

ARTICLE XX:

Workspace and Materials

Section 1. The University shall provide Graduate Employees, at no cost to the Graduate Employee, access to University services, materials, equipment and facilities necessary to carry out their duties, including but not limited to desk or office space (individual or shared), computers/laptops, after-hours and weekend building access, library privileges, studio space, storage space, on-campus mailbox, office supplies including chalk and dry erase markers, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment.

Section 2. The University shall provide daily custodial and cleaning services to all workspaces used by Graduate Employees. This includes but is not limited to disinfecting surfaces, dusting, mopping the floor, emptying the trash and vacuuming. The University will also provide cleaning supplies within each workspace at no cost to Graduate Employees.

Section 3. Graduate Employees shall also have access to computers with internet access and printers within their respective work building at no cost to them.

Section 4. With the supervisor's advance approval, the University shall reimburse Graduate Employees for required job-related materials, equipment, and services that are not otherwise provided to the Graduate Employee by their department or program. The reimbursement shall be completed by seven (7) days. If the supervisor denies such a request, the Graduate Employee may discuss the denial with the department head, but under no circumstances should a GE be required to purchase job-related materials, equipment or services for which they will not be reimbursed.

Section 5. If a Graduate Employee's University work location is to be moved or if there is a substantial alteration of the Graduate Employee's workspace, the Graduate Employee will be notified at least thirty (30) days before the move or alteration. If the move is due to an emergency and it is not possible to provide the thirty (30) day notice, notice shall be given as soon as practicably possible. Graduate Employees shall not be expected to move or relocate materials or equipment into new spaces, other than their personal belongings.

Section 6. Remote work. In addition to circumstances outlined in other articles, GEs may work remotely in the following situations:

1. If requested by the Graduate Employee and approved by the Graduate Employee's supervisor. Requests shall not be unreasonably denied.
2. If required by the University, or;

3. If determined to be a reasonable accommodation following the University's ADA request process.

In such cases, the supervisor or employing department/unit head will discuss, in advance, the procedures, restrictions and/or other guidelines on remote teaching and learning and remote work with the Graduate Employee.

In the case of a Graduate Employee working remotely, the Graduate Employee may request assistance from the University System of New Hampshire's IT Services. The Graduate Employee and the supervisor or employing department/unit shall discuss what particular University services, materials, and facilities necessary to carry out assigned duties the Graduate Employee shall receive, at no cost to the Graduate Employee, when working remotely, pursuant to Sections 1 and 2 of this Article. Computer and printer equipment, when not otherwise available to the GE, may be provided after review on a case-by-case basis at the University's discretion. A Graduate Employee working remotely shall have the ability to request reimbursement for work-related materials consistent with Section 4 above and consistent with any University policies on expense reimbursements.

Also, the Graduate Employee will have access to Worker's Compensation in the case of a work-related injury that arises out of and is in the course of University employment and shall proceed in accordance with **Section 7 of Article #, Health and Safety**.

UC-ASE

A. The University shall provide access to required facilities, services, texts and instructional support. Access to required facilities, services, texts, and instructional support will not be unreasonably denied. These required facilities, services, texts and instructional support may include, if applicable:

1. Office and desk space, telephone,
2. A computer,
3. Storage space,
4. Office, laboratory, and instructional equipment,
5. Mailbox,
6. Office supplies and teaching supplies,
7. Texts and/or reading material,
8. Art/performance studio space.

SWC

WORKSPACE AND MATERIALS

Section 1: The University shall provide access to workspace, desk space, facilities, equipment, materials, internet access, and other network services required to perform assigned duties.

Section 2: If, with prior approval, a Student Employee is required to purchase materials, equipment, or services, the University shall reimburse the Student Employee in a timely manner.

Section 3: The University shall provide notice to the Student Employee at least thirty (30) calendar days before their workspace is changed, where practicable.

UW

The University shall provide reasonable access to facilities, services, texts and instructional support required for the position. Examples of access that may be required include, but are not limited to:

- A. Office and desk space and telephone;
- B. A computer with internet access;
- C. Storage and laboratory space;
- D. Mailbox;

- E. Office supplies;
- F. Texts and/or reading material; and
- G. Printing facilities.

Section 2.

If provided prior written approval of the department chair or designee, an ASE shall be reimbursed for required job related materials and services that are not provided to the ASE by the department. If no written approval is granted, ASEs will not be required to purchase job related materials and services.

Section 3.

Before an ASE's work location is moved, or before there is a substantial alteration of the ASE's work space, the affected ASE normally shall be notified at least thirty days before the change is to take place. In the event thirty days' notice is not feasible, the ASE shall be notified as soon as reasonably possible.

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Wpi

ARTICLE 12. WORKSPACE AND MATERIALS

Section 1. The University shall provide GWs, at no cost to the GW with access to University services, materials, equipment and facilities necessary to carry out their duties, including but not limited to: desk or office space (individual or shared), after-hours and weekend building access, library privileges, studio space, storage space, campus mail, office supplies including chalk and dry erase markers, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment.

Section 2. Nothing in Section 1 precludes the University or the supervisor from determining what specific services, materials, equipment and facilities are best suited or adequate to carry out assigned duties. However, GWs may request specific services, materials, and facilities not provided pursuant to Section 1. If the supervisor denies such a request, the GW may discuss the denial with the department head.

Section 3. To the extent available and consistent with the requirements of the departments and University policy, GWs shall also have access to computers with internet access and printers within their respective building of work at no cost to them.

Section 4. With the supervisor's advance approval, the University shall reimburse GWs for required job-related materials, equipment, and services that are not otherwise provided to the GW by their department or program, including materials needed. Requests shall not be unreasonably denied.

Section 5. If a GW's University work location is to be moved or if there is a substantial alteration of the GW's workspace, the GW will be notified at least thirty (30) days before the

move or alteration. If the move is due to an emergency and it is not possible to provide thirty (30) days' notice, notice shall be given as soon as possible. GWs shall not be expected to move or relocate materials or equipment into new spaces, other than their personal belongings.

Section 6. Remote work. GW's may work remotely in the following situations:

1. If requested by the GW and approved by the GW's supervisor. The GW's supervisor's decision is final and is not subject to the grievance and arbitration procedure. Requests shall not be unreasonably denied.
2. If required by the University, or;
3. If determined to be a reasonable accommodation following the University's ADA request process.

This is a full draft of the Tentative Agreement. Both parties are continuing to review this document to ensure that it accurate with the tentative agreements for each article.

The University shall provide 30 (thirty) days' notice to the termination of any remote work arrangement. It is recognized that GWs who are on approved remote work may need to physically come to campus periodically to perform work or attend meetings.

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Hsgu

WORKSPACE, REMOTE WORK, AND MATERIALS

Section 1. To carry out assigned duties as determined by the University, the University shall provide SWs, at no cost to the SW, reasonable access to University services, materials, and facilities necessary to carry out such duties, including but not limited to: desk space (individual or shared), after-hours and weekend building access, library privileges, studio space, storage space, campus mail, office supplies including chalk and dry-erase markers, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment.

Section 2. Nothing in Section 1 precludes the University or the supervisor from determining what specific software and hardware, lab equipment, grading software, and audio/visual presentation equipment are best suited or adequate to carry out assigned duties. However, the University shall consider in good faith any SW request for such specific equipment or materials not provided pursuant to Section 1 by the University. If a faculty member denies such a request, the SW may discuss the denial with the department chair or supervisor.

Section 3. To the extent available and consistent with the requirements of the departments or employing unit, SWs shall also have access to computers with internet access and printers.

Section 4. With the supervisor's or employing unit's advance approval, the University shall reimburse SWs for required job-related materials, equipment, and services that are not otherwise provided to the SW by their department, including materials needed in on-campus spaces and, when approved, remote work locations. Requests for approval shall not be unreasonably denied.

Section 5. If a SW's University work location is to be moved or if there is a substantial alteration of the SW's work space, the SW will be notified at least thirty (30) days before the move or alteration. In circumstances where it is not possible to provide thirty (30) days' notice, notice shall be given as soon as possible.

Section 6. In the performance of their duties, SWs will have access to available University private space to advise students.

Section 7. Remote work

When requested by the SW and approved by the SW's supervisor or employing department/unit, or when required by the University, SWs may work remotely, which includes work from home. In such cases, the University reserves the right to set the parameters for remote work by a SW, and the SW shall be subject to any procedures, restrictions, limitations and other guidelines on remote teaching and learning and remote work that may be set by the University in a given case. The supervisor or employing department/unit head will discuss such matters with the SW in advance of the start of remote work and may recommend additional guidelines for particular situations.

Any remote work arrangement may be terminated at the sole discretion of the University at any time with reasonable notice to the employee taking into account the supervisor's or employing department/unit's needs and the SW's remote situation. Such reasonable notice shall normally be no less than 30 calendar days, instructional or research work needs permitting.

In the case of a SW working remotely, the SW may request assistance from the HUIT Service Desk or from the local School IT help desk with regard to internet access in accordance with University procedures.

The SW and the supervisor or employing department/unit shall discuss what particular University services, materials, and facilities necessary to carry out assigned duties the SW shall receive, at no cost to the SW, when working remotely, pursuant to Sections 1 and 2 of this Article. Computer and printer equipment, when not otherwise available to the SW, may be

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provided after review on a case by case basis at the University's discretion. Ownership of any equipment that may be provided to a SW working remotely remains with the University. A SW working remotely shall have the ability to request reimbursement for work-related materials consistent with Section 4 above and consistent with any University policies on

expenses reimbursements.

Also, the SW will have access to Workers Compensation in the case of work-related injury that arises out of and is in the course of University employment and shall proceed in accordance with

Section 9 of Article 10, Health and Safety.

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Geo

Article 47. Workspace

Whenever an academic or student union building is planned for construction or renovation, there shall be consideration of the needs for office space of graduate student employees in relevant departments.

The University shall provide to all graduate student employees an on-campus mailbox.

With approval of their department chair, graduate student employees shall be given key access into the buildings in which their offices or labs are housed for the purpose of performing assistantship work in said office or lab which is permitted by the department chair to be done outside of regular business hours. Department chairs may deny key access into buildings and/or offices/labs in order- to minimize access to confidential materials or to minimize the risk of theft, fire/explosion hazards, personal harm, and other security/safety issues. Denial shall not be arbitrary or capricious. If key access is denied, the reason will be provided to the graduate student employee(s) involved. All departmental policies related to the issuance of keys to TOs shall apply equally to TOs in the Division of Continuing Education.

Graduate student employees shall have reasonable access to photocopiers for copying related to their employment within departmental guidelines for usage.

The parties agree to the creation of a joint committee, composed of equal numbers of representatives of the Union and the University, that will attempt to develop a plan to provide appropriate telephone access for bargaining unit members in connection with their employment responsibilities. The University will provide to this committee a report on the offices assigned to bargaining unit members during the 2005-2006 academic year and the proximity of those offices to a University telephone available for use by the respective bargaining unit member.