day)~~
- ~~11. Second Monday in October (Indigenous Peoples' Day)~~
- ~~12. Second Tuesday of November (Election Day)~~
- ~~13. November 11 (Veteran's Day)~~
- ~~14. Wednesday prior to Thanksgiving~~
- ~~15. Thanksgiving Day~~
- ~~16. Friday following Thanksgiving~~
- ~~17. December 24-31~~

A. Official holidays are those holidays as set forth annually in the campus calendar, ~~which must include the holidays in Section 1.A.~~ Any other holidays added by the university to the academic calendar will be holidays for the bargaining unit.

B. When a holiday falls on Sunday, the following Monday is observed; and when a holiday falls on a Saturday, the preceding Friday is observed.

~~E. In addition to days listed in section 1.A, GSWs may annually celebrate one (1) paid day of the new year of their choice—section C does apply.~~

~~F. GSWs are allowed up to five hours paid time to vote on local, state, and federal election days. This includes but is not limited to primary elections, referendums, initiatives, recall elections, and general elections.~~

Section 2. Stipended GSWs may be required to work on an official holiday only when determined necessary by the advising faculty member or relevant supervisor. If the GSW is required to work on a designated holiday, they may choose an alternate day(s) off.

Section 3. ~~The University recognizes that there are religious or cultural holidays that are not enumerated in University policy. The University shall make good faith efforts to accommodate a GSW who provides reasonable notice of their wish to observe a religious or cultural holiday. The University recognizes that there are religious and cultural holidays that are not currently University holidays. The University shall make a good faith effort to accommodate a GSW's observance of not require GSWs to work on religious or cultural holidays that the GSW observes. GSWs shall make reasonable effort to provide notice about religious and cultural holidays in advance.~~

~~**Section 4.** Recesses shall be in accordance with the University and School calendars shall be considered paid holidays.~~

Section 4 5. When the University is closed due to emergency circumstances, GSWs are released, unless remote work is possible.

Section 5 6. Nothing in this article prohibits a GSW from working on a holiday if they choose to do so.

ARTICLE 8: VACATIONS

Section 1. Vacation days for GSWs:

- **Salaried:** Salaried GSWs shall receive a total of ~~fifteen~~ twenty ~~(15 21)~~ days of paid vacation time off for a 12-month appointment, pro-rated for less than a twelve (12) month appointment. This vacation shall count as being accrued in its entirety at the start of the GSW's appointment; however, GSWs shall not use more than five (5) consecutive days of vacation within the first month of an appointment, except as allowed by the graduate worker's supervisor.
- **Hourly:** Hourly GSWs shall ~~start with~~ have a minimum of 3 ~~hours~~ days of paid vacation per appointment. For every 20 hours worked, an hourly GSW will receive an additional 3 hours of vacation time.

Section 2. Requests for Vacation. Vacation requests shall be approved submitted in advance ~~by to~~ the GSW's direct supervisor and shall not be unreasonably denied. GSWs may request additional time off through their supervisor, but any additional days are at the discretion of the supervisor and college.

Section 3. ~~There will be no reduction in benefits, if applicable, or pay for taking vacation time. If a designated University holiday or work/professional development-related travel (i.e. conferences, trainings, etc.) falls during an GSW's vacation, the GSW shall not be charged vacation time for that holiday or work/professional development-related travel. The GSW shall not be required to use vacation time for paid medical, parental, or familial leave.~~

Section 4. No Work Requirement while Vacationing. ~~Supervisors shall not expect work or contact GSWs with the expectation of work or assigning tasks during a GSW's approved vacation. GSWs are not expected to respond while on vacation. At the approval of a GSW, if it is necessary for them to work during their approved vacation, the GSW shall choose alternate time off which shall not be unreasonably denied.~~

~~Section 5. Banking and Unused Vacation Time. Unused vacation time will be carried forward into future appointments. At the end of their final appointment, a GSW shall be paid for their unused vacation time.~~

ARTICLE 9: PAID LEAVES

Section 1. Sick/Personal Leave. ~~Stipended~~ GSWs shall receive a minimum of fourteen (14) days of paid sick/personal time off for a twelve (12) month appointment. For ~~stipended~~ GSWs with an appointment less than twelve (12) months, the respective days will be prorated with no loss of compensation. Paid sick/personal time off will be ~~accrued allotted~~ at the start of a GSW's appointment.

Hourly GSWs shall accrue 1.5 hours of sick/personal time off per ~~20 30~~ hours worked.

GSWs are permitted to use sick/personal time for, but not limited to, the following reasons:

1. Caring for their own physical or mental illness, injury or medical condition or for medical procedures that require home, preventative, or professional care;
2. Caring for a physical or mental illness, injury, or medical condition of their child, spouse or partner, immediate or chosen family member;
3. Attending routine medical and dental appointments for themselves or for their child, spouse or partner, immediate or chosen family member, and members of the household regularly sharing the employee's residence;
4. ~~Traveling to and from an appointment, pharmacy, or other location related to the purpose for which the time was taken. Travel necessitated by any of the above~~

A GSW who is using a sick/personal day must inform their supervisor as soon as is reasonably possible.

~~GSWs may request additional sick/personal time through their supervisor, but any additional days are at the discretion of the supervisor and college. GSWs may request additional days of paid sick/personal time with a note from the GSW's medical provider, and such requests shall not be unreasonably denied. A GSW may apply accrued vacation during the period of an approved leave.~~

Section 2. Family and Medical Leave. Any salaried GSW may take a Medical Leave of Absence of up to 12 weeks. This includes, but is not limited to the birth or adoption of a child, childcare, their own serious health condition or work-related disability, receiving gender-affirming care, addressing the psychological, physical, or legal effects of domestic violence, or care of an immediate family member with a serious health condition. GSWs may request an additional two (2) weeks of paid parental leave and two (2) weeks of unpaid parental leave, up to 4 weeks, and such requests shall not be unreasonably denied. GSWs may apply other accrued, unused paid time off (i.e., vacation, personal/sick) during any extension of unpaid parental leave. If both parents are Northeastern GSWs, both parents are eligible to apply for Parental Leave, but are not allowed to take their respective Parental Leaves concurrently.

GSWs will endeavor to notify their supervisor at least ~~45 30~~ days in advance of the anticipated birth, adoption of a child, scheduled medical procedure or other relevant circumstance, so that appropriate arrangements can be made to cover any teaching or research responsibilities. A GSW shall not be precluded from being appointed to a position comparable to the position they held before their leave solely because the GSW took a leave under this section.

~~The University shall extend to GSWs any improvements to parental leave offered to faculty and staff.~~

The GSW's stipend, health insurance support and any other benefits under this Agreement will be maintained during such leave. Leaves taken under this section may be taken intermittently at the GSW's discretion.

Section 3. Bereavement leave. All GSWs may be absent without loss of pay or benefits for up to five (5) days when called for by a death in the immediate family or household.

In circumstances of logistical difficulty or severe emotional distress or religious observance, a longer paid absence may be

appropriate. GSWs may request additional bereavement leave through their supervisor, but any additional days are at the discretion of the supervisor and college. ~~Such requests will not be unreasonably denied if approved by the GSWs supervisor~~

For the purpose of this leave, immediate family includes: the GSW's spouse or partner, children (including stepchildren), grandchildren, children-in-law, parents (including step-parents), grandparents, parents in-law, siblings (including step siblings), ~~and siblings-in-law, and~~ chosen family members., ~~household includes individuals regularly sharing the GSW's residence, and pets regularly sharing a GSW's residence.~~

Section 4. Civic Duty Leave. All GSWs shall retain all compensation and benefits during jury duty or serving as a witness in a court case. GSWs must inform their supervisor at least ten (10) days in advance before their appearance in court.

Section 5. Military Leave. GSWs may apply to take a military leave pursuant to existing University policies and procedures, and as provided under relevant state and federal law. ~~The University shall comply with any applicable state and federal laws governing military service and leaves.~~

Section 6. Immigration Leave. All stipended GSWs shall be eligible for up to ten (10) paid days of leave per year in order to attend immigration, citizenship, and/or documentation proceedings ~~and any other related matters for the GSW and the GSW's family. A GSW may request additional paid days off from their supervisor(s) and requests shall not be unreasonably denied~~ GSWs may request additional immigration leave through their supervisor, but any additional days are at the discretion of the supervisor and college.

Section 7. GSWs shall retain any and all other rights under state and federal law regarding leaves of absence. Nothing in this Article affects a GSW's right to request a leave from an academic program.

Section 8. GSWs shall make reasonable effort to provide as much advance notice as possible before taking any leave under this Article.

ARTICLE 10: APPOINTMENTS AND REAPPOINTMENTS

Section 1. Notice of Appointment

The University will make reasonable efforts to provide an appointment letter for each appointment no later than thirty (30) calendar days before the start of the appointment. GSWs who are instructors of record for a course will receive their appointment assignments forty five (45) calendar days before the start of the fall and spring semester, as applicable.

All stipended appointments shall be for at least one (1) academic term (fall, spring, summer 1 or summer 2); However, the University will make reasonable efforts to secure appointments for longer than one (1) academic term when possible. GSWs will receive notice of any change within seven (7) days of the decision to change the appointment. Any change of appointment and/or the appointment assignment shall not impact the level of funding for the term.

Section 2. Offer of Appointment. Appointment letters will include the following information:

- A. Position title(s) and classification(s);
- B. Effective dates and duration of the appointment;
- C. College and department, as applicable, and supervisor if known at issuance of the letter;
- D. Expected weekly hours and work schedule, including course meeting times, and locations for teaching and research appointments, if known at the time of the letter;
- E. The general terms of the appointment, including stipend and anticipated disbursement, as applicable;

- F. For teaching appointments, the name of the course; the approximate number of students for which the GSW will be responsible; and a description of the required duties;
- G. For research appointments, a brief description of the required research or lab duties;
- H. For all other employment appointments, a brief description of required duties; including required meetings and trainings;
- I. Response requirements to the appointment letter and deadline, if any apply;
- J. The following statement that the position is covered by this collective bargaining agreement, and a link to the agreement:
 - i. “This position is covered by a collective bargaining agreement between Northeastern University and the Graduate Employees of Northeastern University UAW.”

A GSW's Appointment Letter will be emailed to the GSW and be made accessible ~~at all times~~ to the GSW online, per the Employment Records procedures in Article 23. Finalized information relating to items C and E, if not known at the time of the letter, ~~shall must~~ be conveyed to the GSW no later than ten (10) business days before the start of the appointment, and updated in the GSW's employment record.

Appointment Letters ~~shall must~~ include all information outlined in this section (Section 2). The information outlined in this section ~~shall must~~ be updated and emailed to GSWs whenever they switch their job classification during the duration of their appointment.

Appointment letters guarantee funding to current or prospective students for the entire duration of the appointment. The terms of the appointment letter remain in effect, including funding, and are guaranteed at the Division level, regardless of if a faculty supervisor is no longer available to supervise the GSW's appointment. It is ultimately the Division's responsibility to assist the GSW in locating a new faculty supervisor.

Section 3. Guaranteed Funding

Admission Offer Letters must include the total number of years of guaranteed funding. All GSWs who are beyond their years of guaranteed funding will be notified whether they will be funded for an appointment in the coming semester at least forty-five (45) calendar days before the appointment start date for the following semester.

Section 4. Appointment and Reappointment Procedures & Criteria

~~Appointment and reappointment procedures promulgated by appointing units are subject to the requirements outlined in Section 4 of this Article and Sections 3-5 in Appointment Security, Article XX. Each Department shall endeavor to have a written appointment and reappointment procedure for each job classification covering:~~

- ~~i. GSWs receiving funding and/or applying for additional funding;~~
- ~~ii. Deciding who will receive funding;~~
- ~~iii. Notifying those people that they will receive funding;~~
- ~~iv. Job postings available to GSWs;~~
- ~~v. Assignment of GSWs to teaching roles (including Teaching Assistant [TA] and Instructor of Record [IoR] roles);~~
- ~~vi. Assignment of GSWs to research roles;~~
- ~~vii. Notifying people of appointments and reappointments;~~

~~In developing or revising any appointment and reappointment procedure as described above, the department head shall establish a mechanism for soliciting graduate student worker advice, such as a committee which includes some graduate students or distribution of a draft for written comments from graduate students.~~

~~Copies~~ Current of ~~any all~~ Departmental appointment and reappointment procedures will be made available online to ~~all~~ GSWs, and GSWs will be notified of changes to these procedures ~~by email if changes are made.~~

~~Each Department that appoints GSWs shall clarify in writing as part of its appointment and reappointment procedure the criteria the Department is using, if any, for appointment to these positions.~~

Section 5. Appointment Criteria

~~Each Department that appoints GSWs shall clarify in writing as part of its appointment and reappointment procedure the criteria the Department is using, if any, for appointment to these positions.~~

~~These criteria shall address such issues as, but not limited to:~~

- ~~A. Who is eligible for appointment and reappointment and if and how applicants are ranked based on standing in their program (for example: if and how the department privileges Master v. Doctoral students or first-year v. upper-level and continuing GSWs when determining appointment to a position);~~
- ~~B. What evaluative factors are used, if any when determining appointment to a position (for example: if previous performance is taken to account, and how it is evaluated; if academic progress is taken to account, and how it is evaluated; if advisor, committee, Principle Investigator (PI), or other faculty supervisor feedback is taken into account, and how it is evaluated);~~
- ~~C. If and how weight is given to previous experience in teaching/research when determining appointment to a position;~~
- ~~D. If and how weight is given to distributing teaching and research positions evenly across the department and/or privileging GSWs who have not previously had the opportunity to teach/research yet when determining appointment to a position.~~

ARTICLE 11: APPOINTMENT SECURITY

Section 1: Appointment Security

In the event of any significant changes to the position in which the GSW ~~was were~~ appointed to fulfill, the University shall notify and clearly articulate these changes as soon as practicable, within seven (7) days of whenever the change is executed decided on by the appointing parties.

In the event the position described in a Letter of Appointment offered to a GSW becomes unavailable for any reason, the University shall appoint the GSW to a comparable position for the remaining duration with, at least, the same level of compensation and benefits, including tuition waivers as applicable, pursuant to the new position.

~~No~~ GSWs shall ~~have be denied~~ the right to work a primary or additional job within the bargaining unit but outside the GSW's Department, as permissible by law.

Section 2 Requirements for Salaried Workers

- A. All GSWs working at least 20 hours per week must be salaried. The length of appointment for salaried workers will be for a minimum of one academic term (fall, spring, summer 1, or summer 2).
- B. In cases where a salaried GSW does a co-op, internship, or externship with external funding for a semester, the internal funding that would have been allotted for that semester will be rolled over into the next appointment.

- i. ~~In any case, whether internal or external funding, t~~ The University will ensure healthcare, dental care, and vision care equivalent benefits as outlined by this collective bargaining agreement to GSWs on approved co-op, internship, or externship.

Section 4. Requirements for Hourly Workers

- A. Minimum length of appointment will be for the duration of the semester for all GSWs paid on an hourly basis for less than 20 hours per week.

ARTICLE 12: WORKLOAD

Section 1. The parties agree that the University maintains the right to define academic expectations and degree requirements, and that this Agreement does not limit the amount of academic work deemed necessary for a student to make satisfactory academic progress toward their degree.

Section 2. Workload Expectations GSWs assigned workload expectations shall not exceed an average of twenty (20) hours per week during the academic term for their assignment. The parties agree given the professional nature of GSW assignments, the specific hours in any week may vary from the average according to the needs of the employing unit, but will not unreasonably exceed twenty (20) hours, or the pro rata equivalent, in any given week. It is not the intent of this provision to prevent GSWs from working more than twenty (20) hours when otherwise permitted by law, i.e. during summer term. GSWs who are required by their supervisor as part of their work assignment to do preparation work, training, office hours, attend orientations, conferences, or meetings outside of their normal work schedule will have that time counted toward their twenty (20) work hours. The University shall not assign job duties that the GSW cannot reasonably perform within the allotted workload.

Section 3. Research Assistantships The parties recognize that workload in the context of a Research Assistant under this article primarily consists of contracted work assigned by a principal investigator ("PI") to perform research specifically to further the PI's research project(s) and performed at the direction of the PI.

Section 4.3. Communication Hours The parties recognize that specific hours worked each week will fluctuate due to the nature of assignments and that some assignments may require work in the evening outside of regular business hours (8:00AM to 5:00PM), i.e. teaching evening courses or labs. Supervisors shall endeavor to provide reasonable notice for the completion of tasks and endeavor to schedule mandatory obligations during regular business hours (8:00AM to 5:00PM).

Section 5.4. Replaced Assignments In the case that a GSW has an assignment canceled and replaced with a new assignment, all worked hours preceding the new assignment start date shall count toward the 20-hour/week academic term average in Section 2, above.

Section 6.5. Expedited Grievances In the event that a GSW believes in good faith that their assigned workload shall exceed an average of 20 hours per week GSWs shall attempt to informally resolve any concerns about their work hours with their supervisor, and may include the department/program head, as appropriate. The GSW may request a Union representative participate in this discussion. If this discussion does not resolve the matter, the Union may proceed to grieving an unreasonable workload at Step 3 (~~Dean~~~~Provost~~) in the Grievance and Arbitration provisions of the contract by filing a grievance within ten (10) days of the discussion.

Section 7.6. Notification of Maximum Compensation. For workers with a budgeted maximum compensation, such as specific grants or work study, a GSW will be notified of the maximum at the start of their appointment, and given a recommendation for hours per week for the length of the appointment. Any work required beyond their maximum will still be paid, as required by law.

ARTICLE 13: 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 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. 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 may be accommodated. 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, 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, ~~may~~ 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. GSWs 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 23. 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 and will not be penalized for lacking materials they requested and their supervisor agreed are necessary for them to carry out their work responsibilities. Approved requests will be either purchased by the GSW's supervisor, or with approval of the GSW's supervisor, may be purchased by the GSW. GSWs making approved purchases will submit for reimbursement through the applicable reimbursement process. Reimbursements shall be processed within thirty (30) days of completed reimbursement submissions, provided GSWs follow the reimbursement process requirements, including submitting applicable receipts. ~~or PI. Supervisor approved additional work materials will be provided in a timely manner following the request. With supervisor approval, should a GSW need to purchase additional work materials that have not been otherwise provided, they will be reimbursed within thirty (30) 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.~~

Section 34. 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. 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 the GSW's vision prescription 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 45. 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 include 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 56. Ergonomic Workplace. The University will continue to incorporate accepted ergonomic practices and guidelines deemed applicable into new and existing workplace and workstation designs.

Section 67. 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. GSWs may request work accommodations necessary due to a medical condition through applicable Disability Access Services procedures. Requests to work remotely unrelated to a medical condition may be raised by a GSW directly with their supervisor. Determinations to allow remote work are made on a case-by-case basis and at the supervisor's discretion, and shall not be precedential. Requests for remote work shall not be unreasonably denied. 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.~~

Section 78. Moving Office or Lab. The University will notify GSWs if their work location is to be moved 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. 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.

ARTICLE 14: HEALTH AND SAFETY

Section 1. Safe Workplace. ~~The University will provide a safe workplace in good repair including maintenance of buildings, bathrooms, first aid stations, and air conditioning and ventilation systems.~~

Section 1.2. Safe Workspace. The University will provide a safe workplace in good repair including maintenance of buildings, bathrooms, first aid stations, and heating, air conditioning, and ventilation systems. A GSW who reasonably and in good faith believes they have been assigned tasks or a worksite that present a threat to their health or safety shall inform their supervisor, as well as OARS and/or ECOS, to assess the threat concern. The GSW's refusal to work in such circumstances shall not be just cause for discipline. Nothing in this section shall limit the GSW's option to contact ECOS or OARS for a Health and Safety assessment. If ECOS or OARS determines that such a situation exists, the threat will be resolved promptly after ~~that~~ such determination is made. If unable to do so, at the request of the GSW, the GSW's work site will be changed, or remote work will be supported until such threat is resolved. If this accommodation cannot be made, GSWs shall continue to receive their full stipends and contractual benefits until the threat is resolved to allow for a safe return for impacted workers. Departments, with any affected GSW, must find alternative employment for the affected GSW. The parties understand that GSWs must adhere to all applicable University health and safety rules, policies, and procedures. ~~GSWs shall not be restricted from or penalized for taking additional safety precautions as they deem necessary.~~ No GSW shall be subjected to retaliation for reporting a health and safety concern.

Section 23. Ventilation Infrastructure. ~~The University will ensure, through its regular maintenance schedule and upgrades, that the existing and future ventilation, air filtration, and heating/cooling infrastructure in all campus buildings where bargaining unit~~

members work will meet all applicable health and safety laws and regulations. ~~The University will ensure that ventilation of bargaining unit work spaces are appropriate to the work performed and adequate to ensure a safe workspace for GSWs.~~

Section 4. Injury. ~~If the University Health and Counseling Services or the GSW's healthcare provider certifies that a GSW, as a result of an injury incurred in the workplace, is unable to continue their appointment, the GSW will continue to receive tuition and fee waivers for whichever is longer: the duration of their contracted appointment period or as long as the injury prevents the GSW from performing the duties of that appointment, up to two years beyond the contracted appointment period.~~

Section 5. Temperature Control. ~~The University will ensure all GSW workspaces have proper air conditioning and heating to maintain a reasonable temperature, except in areas where different temperature is needed (for example, with experiments). This includes GSW labs, offices, meeting rooms, and classrooms where GSWs will serve as TAs. If a room is outside the required temperature range, the University will immediately resolve the problem or provide an alternative workspace.~~

Section 36. Bathrooms.

~~(a)~~ The University and Union recognize the importance of having safe and accessible bathroom facilities. The University will continue to post and maintain a campus map of all gender-neutral bathrooms. The University will not prevent GSWs from using a workplace bathroom of the GSW's choice consistent with their ~~regardless of~~ gender identity. GSWs shall have access to a gender-neutral bathroom within the GSW's building or and within a five minute walk from the GSW's work assignment. If an existing gender-neutral bathroom is not available within a reasonable distance from the work assignment, the University will re-assign an existing bathroom to be gender-neutral, if possible. If no such bathroom exists, a GSW may request their section/class/office/work reassignment.

~~(b) The University shall routinely provide menstrual products in bathrooms used by GSWs at no cost to the GSW. Additionally, menstrual products shall be provided in all such bathrooms regardless of gender.~~

Section 47. Off-site Workplace. If a GSW works outside of University workspaces, other than their home, prior to the beginning of the assignment the University shall:

- (a) Provide the GSWs with information about travel, rights while traveling, and access to benefits abroad, if GSWs have work that takes them outside the United States. This may can be communicated by an up-to-date web page;
- (b) ~~Allow GSWs to decline travel to unsafe work locations without being penalized, including United States states that are unsafe for pregnant, LGBTQ+ individuals, or any individual belonging to a protected class GSWs have the right to decline travel to unsafe work locations without being penalized, including domestic states that are unsafe (defined here as conditions that impede the ability of GSWs to move freely and securely from one place to another without undue risk of harm, discrimination, or harassment); for any individual belonging to a protected class as defined in Article 16: Discrimination and Harassment. Bargaining unit members will not be required to travel to any location defined under the University's High Risk Travel policy. GSWs may be assigned alternative tasks consistent with their appointment in lieu of the travel.~~
- (c) Make GSWs aware of all available resources they may need for the successful completion of the work assignment, including how to access or obtain these resources in the location of the work assignment.

Section 58. First Aid. ~~Adequate properly maintained and serviced first aid kits will be provided in GSW workspaces, including Advil, Band-Aids, and oral glucose. Workspace granularity kits can have specific life-saving items by request. Infrequently used items, such as Narcan and AEDs, can be provided at an occupancy appropriate granularity in a clearly marked location. The University shall provide first aid information and training at no cost for all GSWs. The University will continue to provide first aid supplies in appropriate locations on campus, and will provide first aid training for bargaining unit members as determined by OARS and/or ECOS.~~

Section 69. Report Sharing. When a GSW contests the health and safety of their workplace and informs ECOS or OARS, the union ~~shall must~~ be informed within twenty-four (24) hours.

Section 710. Public Health Emergency. ~~In the event of a declared public health emergency (e.g., COVID-19, influenza) the University commits to:~~

- a) ~~Providing needed materials as available to allow GSW's required to work in person to do so safely (such as face masks, tests, and vaccinations).~~
- b) ~~Maintain policies that allow GSWs to use face masks and other personal protective equipment consistent with reasonable needs for the University to identify individuals present on campus and maintain security.~~
- c) ~~Adopting procedures by which GSWs who, due to a demonstrated health condition, or the health condition of another who they live with or have caretaking responsibility for, cannot safely work in person shall be allowed to perform remote work.~~

Section 10. Administering Health and Safety Tests. ~~In the case of a suspected or ongoing outbreak of a communicable disease or nuclear, biological, or chemical contamination, if GSWs are expected to work, then the University shall offer relevant tests for GSWs within the appropriate affected work areas at no cost to the GSWs.~~

~~In the event of a localized or public health issue as outlined in sections two (2) and three (3) above, and GSWs are expected to work, then the University shall offer tests to said GSWs relevant to the issue until it is resolved.~~

Section 11. Public Health Notifications. ~~During public health threats, the University will email the Northeastern community informing everyone of the risks, dangers, and precautions that can be taken. Public emergencies include but are not limited to:~~

- ~~(a) When the Massachusetts Department of Public Health or the Centers for Disease Control declares an outbreak in Massachusetts or New England.~~
- ~~(b) The air quality index is above one hundred (100).~~

~~Additionally, at the beginning of each semester (Fall, Spring, Summer 1 and Summer 2), the University shall provide, at no cost to the GSW, N95 masks, relevant medications relevant to infectious diseases, rapid tests, and vaccinations on campus. The University shall send campus-wide emails to inform the Northeastern community of the importance of preventative measures, the availability of on-campus resources, and the location(s) of such resources.~~

Section 14. Health Testing. ~~In the event of a public health notification outlined in Section XX, the University will offer, promote, and supply relevant weekly testing of all who may enter a GSW's workspace. These tests will be made available at wheelchair-accessible locations on all Northeastern campuses to ensure easy access for all GSWs. Should testing behaviors during a public health crisis or pandemic not satisfy the GSW's needs, the GSW shall be entitled to complete their work remotely, or shall be reassigned to a comparable position that can be completed remotely.~~

Section 15. Masking Request. ~~GSWs may request universal masking in their workspaces, including but not limited to classrooms, offices, and labs where they work, meetings, and spaces for required work events. They may do so by posting public notice and/or by verbal announcement at any time, without justification. Should masking behaviors not satisfy the GSW's needs, the GSW shall be entitled to complete their work remotely or shall be reassigned to a comparable position that can be completed remotely.~~

Section 16. Work and Infectious Diseases. ~~GSWs who test positive for or are experiencing symptoms of a communicable disease (e.g., COVID-19, Influenza, etc.) will not be required to work, for at least ten (10) days after they first test positive or first exhibit symptoms, nor until at least 24 hours after their symptoms end, nor until 24 hours after a negative test, whichever comes later. If the sickness extends longer than ten (10) days, then a note shall be provided from a healthcare provider for continued sick leave. Supervisors may not pressure, coerce, or influence GSWs to do otherwise. The GSW shall be entitled to use any available paid sick~~

~~or personal leave while unable to work under this section. A positive test for or a diagnosis of COVID-19, influenza or other similar communicable disease is a serious health condition for the purpose of taking family and medical leave under Article XX (Paid Leave).~~

ARTICLE 15: ACCESSIBILITY

Section 1. ~~Non-Retaliation for Inability to Work Due to Inaccessibility.~~ No GSW will be penalized for non-completion of work due to lack of access. Access shall be defined as spaces and systems where the GSW's work needs are met. **Accessible Workspaces.** GSWs shall have access to workspaces equipped to meet their accessibility needs as defined by the ADA and applicable University policy. In the event that a GSW is unable to adequately complete their duties due to an inaccessible workplace, they shall be held harmless and reasonable accommodations shall be provided.

Section 2. Requesting Documentation. Formal documentation of a medical diagnosis or evaluation for any particular condition(s) ~~may shall not~~ be required to support a request for a reasonable accommodation or meet access needs. ~~, including requests for flexible timelines and attendance policies~~ The parties recognize the burden providing excessive or redundant medical documentation can place on GSWs seeking accommodations and will endeavor to minimize it.

Section 3. Requests for Access. Requests for access needs and/or accommodations made to Disability Access Services (DAS) ~~the Disability Resource Center (DRC), , Office of Diversity, Equity, and Inclusion (ODEI), Office of Institutional Diversity and Inclusion (OIDI), or any other office associated with Northeastern Policy 419,~~ and any other office implementing this agreement will receive a response decision within five two (52) business days. If a request has been approved and cannot be met immediately, a reasonable timeline for meeting the request shall be provided within five (5) business days. If the University cannot meet the request as originally specified, the decision must come with both an explanation for not meeting the original accommodation request and ~~an~~ alternative ways to meet satisfy the relevant access needs of the GSW if approved, at no cost to the GSW

Section 4. Proactive Access. ~~The University shall proactively work to meet the access needs of its community, including, but not limited to:~~

- ~~(a) By the start of the contract, the University shall implement centralized processes for changing offices and classrooms to meet GSWs' physical, sensory and/or other health needs;~~
- ~~(b) Providing and bearing the cost for American Sign Language (ASL) interpreters and Communication Access Real-time Translation (CART) services at any event upon request or where it is reasonable to expect that a D/deaf and/or Hard-of-Hearing person might attend;~~
- ~~(c) Providing and bearing the cost for universal, modern, state-of-the-art text-to-speech and speech-to-text software that can be used on any device (e.g., laptop, computer, tablet, smart phone), as well as updates or new releases of that software; as well as updates or new releases of that software; and~~
- ~~(d) Completing an audit of accessibility on all campuses within one (1) calendar year of the ratification of this Agreement. The audit will be overseen by a committee; the Union and the University may each designate up to three (3) representatives for this committee. The committee will review the audit and make a recommendation to the University based on its findings within one (1) month of reviewing the audit. The University shall take reasonable steps to implement the committee's recommendations.~~

Section 5. Notification of Provider Information. The University shall provide to GSWs receiving accommodations the names, contact information, schedule information, and all other details necessary to use the accommodations services for any and all service providers of those accommodations, whether internal to the University or through a third-party service provider, at least twenty-four (24) hours ahead of their usage. If the accommodations are through a third-party service provider, the University shall

~~provide both direct contact information for that third-party service provider and also contact information for the University representative responsible for coordinating with that third-party provider.~~

Section 6. Properly Maintained Staff. ~~The University will maintain at least one (1) well-maintained webpage to centralize access to physical and mental health services, disability accommodations, and other services relevant to disabled GSWs. The University will maintain at least one (1) full-time staff member responsible for implementing this agreement in regards to physical and mental health services, disability accommodations, and other services relevant to disabled GSWs and this staff member will act as a point of contact for GSW inquiries. All University staff who implement this agreement or work with GSWs, and for GSWs who are fulfilling a teaching role for GSWs, must be trained specifically in accessibility for GSWs. This training will position disability and accessibility from an asset-based lens and models beyond the medical model (e.g., social, revolutionary, complex embodiment models).~~

ARTICLE 16: PROHIBITION AGAINST DISCRIMINATION AND HARASSMENT

Section 1. Non-discrimination Clause. The University shall provide equal opportunity in employment and shall not discriminate or harass with respect to appointment, reappointment, or terms of Appointment of graduate student workers employees, or other matters covered by this agreement.

- a. This protection extends to the categories of:
 - i. Race;
 - ii. Color;
 - iii. Religion or religious creed;
 - iv. Genetic information;
 - v. Sex;
 - vi. Gender identity or expression;
 - vii. Sexual orientation;
 - viii. Native language or dialect;
 - ix. Age;
 - x. National or ethnic origin;
 - xi. Ancestry;
 - xii. Citizenship;
 - xiii. Veteran or military status;
 - xiv. Disability;
 - xv. Medical conditions (including those related to pregnancy status, childbirth, and breastfeeding);
 - ~~xvi. Familial status;~~
 - ~~xvii. Arrest record;~~
 - xviii. Caste;
 - xix. Political affiliation (including membership in any social or political organization) or belief;
 - xx. Union affiliation and/or activities.
- b. For purposes of this Article, the term “caste” is defined as a system of rigid social stratification characterized by hereditary status, endogamy, and social barriers sanctioned by custom, law, or religion, that originated in South Asia.
- c. Discrimination includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
- d. Additional characteristics protected under Massachusetts, federal or local law or University policy state or other applicable law may be treated as protected under this article ~~for conduct occurring in that jurisdiction.~~

Section 2. Sexual Harassment Protections. The University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, sexual orientation, or gender identity or

expression, excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in any University program or activity.

- a. Sexual harassment as misconduct is unwelcome behavior of a sexual nature. Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, graphic, or physical conduct of a sexual nature or based on sexual orientation or gender identity or expression.

Section 3. Abusive Behavior Protections. Neither the University nor the Union shall tolerate abusive behavior against a GSW in the course of their employment, ~~including abusive behavior that is the result of power-based harassment~~. Abusive behavior is repeated, health-harming mistreatment of one or more people, including but not limited to the following:

- a. Unwelcome actions (physical, verbal, non-verbal, electronic, and/or written) that are inappropriate and contribute to a hostile work environment.
- b. Slandering, ridiculing, or maligning a person or their family;
- c. Persistent name-calling that is hurtful, insulting or humiliating, or intentionally or persistently referring to a person by a name that they no longer use;
- d. Jokes or pranks that explicitly focus on an individual person with or without the intent to harm;
- e. Making abusive and offensive remarks;
- f. Public humiliation or public reprimands;
- g. Unreasonably and deliberately excluding an individual or isolating them from work-related activities, such as meetings;
- ~~h. Constant criticism on matters unrelated or minimally related to the person's job performance or description;~~
- ~~i. Persistently not allowing the person to speak or express themselves (i.e., ignoring or interrupting).~~

Section 4. Transgender GSW Protections. The University and the Union share a commitment to support transgender, nonbinary, and gender non-conforming members of the campus community with navigating the policies and practices of the University during a gender transition, as well as to assist University community members in their efforts to support transgender, nonbinary, and gender non-conforming community members. These commitments include but are not limited to:

- a. Upon request from a GSW, the University shall update aspects of a GSW's employment and student record to reflect a change in name or gender, including pronouns/name(s) and persistent identifiers such as email addresses and computer system usernames consistent with applicable law.
- b. The University shall not require legal documentation to be supplied to implement the requested changes, except where required by law, and such legal documentation does not override the GSWs request for a change in name or gender.
- c. University and department-level records should accurately reflect GSW pronouns and honorifics. If an error is found in this regard, it will be promptly corrected when brought to the attention of the department or program. ~~To ensure this, the University shall designate a point of contact to process updates upon request to a GSW's name, identifiers, pronouns, and honorifics.~~
- d. The University shall respect the GSW's decision to discuss their own sexual orientation, gender identity, or gender expression openly, or to keep that information private.

Section 5. Health and Disability Status Protections. All GSWs, and especially disabled or immunocompromised GSWs or GSWs with chronic health conditions, have the right to a workplace free from harassment and discrimination. Intentional or negligent behavior to harm GSW health or access constitutes harassment and discrimination. ~~including but not limited to:~~

- ~~(1) Acting intentionally or with gross negligence to cause illness or injury to a GSW;~~
- ~~(2) Intentionally or persistently disregarding a GSW's accessibility or health needs;~~

~~(3) Removing or attempting to remove or tamper with a GSW's protective equipment or accessibility accommodations, or~~

~~(4) Disparaging or mocking a GSW about perceived health or disability status, protections, or accommodations.~~

Section 6.9. Retaliation. The University prohibits retaliation against an individual for filing a complaint of discrimination or harassment in good faith, for cooperating in an investigation or opposing a discriminatory practice in accordance with federal, state or local law or University policy. Because graduate student workers also have an academic relationship with the University, adverse actions in connection with academic decisions can constitute retaliation for exercising rights under this Agreement. ~~Retaliation against any GSW who, in good faith, reports or who participates in the investigation of violations of this article, the Policy on Sexual and Gender Based Harassment and Title IX, and/or this Agreement is strictly forbidden.~~

~~Retaliation means any adverse action taken against a person for making a good faith report of prohibited conduct or participating in any proceeding under University Policies or this Agreement. Retaliation includes, but is not limited to any threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under the University policies or this Agreement.~~

Section 10. Intermediary Solutions. ~~In instances where a grievance is filed, or during an investigation conducted by Office for University Equity and Compliance (OUEC), where interim remedial or supportive measures are taken, the University shall have the following remedies or interim/supportive measures available, including but not limited to: change to a different workstation, schedule, work location, building, supervisor, unit, department, or position appropriate for the GSW, provided that, in the case of a Complainant/Grievant, the change is equitable; training and education of a Respondent; no contact remedies, including mutual no contact orders. The GSW must receive a decision within two (2) business days. If a request has been approved and cannot be met immediately, a reasonable timeline for meeting the request shall be provided within five (5) business days. If the University cannot meet the request as originally specified, the decision must come with both an explanation for not meeting the original accommodation request and an alternative way to satisfy the relevant access needs of the GSW at no cost to the GSW.~~

Section 7.11. Grievances Timeline. In cases of ~~potential~~ harassment or discrimination, a GSW shall have ~~180~~ 365 days to file a grievance. Graduate student workers may pursue allegations of discrimination, harassment or retaliation with the Office for University Equity and Compliance which provides complaint and investigation processes in accordance with the University's Policy on Sexual and Gender Based Harassment and Title IX or pursuant to applicable University policies such as those prohibiting academic retaliation, all of which may be amended from time to time by the University. While the University conducts the applicable process for investigating and resolving the claim(s) of discrimination or harassment, the GSW may also file a grievance per Article 21: Grievance and Arbitration. Upon mutual agreement, while the investigation is proceeding, the grievance shall be held in abeyance until the University has completed the applicable process (including the investigation and exhaustion of all appeals). Following the completion of the applicable internal process, then per Article 21, the GSW may grieve the University's finding only if the reporting GSW is dissatisfied with any resultant remedies (i.e., corrective and/or interim/supportive measures for the GSW).

The GSW shall not be able to grieve a finding, if any, related to disciplinary actions towards the subject individual of the grievance.

ARTICLE 17: INTERNATIONAL GRADUATE STUDENT WORKER RIGHTS

Section 1. Equal Status Clause. ~~The University recognizes the right for all GSWs to join a union regardless of a GSW's citizenship and immigration or documentation status.~~

Section 1. Ongoing Communication. The parties to this Agreement pledge themselves to a collaborative effort on the topic of GSW terms and conditions of employment through the Labor Management Committee or other applicable avenues of communication for international immigration status in the workplace for GSWs, consistent with the negotiated terms of this Agreement. ~~The Labor Management Committee shall discuss general matters relating to GSWs with international immigration~~

~~status in the workplace.~~ Additionally, ~~once per year, or~~ in the event of significant changes in immigration law and policy, the Union representatives of the Labor Management Committee will meet with representatives of the Office of Global Services at mutually agreeable times. This meeting does not count towards the agreed upon amount of Labor Management Committee sessions per year as defined in Article 30: Labor Management Committee.

Section 23. Privacy Protections.

- (a) The University shall comply with laws regarding the protection of the privacy of all members of the Bargaining Unit
- (b) The University will provide advanced notice to any GSW of a subpoena from a governmental agency seeking information about the student that is governed by FERPA. ~~The University will provide notice within one (1) calendar day to any GSW of a subpoena or any investigation from a governmental agency seeking information about the GSW.~~
- (c) Except as required by a lawful subpoena, the University will not provide any immigration or personal information about the residence or location of the GSW, such as temporary or permanent home address, contact information, workplace, or work schedule to ICE without the consent of the GSW.
- ~~(d) The University shall not permit any federal immigration agent to enter private University property, except as required by lawful subpoena or lawful order.~~
- ~~(e) The University will make reasonable efforts to ensure that immigration outside agents who seek to interrogate, search, or seize the person or property of any GSW on the Employer's premises comply with legal processes when the Employer is provided prior notice or when campus administration becomes aware of such actions by immigration agents.~~
- (d) In the event that the University is served with a valid search or arrest warrant by Department of Homeland Security (DHS) that has not been invalidated by a court of competent jurisdiction, the University shall request that any questioning of GSWs on the University's premises occur in as private a setting as possible.
- (e) The Union shall engage in efforts to educate GSWs that if they are made aware of an immigration investigation about them that the GSW should contact the Union to let the Union know of the investigation. This shall not preclude the University from putting the GSW in contact with the Union of its own volition.

Section 34. Equal Workload. International GSWs shall have the same rights under this Agreement as non-international GSWs concerning work assignments ~~and are protected against discrimination in the type of work, nature of the work, and quantity of work given to them.~~

Section 45. Document Request. The University will continue its practice of assisting international students by providing documents necessary for immigration matters and will respect privacy rights of students consistent with all applicable laws. ~~The University will continue its practice of assisting international GSWs by promptly providing documents necessary for immigration matters, and will respect privacy rights of GSWs consistent with all applicable laws.~~

Section 56. Immigration Attorneys and Legal Resources. The University shall continue to maintain a list of attorneys and other immigration resources, that GSWs may choose to contact for immigration questions.

Section 67. International Student Worker Assistance Fund. The University shall establish a fund of \$180,000 ~~\$675,000~~ per fiscal calendar year for international GSWs to be reimbursed for: VISA application fees, immigration related legal fees, payment for legal representation, immigration related travel, and other immigration related expenses. Unexpended funds may not be rolled over from one year to the next for the duration of this Agreement. ~~Each GSW can request up to \$1800 per event.~~

Section 8. Attorney Access. ~~At least once per semester, the University will sponsor an immigration clinic where GSWs may sign up to speak to an immigration attorney.~~

Section 78. Work Authorization and Documentation. The University shall cooperate with the GSW in completing work authorization documentation in a timely manner and consistent with applicable law. No GSW covered by this Agreement shall suffer any loss of seniority or compensation, due solely to any legal changes in the GSW's name or changes to social security number consistent with applicable law.

Section 89. International Student Support English as a Second Language. ~~The University will continue to offer support and resources for international graduate students through the Office of Global Services and other relevant offices. The University is to continue to make available links to off-campus for English as a Second Language (ESL) resources and classes in addition to providing an on-campus ESL tutoring with the office of Global Student Success and the International Tutoring Center.~~

Section 910. Inability to Return. In cases where a GSW is unable to return to the United States as a result of their immigration or documentation status, and for reasons outside of their reasonable control (e.g., administrative processing), and due to no fault of their own, ~~the University shall consider whether it is possible to arrange for the GSW the University shall make reasonable efforts to arrange for the GSW~~ to perform their duties outside the U.S. when legally permissible, and if possible, shall undertake reasonable efforts to arrange for temporary performance of services so long as any remote work can satisfy the requirements of the GSW's assignment and is consistent with the needs of any project and project/funding conditions as applicable.

Section 1011. Loss of Status. The University shall provide notice to ~~the affected GSW the Union~~ within one (1) calendar day of a GSW's termination due to their work authorization status. ~~If return of status is impossible or unlikely, then the University will assist them in continuing their education at an equivalent international Northeastern campus. Assistance includes but is not limited to the timely and without holds providing academic transcripts, and academic records, placement in an international Northeastern campus, and supporting remote work if applicable.~~

Section 13. Expedited Grievances. ~~If the visa or employment status of an international student is threatened by the discipline and/or dismissal of that student as a GSW, the union may utilize the expedited grievance procedure outlined in article XX Grievance and Arbitration. The parties agree that the university will refrain from making changes to the visa or employment status of said international workers until the grievance and arbitration process has resolved.~~

Section 1112. Existing Benefits for International Graduate Student Workers. Nothing in this Article shall preclude the University from continuing to offer benefits or advise international GSWs on visa issues as they relate to the academic and/or any employment relationship with the University. ~~All existing tools, advising, or benefits for International GSWs shall be maintained for the life of this agreement, or shall be replaced with similar equivalents.~~

Section 1213. Insurance Benefits for International Graduate Student Workers. International GSWs are to be given the same insurance benefits as non-international GSWs, subject to the terms of their admission and funding commitment, and the applicable terms of this Agreement.

Section 1314. Timely Response. Visa work authorization (e.g., Curricular Practical Training (CPT), Optional Practical Training (OPT), and I-20) for international GSWs to accept internships and co-ops shall be processed within 15 business days. OGS will create a process to address emergency/urgent requests where GSWs need a response faster than 15 business days, through no fault of their own.

ARTICLE 18: TRAVEL

Section 1. GSWs who are required to travel as part of their work assignment shall be reimbursed for authorized expenses in a timely manner. Where applicable, and consistent with any grant requirements, upfront costs associated with such required travel (e.g. hotel and airfare) will be paid in advance by the University. The parties agree that GSWs are responsible for maintaining and

~~submitting receipts through the applicable reimbursement process and that the timeliness of reimbursements is dependent upon the GSW's cooperation with this process. The parties agree that GSWs are responsible for maintaining and submitting receipts for costs accrued during travel through the applicable reimbursement process and that the timeliness of reimbursements is dependent upon a GSW's initial submission time.~~

Travel expenses may include but are not limited to: approved accommodation, transportation of any kind including airfare and local travel, meals, shipping of materials pertaining to ~~any~~ work, and any other non-optional expenses involved in conducting their work assignment while traveling.

Section 2. All expenses not paid in advance by the University incurred without a travel advance request will be recorded by GSWs through Concur and reimbursed via direct deposit as soon as practicable, but no later than thirty (30) days of when a GSW submits an expense report. Expense reports can be submitted immediately following the GSW's return, and there is a thirty sixty (~~30 60~~) day deadline from the date the expense was paid or incurred on when GSWs can submit their reimbursement requests.

~~**Section 3.** The University will provide GSWs with personal and emergency health insurance coverage for all work-related international and domestic travel. GSWs will be notified of their benefits and benefits office contact information via email at least 14 days prior to set travel dates. This coverage will include but is not limited to:~~

- ~~A. —Access to Procurement Services negotiated special rates and services;~~
- ~~B. —Personal property insurance for personal effects;~~
- ~~C. —Trip cancellation insurance;~~

~~**Section 4.** Emergency medical travel expenses incurred by GSWs will be covered or reimbursed by the University or applicable health insurance provider when certification of medical necessity signed by a qualified healthcare provider or a doctor is presented. Emergency medical travel is defined as medical treatment that requires immediate attention not available on site. Access to emergency services or reimbursement will not require pre-approval by the University.~~

~~**Section 5.** Emergency repatriation and evacuation will be covered by the University for circumstances that arise during and in the course of GSW travel. The University will provide repatriation and evacuation coverage that exceeds minimum limits required by overseas consulates and has no deductible for GSWs.~~

ARTICLE 19: TRAINING

Section 1. The University may require graduate student workers (GSWs) to undergo training related to their assigned duties. The University retains the right to determine the content and delivery of training and will maintain support for training programs it determines are necessary for applicable GSW work responsibilities.

Section 2. The University shall provide any and all training necessary to fulfill the GSW's assigned work responsibilities. The University will cover the registration and attendance costs for any required training. GSWs shall be paid at their current rate for all required trainings, provided that GSWs shall not be entitled to receive pay for training in addition to their stipend or hourly pay. ~~If a GSW attends a required work training that offers a stipend or hourly compensation which is less than the contractual rate for GSW work duties, the GSW will receive compensation that covers the difference between what is paid and the applicable contractual rate.~~

Section 3. The University shall notify GSWs of any required work training as part of their appointment notification or as soon as practicable.

Section 4. The Union may make recommendations to the University to address training concerns brought to its attention by GSWs or regarding the content and delivery of trainings. The University will consider Union recommendations but is under no obligation to adopt any recommendation.

Section 5. If a GSW or the Union identifies additional training that may enhance a member's work, they may propose such training to the University for good-faith consideration. If approved, the University will cover the registration and attendance costs for such trainings as provided in Section 2.

Section 6. GSWs will be allowed time off at their applicable rate of pay in order to take an examination for professional licensing required by the University for their work assignment. The University will pay the costs for any such required professional license and training for the duration of the graduate student's work assignment. GSWs may request time off to take examinations for professional licensing related to a GSW's degree or to travel to approved conferences, other approved training or other events for professional development. Any decision to grant such time off for one GSW shall not be precedential to any other similar request by other GSWs.

ARTICLE 20: PROFESSIONAL DEVELOPMENT

Section 1: Importance of Professional Development. The University and the Union agree that professional development opportunities are important to graduate student workers (GSWs).

Section 2: On-Campus Professional Development. The University shall continue its practice of making on-campus professional development opportunities available to GSWs and other graduate students free of charge, as applicable.

Section 3: Establishment of Payment for Professional Development. All GSWs will be given access to Concur for approved reimbursement costs related to professional development.

Section 4: Eligible Expenses. GSWs may request that their advisor or supervisor purchase resources related to professional development. Each GSW may request up to \$750 worth of resources per year. All application requests presented to the University must contain written approval from the GSW's advisor or supervisor. Requests shall be for a scholarly, educational, or professional purpose, including but not limited to professional travel, supplies, books, journals, seminars, and equipment. If a request is denied by the University or the GSW's advisor or supervisor, that request shall not count against a GSW's annual limit for the year. University determinations to approve or deny requests shall not be subject to the grievance and arbitration process.

Section 5: Existing ~~Travel Professional Development Funds.~~ ~~Professional development funds available to GSWs which are in existence on the effective date of the Agreement and which are not specifically covered by this article, will continue in effect under conditions upon which they had previously existed throughout the life of this Agreement. If the University intends to diminish or eliminate existing professional development funds, in accordance with the above, they must negotiate over the impacts of these changes. PhD travel funding budgeted for the current fiscal year (7/1/25-6/30/26) will not be reduced.~~

ARTICLE 21: GRIEVANCE AND ARBITRATION

A grievance within the meaning of this Article shall be a complaint or dispute arising out of the application or interpretation of a specific provision of this Agreement except as otherwise provided in the Agreement. Except as otherwise provided in the Agreement, the procedure outlined in this Article shall be the sole, exclusive process for resolving all grievances.

It is the objective of the University and the Union to encourage the prompt resolution of grievances either by formal or informal procedures in the interest of maintaining a safe and productive environment. The parties agree to make available to each other all known relevant facts regarding the grievance in order to facilitate the earliest possible settlement of grievances prior to arbitration. The Union may present a policy grievance (one that affects more than one person) at any step of the grievance procedure.

Section 1: Informal Discussion

~~When a potential grievance arises, the graduate student worker(s) and representative(s) of the Union, shall meet with the representative(s) of the University closest to and best able to discuss and resolve the matter. Informal resolution shall be attempted first, subject to the discretion of the Union and may be terminated at the discretion of the union. The University and the~~

~~Union agree that informal resolutions of grievances do not set precedent. Attempts at informal resolution shall extend the calendar day time limit to file a written grievance by the number of days informal resolution is pursued.~~

Section 1. Grievance Steps

Filing a grievance. To initiate a grievance, the grievant(s) and/or the Union shall submit a written grievance and shall specify the (1) grievant(s), (2) date(s) of the alleged violation of the Agreement, (3) provision(s) of the Agreement alleged to have been violated, (4) facts supporting the alleged violation of each provision alleged to have been violated, and (5) relief requested by the grievant(s). All grievances must be filed within forty (40) days after the event, or after the grievant should have become aware of the event, giving rise to the grievance. All grievances must be filed, signed and dated by a Union representative or filed electronically from a University or Union email address. Any grievance concerning a decision of the Provost that allegedly impacts bargaining unit members in more than one college may be filed directly at Step 3 in one of the relevant colleges, provided all requirements of this paragraph are met.

a. Step One (Informal Discussion): (Dean)

When a potential grievance arises, the graduate student worker(s) and representative(s) of the Union, shall meet with the representative(s) of the University closest to and best able to discuss and resolve the matter. Informal discussions should take place within ten (10) days of the grievance being filed. Informal resolution shall be attempted first, subject to the discretion of the Union and may be terminated at the discretion of the union. Informal attempts at resolution shall not extend beyond fourteen days without the written agreement of each of the parties. The University and the Union agree that informal resolutions of grievances do not set precedent.

~~The grievant(s) and/or the Union shall file the grievance with the relevant Dean and the head of Labor University Operations within thirtyfourty fiveninety (3090) calendar days of the occurrence giving rise to the grievance or after the grievant should have become aware of the event, giving rise to the grievance. or within fourty-fiveninety (4590) calendar days of the date on which the grievant(s) learned of such occurrence. A GSW who is required by their employment to be temporarily away from the Northeastern campus may file their grievance within ninety (90) calendar days following their return to campus.~~

~~The grievant(s), the dean and a representative of the Union shall meet and discuss the grievance within tenfive (105) calendar days after such filing. The Dean shall then consider the grievance and render a decision together with the reasons in writing to the grievant(s) and the Union within ten (10) calendar days from the date on which the meeting was held.~~

b. Step Two (University Labor OperationsProvost):

If the grievance is not resolved at Step 1, the grieving party may request that the grievance proceed to Step 2. Requests to advance the grievance to Step 2 must be filed within fifteen (15) days of the expiration of the informal discussion period in Step 1. Step 2 grievances must be presented to the head of University Labor Operations, with a copy to the relevant associate dean for graduate affairs in the student's college. If the request is timely filed, the University head of Labor Operations or their designee will schedule a meeting to discuss the grievance within ten (10) business days of receiving notice of the grievance. If the grievance is not resolved at the meeting, the University grievance meeting representative shall respond to the grievance within fourteen (14) days of the meeting.

~~If a grievance is of a campus-wide nature, or if a grievance is not resolved at Step One, the grievant(s) or union may request that the grievance proceed to Step Two. An appeal is submitted in writing to the Provost and must be filed within twenty-one (21) calendar days after the written decision of the Dean is received or, if none is received by the due date,~~

~~within twenty-one (21) calendar days after the due date. Grievances presented initially to the Provost must be filed by the grievant(s) and/or the Union within ninety (90) calendar days of the occurrence giving rise to the grievance or within ninety (90) calendar days of the date on which the grievant(s) and/or the Union learned of such occurrence, whichever is later.~~

~~The grievant, the Provost (and the head of Labor University Operations), and a representative of the Union shall meet and discuss the grievance within five (5) calendar days after such filing. The Provost shall then consider the grievance and be required to render a decision together with the reasons in writing to the grievant(s) and the Union within ten (10) calendar days after the date of the meeting. In the event that the Provost is the subject of grievance, the Union may request a replacement of equal or higher decision making power to fulfill the Provost's Step Two obligations.~~

c. Step Three (Dean):

If the grievance is not resolved at Step 2, the grieving party may request that the grievance proceed to Step 3. Requests to advance the grievance to Step 3 must be filed within fifteen (15) days of the Step 2 response or the expiration of the fourteen (14) day period in Step 2 if no response is provided. Step 3 grievances must be presented to the Dean of the grieving party's college, with a copy to the head of University Labor Operations and the relevant associate dean for graduate affairs in the student's college. If the request is timely filed, the Dean or their designee will schedule a meeting to discuss the grievance within ten (10) business days of receiving notice of the grievance. If the grievance is not resolved at the meeting, the University grievance meeting representative shall respond to the grievance within fourteen (14) days of the meeting.

d. Step ~~Four~~Three (Arbitration):

If the grievance is not resolved at Step 3, the grieving party may submit the grievance to arbitration by filing a written request with the other party and the Labor Relations Connection (LRC) If the grievance is not resolved to the satisfaction of the Union at Step Two, the Union may submit the grievance, within ~~fortyninety~~ (40 90) calendar days of receipt of the written response at Step ~~Three Two~~ or, if none is received by the due date, within ~~fortyninety~~ (40 90) calendar days after the due date, to final and binding arbitration. Notice of the appeal of the grievance to arbitration shall be sent to the President and the head of Labor University Operations. Within ten (10) calendar days of the President's receipt of such notice from the Union, the University and the Union shall promptly file with the next arbitrator from the agreed-upon panel created as defined in Appendix A:

- ~~i. a copy of this Agreement;~~
- ~~ii. a copy of the written notice, sent to the Provost, of the Union's intention to initiate arbitration; and~~
- ~~iii. a complete copy of the grievance record.~~

The arbitration shall be conducted in accordance with the rules and regulations of the Labor Relations Connection in effect at the date of submission. The arbitrator, unless the time limit is mutually waived by the parties, shall render a decision not later than forty-five (45) calendar days from the date of the closing of the hearings.

If either the University or the Union timely raises an issue of procedural arbitrability, the arbitrator shall bifurcate the hearing and hear and decide the issue of procedural arbitrability before hearing any evidence or statement regarding the merits of the grievance.

There shall be no submission of multiple grievances to arbitration in one demand, nor shall separately submitted grievances be consolidated and/or merged before the same arbitrator, absent mutual consent between the University and the Union. Accordingly, in the absence of mutual consent of the University and the Union, an arbitrator may not be

presented with or rule upon more than one grievance. It is the desire of the University and the Union to settle grievances at the lowest possible level. Therefore, where consistent with this agreement, all steps shall be required before a grievance can proceed to arbitration unless the University and the Union agree otherwise in writing.

The decision and award of the arbitrator shall be final and binding on the parties ~~to the extent provided by law and shall be in writing, setting forth the opinion and conclusions on the issues submitted to the arbitrator.~~ The arbitrator shall be without authority to add to, subtract from, or modify the terms of this Agreement. ~~Furthermore, the arbitrator shall be without authority to consider or render decisions concerning any purely academic matters.~~ The costs of arbitration, exclusive of those incurred by each respective party in preparing and presenting its case, shall be borne equally by the parties. ~~In the event that the Union withdraws the case prior to hearing and a cancellation fee is incurred, the Union shall be solely responsible for the fee. The arbitration shall be held in Boston, Massachusetts unless the University and the Union agree in writing to hold it elsewhere.~~

Section 3. Union Representation and Rights

The University shall forward a copy of any-grievance to the Union's designated campus grievance representative within five (5) calendar days of receipt. The representative(s) of the Union shall be permitted to be present at any meeting required under the formal grievance procedure, and the Union representative shall be permitted to present the Union's point of view regarding the grievance at such meeting(s).

Any graduate student worker (GSW) may request Union representation at any step of the grievance procedure. Copies of all documents and correspondence filed with respect to the grievance shall be sent to the Union at the time of filing or as nearly thereafter as possible.

Section 4. Implementation

Upon resolution of the grievance, the parties shall implement the remedy within twenty-one (21) calendar days unless otherwise provided by the award of the arbitrator, or by mutual agreement of the parties.

Section 5. No Retaliation

The University shall not retaliate against any bargaining unit members for filing a grievance, or participating in the grievance process consistent with this Agreement. Necessary witnesses or participants in grievance procedures shall be released from their assignments without penalty when necessary. ~~However, the parties will attempt to schedule meetings in a way that minimizes or removes the need for release time.~~

Section 6. Time Limits

Time limits provided herein may be extended or delimited by mutual agreement. Failure of the University to respond to any grievance within the specified time limits of this Article shall mean that the grievant(s) and/or the Union may take said grievance to the next level of the grievance procedure. Failure of the grievant(s) to abide by the time limits set forth in this Article shall result in the grievance being deemed settled on the basis of the last written decision made during the grievance procedure by the University.

Section 7. Expedited Grievance

Grievances ~~referenced as expeditable in this agreement concerning discharge or suspensions~~ may be filed with ~~University Labor Operations, the Campus Contract Administrator within fifteen (15) calendar days of receipt of the termination notice by the union.~~ ~~In such cases University Lab~~The Campus Contract Administrator ~~In such cases, University Labor Operations~~ or their designee shall

schedule a grievance meeting with the grievant and Union within ~~seven~~ **five** (7.5) calendar days following receipt of the grievance. The Campus Contract Administrator shall issue a written response within ~~seven~~ **five** (7.5) calendar days following the grievance meeting.

If the University exceeds any time limit or fails to act within the prescribed grievance processing time limits, the grievant(s) and/or Union may proceed to arbitration.

The time limits prescribed herein may be extended in any specific instance by mutual written agreement of the parties. In the absence of any such agreement, both parties retain the right to claim procedural arbitrability. For discharge or suspension grievances, no rights or remedies are waived as a result of employing the normal grievance procedure contained elsewhere in this Article rather than expedited grievance procedure.

Section 8. Release Time

The University and the Union shall endeavor to schedule arbitration hearings which do not conflict with the bargaining unit assignments of the grievant or the grievant's representative. If arbitration hearings occur when the grievant, or the grievant's representative have bargaining unit assignments which cannot be rescheduled, the individual(s) with the unresolved scheduling conflict shall be eligible to receive leave with pay for the period of the assignments which cannot be rescheduled, provided the request for such leave is made at least fifteen (15) calendar days in advance of the hearing date.

The University and the Union shall endeavor to schedule the testimony of GSW witnesses when the GSW witnesses do not have bargaining unit assignments. GSW witnesses who are called by the parties to testify shall be eligible to receive leave with pay only for time required for testifying when the GSW has a bargaining unit assignment which cannot be rescheduled, if the request for such leave is made at least fifteen (15) calendar days in advance of the hearing.

Appendix A: Arbitrator Panel

1. The parties shall have ninety (90) days from the effective date of this contract to reach agreement on a panel of arbitrators of at least ~~15~~ **10** names who shall preside to hear grievances brought under this Article in accordance with this Agreement and applicable LRC rules:
2. The procedure for modifying the panel shall be as follows:
 - a. Each party shall have the right to eliminate up to two (2) arbitrators from the panel once each calendar year. The party exercising this right shall notify the other party in writing of the name(s) of the arbitrator(s) to be stricken from the panel.
3. In replacing an arbitrator who has been eliminated, declined to participate or who has resigned, or in adding (an) arbitrator(s) to complete the panel, the parties will exchange nominations within sixty (60) calendar days. The party selecting first shall be determined by the flip of a coin. Any arbitrator eliminated in Section 2.a above may not be placed on the panel again.
4. The parties shall jointly send letters to arbitrators chosen for placement on the standing panel and shall request that they agree to participate and comply with the provisions of this agreement.

ARTICLE 22: JOB POSTINGS

Section 1. Positions that would be in the bargaining unit if filled by a Northeastern graduate student are filled in the following manner:

- To fulfill a commitment of support made to a Northeastern graduate student at the time of admission; or
- As part of an existing or past teaching, research, or advisor/advisee relationship between a faculty member and a candidate for a position.

In cases where such positions are not filled in the aforementioned manner, they may will be considered “open positions”.

Section 2. The University shall post open hourly positions covered by this Agreement with the Office of Student Employment, Graduate Assistantships and Fellowships (“SEGAF”). Graduate student applicants may access and view open positions on the SEGAF webpage, and may apply for open positions through the SEGAF application process. This process will be transitioned for hourly applicants to the webpage as set forth in Section 7.

Section 3. Stipended GSWs who lose an appointment assignment and funding for reasons other than academic dismissal, failure to meet the terms of their appointment, or dismissal consistent with Article 26: Discipline & Dismissal of this Agreement shall not be considered eligible to apply for open positions. Stipended GSWs who are beyond their funding commitment period are eligible to apply for open positions.

Section 4. Stipended GSWs may apply for open funded positions for which they qualify. ~~If a GSW secures an appointment through this process, they shall be eligible to exchange the original appointment for the acquired appointment, prior to the start of their original appointment (e.g. such as if a GSW was assigned to TA but acquired an RA appointment through the job postings board). Further, a GSW may choose their preferred position, in the event that they were reassigned mid-appointment (due to a lost appointment) but have received a position offer through this process.~~ GSWs should prioritize open positions in their department/program first, but may consider open positions within their college. They may also seek an open position outside of their college.

Section 5. Stipended GSWs may request information concerning open positions covered by this Agreement with their college. Such requests must be in writing and directed to the relevant associate dean for graduate affairs with a copy to the relevant department chair in colleges with departments. Colleges shall endeavor to respond to such requests for information within ten (10) business days of receiving the request. This request process will cease upon the establishment of a webpage as set forth in Section 7.

Section 6. ~~In all cases, t~~The University shall hire Northeastern University graduate students over other candidates for these positions.

Section 7. ~~No later September 1, 2025, the University will establish a unified webpage where colleges will post open positions for all (hourly and stipended) GSWs. No later than the second year of this Agreement, the University will establish a webpage where colleges may post open teaching or research positions for eligible GSWs.~~ This website will be clearly posted on the SEGAF website. Appointing units shall include a link to this website on their department or unit websites. ~~Hiring units will not require applicants to submit materials through any system separate from the University job postings website. Each appointing unit will distribute job postings for available positions as soon as possible but no later than 15 days of the vacancy occurring.~~ Such postings will include the following information:

- A. Position title ~~and classification~~
- B. Effective dates and duration if end date is known
- C. College, department, and supervisor ~~if known~~
- D. General terms of the appointment, ~~including pay rate stipend~~
- E. General scope of anticipated responsibilities
- F. Anticipated weekly schedule, ~~if known at the time including minimum and maximum hours~~
- G. Individual to contact to apply
- H. ~~Basic and preferred qualifications;~~

~~I.—Work location;~~

~~J.—Expected pay rate or range;~~

~~K.—Expected pay frequency;~~

L. The following statement that the position is covered by this collective bargaining agreement, and a link to the agreement:

- “This position, as posted, is subject to a collective bargaining agreement between Northeastern University and the Graduate Employees of Northeastern University UAW.”

~~M.—Information about how to apply for the position, such as required application materials;~~

~~N.—Deadline for applying;~~

~~O.—Contact information for the Office of Diversity, Equity, and Inclusion, Office for University Equity and Compliance, University Ombuds, Office of Global Services, and the Union;~~

~~P.—The following statement:~~

~~“Unsuccessful applications will be retained for consideration in the event that there are last minute openings for available positions.”~~

Any application for a position under this Article does not supplant the applicable college or department-level appointment process.

Section 8. ~~The appointing unit will inform an applicant of their status through email status updates from the job postings system. Appointing units will extend offers to successful applicants within three (3) weeks after the application due date, where possible.~~

Once the posting has been filled, appointing units will provide notification, ~~by email status update,~~ to all unsuccessful applicants as soon as possible but shall endeavor to do so no later than ~~within~~ 7 business days after the position has been formally accepted. An appointing unit which has additional available positions in the semester for which the unsuccessful applicant originally applied, may will consider all unsuccessful applications ~~retained as provided in Section 7.Q., for the additional available positions.~~

Section 9. ~~No appointing unit shall have a policy that uses tuition costs or cost of benefits as a factor in hiring decisions. Applications for available positions will be accepted by appointing units as follows:~~

- ~~● Appointing units will extend offers to successful applicants within three (3) weeks after the application due date, where possible;~~
- ~~● Appointment offers will be extended and accepted through the website described in Section 7 with a concurrent email notification;~~
- ~~● Upon extension of the offer, all information outlined in Section 7 as well as a general description of benefits, including a reference to the benefits website, will be emailed to the successful applicant.~~

ARTICLE 23: EMPLOYMENT RECORDS

Section 1. Employment records as used in this Agreement for GSWs shall mean the Appointment Letter that is required by Article 11, ~~Section XX,~~ as well as any discipline imposed and written performance evaluations that are unrelated to academics and concerns non-academic work as defined in this Agreement. Changes to a discipline outcome as a result of grievances and arbitration will be reflected in a GSW's employment record. Employment records shall also include the following:

- Start date of the appointment/assignment
- Anticipated end date of the appointment/assignment
- Pay rate and frequency of pay for the appointment/assignment
- Hours of work recorded by the GSW, as applicable
- Hiring department or college
- Supervisor if reflected
- NUID

Section 2. Employment records shall not include any academic records, including records related to a GSW's course of study, grades, academic progress, or course evaluations. Grievances and related documents generated as part of the grievance process shall not be maintained as part of an “employment record.”

Section 3. GSWs shall be able to obtain a copy of their employment records at least once each academic term by submitting a request for records to the associate dean for graduate affairs and department chair (when applicable) in the college where they are employed. Hourly GSWs may also obtain bulleted information in Section 1 from the Office of Student Employment, Graduate Assistantships and Fellowships. Colleges shall endeavor to respond to requests under this request process within ten (10) business days. This process shall be replaced with an online direct systems access to their employment records once University systems are redesigned to accommodate such requests, which shall be within 6 months of the start of this Agreement. Once direct systems access is in place, the once-per-term request process outlined above shall no longer apply. The University shall provide notice to GSWs of the above records request process, including the location of direct systems access.

Section 4. GSWs may express disagreement with any information contained in their employment record by sending an email to the contact points for records requests outlined in Section 3. Such email shall set out the specific basis for the disagreement and the reasons therefore. The University shall consider the GSW's email and may adjust the information in response. Any email submitted from the GSW shall be considered part of their employment record, and provided in response to any request pursuant to Section 3 if available.

Section 5. Employment records shall be treated as confidential GSW information consistent with any other GSW information maintained by the University. All policies and procedures designed to protect GSWs' information shall apply to such records. A GSW's name, NUID, email address, phone number, and physical address shall not be shared with any local or federal law enforcement agency, except when required by lawful subpoena, court order, or other applicable law. The University will, where possible, inform GSWs whenever their records are shared with any law enforcement agency, including NUPD. Employment records shall be retained consistent with University policies on record retention for student records.

Section 6. GSWs may authorize Union representatives to review their employment records through the FERPA release identified in Article 24: Union Access and Rights.

Section 7. Upon completion of the online employment records access system, GSWs shall be notified of the placement of any new or modified materials that are added to their employment records within two (2) business days, if such material is added outside of the normal course of business and University systems can accommodate this function. The notification shall appear within the online system used for tracking employment records.

ARTICLE 24: UNION ACCESS AND RIGHTS

Section 1. The University shall make available, at no cost, a meeting space for the Union to conduct business from time-to-time pertaining to bargaining unit work, on the same terms as space is made available for other campus organizations. Meeting space shall be subject to availability. The Union may request a lockable office on campus for Union use. ~~An office shall be provided to the Union, in accordance with Union preferences, if available.~~

Section 2. Requests for access by staff representatives, who are not also graduate students, will be made in advance and will not be unreasonably denied. Union representatives must comply with University policies and practices that apply to visitors, including restricted use areas.

Section 3. Within thirty (30) days of the start of each semester, and whenever there is an update, the Union shall provide a list of the names and colleges of bargaining unit representatives who are authorized to act as representatives for the Union for purposes of investigation and resolution of grievances, attending meetings with a grievant, meeting with University officials and to address other matters pertaining to bargaining unit work.

Section 4. Bargaining unit member college mailboxes, to the extent available, may be utilized by the Union for purposes of communicating about bargaining unit work. The Union shall have access to one bulletin board per college for posting matters about bargaining unit work, and access is subject to the same policies and procedures that apply to postings on campus.

Section 5. The University agrees to provide newly admitted stipended graduate students a packet of materials to be supplied by the Union that will be included in their new PhD orientation packet. The University shall notify the Union no later than thirty (30) days prior to the annual new PhD orientation to enable the Union to provide materials in advance.

Section 6. The University will notify the Union of the date, time, and location of all known campus-wide orientations for GSWs as soon as practicably possible, but no later than one (1) week before. Union representatives shall be given at least thirty (30) minutes to speak at ~~the all-campus-wide~~ orientation for incoming PhD students GSWs. Union representatives shall be given at least ~~fifteen twenty~~ (15 20) minutes to speak at college or departmental ~~academic~~ orientation sessions or similar sessions dealing with GSW training for those departments that choose to hold such sessions in person or virtually.

~~**Section 7.** 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 78. Within ~~twenty fourteen~~ (20 14) days of the beginning of each semester, and within ~~fourteen seven~~ (14 7) days of the beginning of each summer semester, and on a monthly basis thereafter, to the extent permitted by the Family Educational Rights and Privacy Act (FERPA), the University will provide to the Union, at no cost, a list of graduate students covered by this Agreement, along with the following information:

- Name (legal name and preferred name)
- Home address (city, state, country only)
- Major field of study
- College

Section 89. Within the specified periods, above, for bargaining unit members who have completed and submitted a FERPA waiver to the University (as set forth in Section ~~910~~), the University will also provide to the Union, at no cost, the following information:

- Northeastern ID number
- Permanent and local street address, city, state, zip code
- Cell phone number
- Personal and Northeastern email on file
- Appointment title
- Home department, as applicable
- Stipend or hourly rate of pay
- ~~• Status as stipend or hourly~~
- ~~• Pay grade~~
- ~~• College enrolled~~
- ~~• Supervisor~~
- Date of birth
- Country of birth/origin
- Dates of employment (start to end, with breaks)
- ~~• Dates of enrollment (start to end, with breaks)~~
- Anticipated or actual date of graduation
- Department or program in which GSW is employed
- ~~• Department or program in which GSW is enrolled~~
- Work location if known (building and office)
- Deduction amount dues
- Deduction amount VCAP
- Total wages for the pay period
- Total hours worked in the pay period
- ~~• Days in the pay period~~
- ~~• Total wages year to date~~
- ~~• Total FTE~~

● ~~Appointment term~~

Section 910. Initial appointment letters for GSWs must contain a copy of the FERPA Release Form set forth in Appendix A to this Agreement, by which the GSW may consent to the disclosure of directory and non-directory information to the Union. The form will consist of two options as described below:

- A first option for the GSW to consent to the release of non-directory information to the Union as outlined in Section 89
- A second option for the GSW to decline to provide consent to the release of non-directory information

Selection of one of the above options shall be required to accept the appointment. The University shall make reasonable efforts to obtain a completed form. Changes to the form set forth in Appendix A may only be made under mutual consent of the University and Union but shall be consistent with FERPA requirements.

Section 1011. Within ten (10) days of the effective date of this Agreement, if the effective date does not fall during winter break, the University shall provide the form outlined in Section 8 to all bargaining union members. The University shall make reasonable efforts to obtain a completed form from all bargaining unit members.

ARTICLE 25: UNION STEWARDS AND OFFICERS

Section 1. Union Stewards. The Union may designate a number of stewards appropriate to the size of the unit who shall be members of the bargaining unit. A steward processes grievances and may act as a Union representative for unit members who request Union representation in an employment related an employment meeting. A steward who is processing a grievance in accordance with the grievance procedure of this Agreement shall be permitted reasonable release time to meet with University and Union representatives and process the grievance. The parties will endeavor to schedule meetings in a way where utilizing release time is not necessary.

Section 2. Union Bargaining Committee Members. The University shall provide reasonable release time, when necessary, for the Union-elected bargaining committee during each semester and summer sessions in which bargaining occurs for the purpose of negotiating the collective bargaining agreement between the Union and the University, provided that union bargaining committee members arrange in advance with their supervisor to make up any work missed as a result of negotiations, or otherwise arrange with their supervisor for coverage during negotiations.

Section 3. Official Points of Contact. The University shall work with such individuals outlined in Sections 1 and 2 as representatives of the Union for purposes of investigating, presenting and settling grievances in accordance with the provisions of the collective bargaining agreement.

ARTICLE 26: DISCIPLINE AND DISMISSAL

Section 1. Just Cause. The University shall not discipline or dismiss a Graduate Student Worker (GSW) without just cause.

Section 2. Definition. Discipline may include written warnings, unpaid suspensions, or dismissal from employment from a GSW appointment based upon job-related misconduct. Dismissal does not include non-appointment or non-reappointment of an individual. Nothing in this section shall prohibit the University from placing a graduate student on paid administrative leave without prior notice in order to investigate allegations of misconduct.

Section 3. Initial Remediation. The GSW's Department or Supervisor shall make every effort attempt, as a best practice in applicable circumstances, to address ~~any~~ concerns that could lead to discipline with the GSW prior to taking steps towards disciplinary action. No decision at this stage will be precedential.

Section 4. Notice of Disciplinary Investigation. In the event that the University investigates a GSW for matters that could result in discipline or dismissal, consistent with this article, the University shall:

1. Notify the GSW and the Union in writing of this investigation. The notice shall include:
 - a. The reasons for the investigation;
 - b. the nature of the alleged violation, including citation to the policy or rule alleged to have been violated, if any, with that policy or rule attached and/or linked;
 - c. the potential level of discipline that could be rendered;
 - d. notice of the right to Union representation.
2. Hold an investigatory meeting with the GSW, their union representative if requested, and the investigator(s).

Section 5. Investigatory Meeting. During the investigatory meeting, the GSW shall be told the specific charges ~~and the basis, the evidence~~ for those charges ~~including any reports or testimony generated as a result of any investigation into those charges~~. The GSW shall have the right to a Union representative, who shall be afforded the opportunity to advise the GSW. The GSW and/or their representative shall have the opportunity to respond to the charges and propose factors to mitigate potential discipline at the meeting. Nothing in this Article is intended to diminish a GSW's Weingarten rights.

Section 67. Notice of Discipline or Dismissal. The GSW and the Union shall be promptly notified in writing of any decision of disciplinary action taken against a GSW.

Section 78. Dismissal. If the University dismisses a GSW, the Union may appeal the dismissal to an expedited arbitration as set forth in Article 21: Grievance and Arbitration.

The Union may file a grievance challenging a dismissal determination at Step 2 of the grievance process consistent with this Article and the Agreement, provided that the grievance otherwise meets the requirements of Section 1 of the Grievance and Arbitration article, and is presented within twenty (20) days of the decision date.

Section 89. Confidentiality. The University shall maintain all disciplinary or dismissal action as confidential to the GSW and the Union. Any documents produced by these processes shall be filed separately from the employee's personnel and academic record.

ARTICLE 27: INTELLECTUAL PROPERTY

Section 1. GSWs are governed by, subject to, and have rights as outlined in the University's Copyright and Patent policies. ~~However, unless prohibited by external funding requirements, intellectual property created solely by a GSW or an entirely GSW group and covered under the Copyright policy, if monetized, will not be subject to net licensing revenues until the generated net revenue exceeds \$5,000.~~

~~**Section 2.** Any intellectual property created, made, or originated by a GSW outside of their appointment/assignment and without significant use of non-University resources will be the property of the GSW unless subject to other agreements.~~

Section 2. Where permitted by external funding requirements, GSWs may place their work under permissive software licenses (e.g., MIT License).

Section 3. The University will maintain a plain-language version of policies for GSWs related to intellectual property, including but not limited to the Policy on Copyright and the Policy on Patents.

Section 4. The University shall not engage in any form of retaliation against a GSW who engages in any good faith effort to enforce their ownership rights in Section 1. The University shall also not retaliate against any GSW who, in good faith, participates in any other investigation or forum regarding intellectual property rights and/or academic integrity, including but not limited to, patent or copyright disputes and investigations of scholarly misconduct, such as but not limited to plagiarism of their published or unpublished work.

ARTICLE 28: TITLES & CLASSIFICATIONS

Section 1. ~~Graduate workers who are part of the bargaining unit and perform services covered by this Agreement shall~~As of the effective date of this Collective Bargaining Agreement (CBA), all Graduate Student Workers (GSWs) performing the duties below shall be placed into the title and pay classifications below based on the nature of their these duties., as follows:

Salaried Positions

Title	Duties
Teaching Assistant (SGA TA)	Attending course lectures and/or sections; office hours; running discussion sections; providing additional student support; grading of assignments as an assistant to a faculty supervisor, but without primary responsibility for the course. <u>A TA may have additional, related duties as assigned and usually works under the direction of a faculty supervisor.</u>
Instructor of Record (IoR)	Preparing, attending, and/or leading course lectures and/or sections; office hours; creation of and grading of assignments as the sole Instructor of Record. <u>An IoR may have additional, related duties as assigned.</u>
Research Assistant (SGA RA)	Writing code; performing experiments; performing field work; maintaining equipment; training; teaching and mentoring lab members. <u>A RA may have additional, related duties as assigned and usually works under the direction of a P.I.</u>
Research Assistant II (SGA RA 2)	Workers with both TA and RA responsibilities.

Hourly Positions

Title	Duties
Grader	Only grading of assignments as an assistant to a faculty supervisor, with no additional teaching duties.
Hourly Course Assistant (HCA)	Assisting students with their course work; office hours; grading; attending course, but without primary responsibility for the course.
Hourly Teaching Assistant (HTA)	Attending course lectures and/or sections; office hours; providing additional student support; providing additional student support ; grading of assignments as an assistant to a faculty supervisor, but without primary responsibility for the course. <u>A HTA may have additional, related duties as assigned and usually works under the direction of a faculty supervisor.</u>
Hourly Research Assistant (HRA)	Writing code; performing experiments; performing field work; maintaining equipment; training; teaching and mentoring lab members. <u>A HRA may have additional, related duties as assigned and usually works under the direction of a P.I.</u>
Hourly Graduate Worker	Working one-on-one with students to assist with their course work. Working one-on-one with students to assist with writing for course work. Working with students to assist with shop and studio work for course work and additional projects. <u>Grading of assignments as an assistant to a supervisor, with no additional teaching duties.</u> Or other similar duties.

Section 2. Supervisors may designate a Teaching Assistant or Research Assistant with additional administrative duties as a “Head Teaching Assistant” or “Head Research Assistant” in courses or labs/research groups/etc. Such designation will come with additional compensation, per Article 5 on Compensation.

Section 3. ~~Any~~ ~~No~~ modifications or deletions ~~shall be~~ made to the bargaining unit title and ~~pay~~ classifications ~~shall be by the mutual agreement of and in Section 1 unless agreed to by~~ both parties. The Administration will report to the Union GENU within thirty (30) days any new job classifications to which GSWs are appointed and the parties will determine if the job classification will be included under this Agreement.

Section 4. It is not the intent of this article to convert previously salaried positions to hourly positions. Such modifications shall not be made unless agreed to by both parties.

ARTICLE 29: NO STRIKE / NO LOCKOUT

--- NEW PROPOSAL ---

Section 1. The University and the Union agree that disputes which may arise between them shall be settled without resort to strike or lockout during the period of this Agreement.

Section 2. The Union on behalf of its members agrees that it will not call, instigate, sanction, condone, or engage in a strike, slowdown or interference with the normal operation of the Employer during the period of this Agreement.

Section 3. The Union will take all necessary effective and affirmative action to avoid any interruption or slowdown of the normal operation of the Employer, and if any such activity occurs will immediately inform GSWs they are in violation of this Agreement and/or law and direct GSWs to comply with this Article.

Section 4. Any GSW who participates in or promotes a strike, slowdown, or interference with the normal operations of the Employer may be subject to discipline.

ARTICLE 30: LABOR MANAGEMENT COMMITTEE

Section 1. ~~A Labor Management Committee (LMC) shall be formed with up to four (4) representatives for the University and up to four (4) representatives for the Union that shall meet monthly at mutually agreed upon dates and times. Nothing contained herein shall prevent the aforementioned from meeting more or less frequently, or including additional participants upon mutual agreement. Each side shall select its own representatives.~~ A Labor Management Committee (LMC) shall be formed with up to four (4) representatives for the University and up to four (4) representatives for the Union that shall meet monthly at mutually agreed upon dates and times for the first year of the Agreement, and then quarterly thereafter. Nothing contained herein shall prevent the aforementioned from meeting more or less frequently, or including additional participants upon mutual agreement. Each side shall select its own representatives.

Section 2. ~~The purpose of the LMC will be to discuss matters of concern to either or both sides, including the administration of this agreement and other related issues. The LMC shall not discuss active grievances, nor shall meetings be considered or be used for the purpose to reopen the Agreement.~~ The purpose of the LMC will be to discuss matters of concern to either or both sides, including the administration of this agreement and other related issues. The LMC shall not discuss active grievances, nor shall meetings be considered or be used for the purpose of bargaining or to reopen the Agreement.

ARTICLE 31: SEVERABILITY

If any provision of this Agreement is found to be contrary to law by a court of competent jurisdiction, such provision shall be of no force or effect to the extent consistent with such court ruling; but the remainder of this Agreement shall continue in full force and effect. In such an event as described above, the parties agree to discuss and renegotiate affected article provisions found to be unlawful, within 30 days following a written request to do so made by either party. The aforementioned renegotiation of provisions of this agreement may be delayed or otherwise paused by mutual agreement of the parties.

ARTICLE 32: PAST PRACTICE AND COMPREHENSIVE AGREEMENT

Any benefits conferred or practices by the University, or a college, division, department, program or faculty member that are not specified in this agreement do not create any rights and, unless specifically provided herein to the contrary, shall not be binding on the University. Economic benefits, and all other terms and conditions of employment which were in effect on the effective date of the Agreement, and which are not specifically provided for or abridged by this Agreement, may continue in effect under conditions upon which they had previously been granted throughout the life of this Agreement at the discretion of the University. Economic benefits, and all other terms and conditions of employment which were in effect on the effective date of the Agreement and which are not specifically provided for or abridged by this Agreement, will continue in effect under conditions upon which they had previously been granted throughout the life of this Agreement unless altered by mutual consent of the Employer and the Union.

The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals, and to negotiate over, any permitted subject of bargaining, and the understandings and agreements reached by the parties exercising that right and opportunity are set forth in this Agreement. Therefore, the parties, for the life of this Agreement, waive the right, and each agrees that the other shall not be obligated, except as otherwise provided in this Agreement or required by law, to bargain collectively with respect to any subject referred to or covered in this Agreement. This Agreement may not be changed, modified or amended, except by an express written agreement signed by authorized agents for both parties.

ARTICLE 33: DURATION

The terms and conditions of this Agreement shall remain in full force and effect commencing upon ~~signature execution~~ by the parties, and shall continue until ~~April June~~ 30, 2028, unless the parties mutually agree otherwise. The Agreement shall automatically renew in full force and effective from year to year after ~~April June~~ 30, 2028, unless in accordance with Section 8(d) of the National Labor Relations Act, either party seeking to terminate or modify the agreement provides at least 60 days' advanced notice of such intention.

ARTICLE 34: AUTOMATION & ARTIFICIAL INTELLIGENCE

Section 1. Informed Use of Employee Data in AI Systems. The University will maintain a list available to GSWs of any AI systems using data held by the University relating to GSWs and their positions, in accordance with the University Policy on the Use of Artificial Intelligence Systems, which may be amended from time to time. This list should include the time scope of data used (i.e. the years/semesters of data present in the system).

~~**Section 2. Informed Use of AI Decision-Making Systems** The University will inform GSWs of AI systems used in employment decision-making procedures related to the hiring of GSWs, distribution of GSW positions, GSW salaries, disciplinary actions or probations, dismissals, or other decision-making where employment discrimination may occur.~~

~~**Section 3. Informed Use of AI Monitoring Systems.** The University will inform GSWs of AI systems used in the monitoring of a GSW's performance of employment duties or a GSW's performance, including but not limited to physical location, technology or device usage, and productivity. The University shall not require that any software that uses AI systems to monitor the GSW be installed on a device used by the GSW, whether that device is personal or University-maintained.~~

Section 2. Grievances Pertaining to AI Systems. When a grievance initiated through the process specified in Article 21: Grievance and Arbitration is identified as involving an AI system, where possible, a mutually agreed upon ~~neutral~~ expert may be identified and selected to provide advice and testimony to supplement any documentation regarding the grievance on the given AI system.

Section 3. Prohibition on Automated Monitoring. The University shall not intentionally automate the monitoring of a GSW's employment duties or a GSW's work performance, including but not limited to physical location, device usage, and productivity. The University shall not require that any software that monitors the GSW's performance be installed on a device owned by a GSW.

Automated monitoring of GSW's physical location is permitted for the purposes of security and emergency response, disability accommodation, and access control (e.g. swipe card access).

ARTICLE 35: PROFESSIONAL AND ACADEMIC FREEDOM

~~**Section 1.** The University and the Union recognize the importance of academic freedom to an institution of higher education, and subscribe to the 1940 Statement of Principles of Academic Freedom and Academic Tenure issued by the American Association of University Professors and the Association of American Colleges, as amended in 1970.~~

Section 1. The University and the Union affirm that GSWs' rights to academic freedom apply insofar as they are involved in teaching (e.g. as Instructors of Record, guest lecturers, etc.) and research (e.g. as sole-authors, first-authors, Principal Investigators, etc.), and are expected to exercise appropriate discretion and professional judgement in the exercise of these freedoms.

Where GSWs are involved in teaching and research that is directly supervised by a faculty member (e.g. as Teaching Assistants designing and grading assignments under the direction of a faculty instructor, or as Research Assistants collecting or analyzing data for a faculty PI), GSWs are expected to coordinate and consult with their direct supervisors as to how to exercise appropriate discretion and professional judgement in the exercise of these freedoms, deferring to the ultimate approval of their direct supervisor, where such approval is not unreasonably withheld.

Section 2. The University shall ensure that the following rights and freedoms apply to GSWs outside of their supervised, appointed responsibilities (i.e., as TAs and RAs supervised by a faculty member), as long as such is consistent with this Agreement and University policies and procedures:

- ~~a. The University will impose no restraint upon the extramural pursuits of any GSW.~~
- b. GSWs shall have the right to express themselves as members of society and as members of their field of study, instruction, or research, without censorship or retaliation from the University.
- c. GSWs shall have the right to assemble or protest, without censorship or retaliation from the University.
- d. GSWs shall have the right to petition regarding any matter of institutional governance, policy, or action, without censorship or retaliation from the University.
- e. GSWs may freely express their political beliefs and/or affiliations in their work environment, consistent with Article 16: Discrimination and Harassment.

~~**Section 3.** GSWs may freely express their political beliefs and/or affiliations in their work environment, consistent with Article XX: Prohibition Against Discrimination and Harassment.~~

Section 3 4. The University shall not retaliate against a GSW in an academic form for exercising a freedom or right under this Agreement or participating in any investigation or proceeding arising under this Agreement. Academic retaliation may include but is not limited to targeting grades, academic or work-related performance assessments, recommendation letters, or the denial of academic, teaching, research, or professional development opportunities.

~~**Section 5.** The University and the Union agree that alleged violations of this Article will be addressed using the Grievance and Arbitration process outlined in Article XX, with the Grievance and Arbitration process as the sole means of addressing an alleged violation of this article.~~

ARTICLE 36: SUCCESSORSHIP

This agreement shall be binding upon the successors and the assignees of the parties hereto and no provision, terms, or obligations herein contained shall be effected, modified, altered or changed in any respect whatsoever, by any change in the regular status, ownership or management of either party herein.

ARTICLE 37: FAMILY BENEFITS AND CHILDCARE

Section 1. Family Issues. The Labor Management Committee shall discuss issues faced by parent GSWs and shall provide recommendations to the Administration on the development of policies on issues concerning the family life of graduate student

~~employees on campus. These issues may include but are not limited to housing, elder, and child care. Family Issues Committee: There shall be a Family Issues Committee with two members appointed by the Administration and two members appointed by the Union. The Graduate Student Senate, the University Child Care Office, the Commuter Services and Housing Resource Center, and the Director of Housing Services shall be invited to appoint one member each. The Committee shall meet at least semesterly and shall provide recommendations to the Administration on the development of policies on issues concerning the family life of graduate student employees on campus. These issues may include but are not limited to housing, elder, and child care.~~

Section 2. Lactation Space. The University shall provide workplace accommodations for pregnancy-related conditions in accordance with federal and state law and University policy. No GSWs shall be unreasonably denied access to any on-campus lactation space. The University shall provide a reasonable amount of break time for GSWs to express breast milk for the nursing child each time such employee has need to express the milk. The University shall provide a space that is clean, shielded from view, and free from intrusion from coworkers and the public, in reasonable proximity to the lactating parent's work location which may be used to express breast milk. The University shall maintain a webpage that includes a lactation room map listing the established lactation stations, GSWs can request a lactation space be added to a building in which they work and such requests shall not be unreasonably denied.

Section 3. Parental Accommodations. GSWs will be given reasonable accommodations to allow for the day to day challenges of being a parent. Accommodations will not be unreasonably denied.

Section 4. On Campus Child Care.

- a. **Expansion of access.** All GSWs shall have full access to the childcare services of the Russell J. Call Children's Center and any future on-campus childcare facilities.
- b. **Paycheck deductions.** All GSWs can opt into payroll deductions for on campus child care payments.
- ~~e. **Tuition.** Tuition for the Russell J. Call Children's Center shall not exceed \$80/day for the duration of this contract.~~

Section 5. Off Campus Child Care.

- a. **Care.com.** GSWs shall be eligible for access to Care.com at no cost for such membership and subject to relevant rates and procedures. GSWs shall have access to Care.com providers for up to 30 days a year at a subsidized rate of \$5 per hour. GSWs may utilize Care.com for additional days at full provider rates.
- b. **Childcare Stipend.** GSWs with children under the age of sixteen (16) shall receive a Childcare Stipend. Upon notification to the University, GSWs with eligible children shall receive \$5,000 per year per family for one child and \$8,500 for two or more children. ~~GSWs with children who have an socioemotional or physical disability shall be provided an additional \$5,000 per year per family.~~
- c. **Use of Stipend:** The stipends are intended to be used for various childcare-related expenses, including but not limited to:
 - i. Childcare services
 - ii. After-school programs
 - iii. Babysitting services
 - iv. Enrichment activities and educational programs
 - v. Tuition for Russell J. Call Children's Center

ARTICLE 38: EMPLOYEE ASSISTANCE PROGRAM

GSWs on a stipended graduate assistantship and hourly GSWs who work at least 10 hours each week will be eligible to participate in a student EAP benefits plan offered by the University at no cost to them. Student EAP benefits shall be available within 60 days of the execution of this Agreement.

Section 1. Graduate Student Workers (GSWs), their spouses/domestic partners/cohabitating partners, and dependents, as well as all other adult household members, shall be entitled to participate in the University's Employee Assistance Program (EAP) at no cost to GSWs:

Section 2. The University may not unilaterally make changes to the EAP program without the consultation and consent of the Union:

The EAP program shall maintain coverage for the following services, at a minimum:

- a. ~~Counseling (including but not limited to: face-to-face, telephonic, online therapy, and in-the-moment therapy);~~
- b. ~~Work/life referrals (including but not limited to: adoption, adult care, child care, new parent, and educational services);~~
- c. ~~Coaching;~~
- d. ~~Financial consultation (including but not limited to: budgeting resources, financial assistance, banking and credit, debt and bankruptcy, financial literacy, estate and retirement, resources for insurance, investing and taxes);~~
- e. ~~Legal consultation (including but not limited to: consultation relating to: businesses and corporations, cars and tickets, child care, consumer law, contract information, criminal law, debt and bankruptcy, divorce and child custody, identity theft, immigration and expatriation, independent contractors, insurance resources, internet law, landlords and tenants, lawsuits and mediation, marriages and living together, neighbors and pets, patents and trade secrets, personal injury, real estate, retirement and elder care, taxes and audits, trademarks and copyrights, and wills and estates);~~
- f. ~~Training and webinars for professional and personal development;~~
- g. ~~Substance use disorder education;~~
- h. ~~Health resource library;~~

ARTICLE 39: EMERGENCY ASSISTANCE

Section 1. The University shall make available an emergency fund of ~~\$150,000~~ \$3,750,000 per ~~fiscal calendar~~ year for GSWs who are experiencing a temporary hardship due to a significant event. GSWs who demonstrate a financial emergency shall be granted up to ~~\$1500~~ 5000 ~~per event~~. Examples of events covered by this Article include but are not limited to:

- Death or illness of a family member and related expenses, such as travel and funeral services
- Natural disaster (e.g. fire, flood, hurricane, earthquake)
- Significant physical or mental health concern, illness or injury
- Housing emergency (such as if a GSW's residence becomes unsafe or uninhabitable or inaccessible)
- ~~Economic crisis~~
- Caregiving (which includes but is not limited to temporary in-home care services, short-term placement in a care facility, transportation and travel expenses related to caregiving, and medical supplies and equipment needed)
- Legal fees arising from attorney consultations and representation

Section 2. The GSW shall be paid by the University upfront whenever possible. In cases where it is not, the University will reimburse the GSW within ~~14~~ 7 calendar days.

Section 3. ~~Information on this emergency grant will be published by the University on a designated website.~~

Section 4. ~~In the event that a GSW experiences sexual, gender, or identity based violence, the University is committed to providing immediate support and access to emergency housing at no cost to the GSW.~~

- ~~1. **Eligibility:** Any GSW who is a victim of or at imminent risk of sexual, gender, or identity based violence is eligible for emergency housing assistance.~~
- ~~2. **Request Procedure:** GSWs in need of emergency housing must contact the Office for University Equity and Compliance or the designated emergency assistance coordinator to request support. GSWs shall receive emergency housing support within twenty-four (24) hours of request.~~

3. ~~**Confidentiality:** All requests for emergency housing will be handled with strict confidentiality to ensure the privacy and safety of the GSW.~~
4. ~~**Duration:** Emergency housing will be provided for a period of up to thirty (30) days, with the possibility of extension based on individual circumstances and need.~~
5. ~~**Support Services:** In addition to emergency housing, the University will continue to offer access to counseling services, financial advice, and other relevant resources via WeCare and OPEN to assist the GSW during this time.~~

ARTICLE 40: PARKING AND TRANSIT

Section 1. Opt In Procedures. Effective upon the implementation of this agreement, GSWs shall have the option of opting in to a University sponsored transit pass program, parking pass program, ~~or~~ **and** cycling program.

Section 2. Transit Passes. ~~All GSWs may request to be provided with a MBTA Monthly LinkPass to be renewed to their transit card monthly for the entire term of their employment at no cost to them. All GSWs may request reimbursement of 100% of the cost of an MBTA Monthly LinkPass through Concur. By additional request, GSWs may alternatively request a 50% reimbursement of the cost of an MBTA Commuter Rail Pass of the appropriate zone, will be provided with the MBTA Monthly Commuter Rail Pass CharlieTicket of the appropriate zone to be renewed to their transit card monthly for the entire term of their employment at no cost to them.~~

Section 3. Parking Passes. ~~All GSWs may request reimbursement of 50% of the cost of a University Parking Permit.~~

- a. ~~**Carpool Exception.** All benefits pertaining to parking passes must be transferable between members of a carpool.~~
- b. ~~**Parking Permit.** GSWs may request a Parking Permit to be provided at no cost to them.~~
- c. ~~**Resolving Conflicts.** If a University policy triggers the suspension of a parking pass, then the GSW shall be returned the prorated cost of the pass.~~
- d. ~~**Parking availability.** Parking availability shall be a topic raised by the Labor Management Committee to address long term parking needs of the unit. Prior to an agreed upon long term solution for parking, at minimum 20% of each lot or garage must be reserved for unit members.~~

Section 4. Cycling Benefits

- a. **Bicycle Sharing Program.** By request, GSW's will be provided with the Blue Bikes Monthly Memberships to be renewed monthly for the entire term of their employment.
- b. **Bicycle Commuter Reimbursement.** Bicycle commuters are eligible for reimbursement of up to \$30/month at a maximum of \$360/year for the costs associated with bicycle purchase, improvement, repair and storage. This benefit operates on the calendar year; the total reimbursement amount accrues over the calendar year and is paid back against the total eligible expenses incurred in the same year. Reimbursement claims are processed and paid in the beginning of the following year; paperwork must be submitted by the GSW no later than March 1.
- c. ~~**Bicycle Storage.** All existing indoor bicycle storage available to GSWs will be maintained, and indoor bicycle storage available to GSWs will be expanded to at least 177 Huntington, West Village H, the Fenway Lab, and Curry Student Center within 6 months of the ratification of this contract.~~
- d. ~~**Best Practices.** Best bicycle safety practices and the current bicycle registration form will be publicized to all incoming GSWs at orientation.~~

ARTICLE 41: RETIREMENT BENEFITS

~~**Section 1. Retirement Plan.** All GSWs are eligible to participate in the University's retirement plan on the same terms and conditions as other employees in accordance with the terms of the retirement plan. GSWs are eligible to participate in the plan immediately upon beginning their first appointment. The University shall provide a contribution of 10% of eligible compensation each paycheck to GSWs who elect to participate in the plan and GSWs may contribute an amount of their eligible compensation as allowed by law.~~

Section 1. Supplemental Retirement Plan. All GSWs are eligible to participate in the supplemental retirement plan in accordance with the terms of the University's supplemental retirement plan. GSWs are eligible to participate in this plan immediately upon beginning their first appointment. This plan allows GSWs to contribute pre-tax income toward their retirement.

ARTICLE 42: TAX ASSISTANCE

~~**Section 1.** The University shall reimburse each GSW up to \$600 for documented expenses related to tax assistance from a licensed professional or software each tax year.~~

Section 1. The University shall provide GSWs with all the documentation necessary to file their taxes in a timely manner.

Section 2. The University shall provide GSWs with the option to voluntarily withhold a portion of their income for tax purposes.

~~**Section 4.** The University shall maintain and provide GSWs with a directory of licensed professionals, indicating expertise filing taxes for international students.~~

ARTICLE 43: TUITION AND FEES**Section 1. Tuition Remission.**

- a. ~~Tuition remission will be provided to all GSWs. Tuition remission will be provided to stipended GSWs~~
- b. Tuition remission will be maintained through internships, co-ops, or paid and unpaid leaves of any type.
- c. ~~Tuition remission will be the sole burden of the University. No forms or administrative burden (e.g., emails to the GSW regarding tuition payments) may be placed on a GSW to fulfill this benefit~~
- d. Upon completion of required coursework, all salaried GSWs will be **automatically** registered into appropriate courses for their degree continuation, including reading classes of the appropriate credit quantities, in order to maintain full-time status necessary for tuition remission. GSWs will provide the necessary notification in the case of internships, co-ops, and other exceptions for the registration to be changed.

Section 2. Fee Remission. All stipended and hourly GSWs who work at least 10 hours per week will receive remission for all mandatory fees, including but not limited to:

- Health & Counseling Center Fee
- Graduate Student Activity Fee
- Recreation Fee
- Student Center Fee
- International Student Fee

~~**Section 3. Remittance Timeline.** Tuition and fees should be remitted from a GSW's account upon appointment. GSWs should not receive billing notifications for remitted tuition and fees.~~

Section 34. No Additional Fees. For the duration of this agreement, no additional fees can only be imposed on GSWs, except by mutual agreement of the Union and the University.

APPENDIX A. FERPA WAIVER**CONSENT TO RELEASE INFORMATION TO THE GENU-UAW**

As a graduate student worker at Northeastern University (NU), you are represented by a labor union, Graduate Employees of Northeastern University (GENU), a part of Local XXXX of the United Auto Workers Union (UAW), which negotiates on behalf of graduate student workers regarding their pay, benefits, and other terms and conditions of employment with NU.

GENU-UAW periodically requests information about the terms and conditions of your employment as a graduate worker for collective bargaining purposes. A federal law known as the Family Education Rights Privacy Act of 1974 (FERPA) prohibits NU from releasing information to third parties from your educational record, including information related to your appointment/assignment, without your prior written consent.

A more complete description of your rights under FERPA can be found here or at <https://catalog.northeastern.edu/graduate/academic-policies-procedures/ferpa>

For representation purposes including collective bargaining and grievance processes, GENU-UAW has requested access to non-directory information as listed below. Because the Northeastern University System may not disclose non-directory information without your consent, you are being asked to affirm or deny consent to this disclosure below. This consent selection may be changed at any time in the future by notifying your university's [insert appropriate department].

Please choose ONE of the options below:

- ☐ I consent for the Northeastern University System to release my information, including directory information and the information listed below, to GENU-UAW for the purpose of representation. GENU-UAW may not disclose the information to any other party without my prior written consent.

Northeastern ID number	Permanent and local street address, city, state, zip code
Cell phone number	Personal and northeastern email on file
Appointment title	Home department, as applicable
Stipend or hourly rate of pay	Date of birth
Country of birth/origin	Dates of employment (start to end, with breaks)
Anticipated or actual date of graduation	Department or program in which GSW is employed
Work location if known (building and office)	Deduction amount dues
Deduction amount VCAP	Total wages for the pay period
Total hours worked in the pay period	

- ☐ I DO NOT consent to the release of my non-directory information to GENU-UAW. Directory information will be shared with the Union, unless you elect to opt out in accordance with Northeastern's procedure.

Signed: _____ Date: _____

Printed Name: _____ NUID Number: _____