



Detailed Summary of Agreement Harvard Union of Clerical and Technical Workers and Harvard University October 1, 2015 to September 30, 2018

At the start of 2016, our Union and the University signed a tentative three-year agreement (2015 – 2018), which was ratified by HUCTW members on Thursday, February 25, 2016 with a 98% “yes” vote. Harvard and HUCTW negotiators are in the process of incorporating the language from the new contract into full-length booklet form, but in the meantime, this document serves as an amendment to the 2012 – 2015 HUCTW Agreement and Manual books, which can be found here: <http://huctw.wpengine.com/contract>.

Highlights of the Agreement include:

- A salary increase program providing three strong annual pay increases, including a first-year raise made retroactive to October 1, 2015. Each yearly increase will provide a typical HUCTW member (who earns an average salary and has at least one year of service) with 3.4% pay growth, and all HUCTW members will enjoy raises significantly greater than the current general inflation rate.
- An agreement that HUCTW health plans will not include deductibles or coinsurance for any in-network care; there will be modest copayment increases and new hospital copayments for 2017 and 2018.
- A new lower-premium tier for lower-paid employees, in which HUCTW members with full-time equivalent pay of less than \$55,000 per year will pay less in health care premiums, beginning in 2017.
- An innovative new program that provides financial incentives for Union members to switch to HUGHP health coverage, without any disadvantage to those who remain with Harvard Pilgrim.
- Changes to the retiree health plan premium-sharing, with increased retiree health premium contributions primarily for future hires and those who are many years away from eligibility for retiree health, and with strong grandfathering protections for all those currently working in HUCTW jobs.
- Strengthened language on staff opportunities for flexible schedules and alternative work arrangements, with a shared commitment to develop strategies for greater flexibility.
- An HUCTW-University working group to evaluate individual staff career counseling programs and recommend improvements.
- Introduction of an annual Union-University review and discussion on Harvard parking fees in Cambridge/Allston.

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1. Pay Increase Program

Summary

- **Effective October 1, 2015:** Structure 2% + Progression \$750 = your 2015 raise*
- **Effective October 1, 2016:** Structure 2% + Progression \$775 = your 2016 raise*
- **Effective October 1, 2017:** Structure 2% + Progression \$800 = your 2017 raise*

***Please note:** The Structure and Progression increases listed above are both increases to your annual base salary (ie: the 2% and the \$750, \$775, \$800 are raises not bonuses). When these two increases are added together they equal your total raise for each year of the contract. The Progression increase above is for an employee who works 35 hours a week. For those who work weekly hours other than 35, your Progression increase will be adjusted proportionally for your hours.

Examples of first year salary growth: Below are examples of how the second-year raise (effective October 1, 2016) will affect members with different salaries and amounts of service who work 35 hours a week. The impact of the 2017 raise will be comparable:

If you have at least one year of service as of October 1, 2016			
Your current salary	\$40,000	\$55,000	\$70,000
Your 2016 raise	3.9% raise	3.4% raise	3.1% raise

If you have less than one year of service as of October 1, 2016			
Your amount of service as of October 1, 2016	Less than 12 but more than 6 months of service	Less than 6 but more than 0 months of service	Hired after October 1, 2015
Your 2016 raise	2% raise	1% raise	No raise for 2015

Example of three years of salary growth: The following example demonstrates the effect over time of the three combined annual increases on the average member with one year of service as of October 1, 2015:

Current 2015 Salary: \$55,000

- October 1, 2015 increase: 3.4% (\$1850 raise) → new salary \$56,850
- October 1, 2016 increase: 3.4% (\$1912 raise) → new salary \$58,762
- October 1, 2017 increase: 3.4% (\$1975 raise) → new salary \$60,737

Total salary growth over three years in dollars = **\$5737 in salary growth**

Total salary growth over three years as percentage = **10.4% salary growth**

Please note: The numbers above are only examples, primarily showing the impact of the 2016 salary increase program on staff members with different lengths of service and salary levels. If you need assistance calculating your salary increase for any given year, please contact the HUCTW office.

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Full Description of Salary Program

Structure Increases: In each year, all staff members in the HUCTW bargaining unit and on the active payroll as of the effective date of the pay increase are eligible for a structure increase:

- For members with 12 months or more of service as of the increase effective date, the structure increase will be 2%.
- For members with less than 12 but more than 6 months of service on the increase effective date, the structure increase will be 2%.
- For members with less than 6 but more than 0 months of service as of the increase effective date, the structure increase will be 1%.
- For members who started after the increase effective date, there will be no structure increase for that year. The three increase effective dates are October 1, 2015, October 1, 2016, and October 1, 2017.

Progression Increases: In each year, all staff members in the bargaining unit with one year of service or more as of the effective date of the pay increase are eligible for a progression increase.

- The October 1, 2015 progression increase amount will be \$750 in annual pay for a 35-hour workweek, adjusted proportionally for weekly hours other than 35.
- The October 1, 2016 progression increase amount will be \$775 for a 35-hour work week, adjusted proportionally for weekly hours other than 35
- The October 1, 2017 progression increase amount will be \$800 for a 35-hour work week, adjusted proportionally for weekly hours other than 35
- Those with fewer than 12 months of service as of each increase effective date will not receive a progression increase for that year.

Retroactivity: All staff members hired before October 1, 2015 will receive retroactive payments compensating them for the full value of the October 1, 2015 increase on their work hours, up until the date upon which base salary rates have been adjusted. Those retroactive payments will be delivered as lump-sum payments.

Other Salary Program Details

- All **salary grade minimums and maximums** will increase by 2% each year, effective upon implementation of the increase program for the first year, and on the increase effective dates in the second and third years.
- **Shift differentials** will increase as follows:
 - \$1.60 on February 26, 2016
 - \$1.65 on October 1, 2016
 - \$1.70 on October 1, 2017
- The **meal allowance** will increase to \$13.00, effective October 1, 2016.

2. Joint Funding

Jointly administered funds supporting particular workforce needs (including: Childcare Fellowships, Education Fund, Transportation Fund, Work Security Program, Joint Activity and Training Fund, and, the Supplemental Fund) will increase in each year of the Agreement. The following funding levels have been agreed upon for all funds combined:

- October 1, 2015 to June 30, 2016 -- \$1,712,000
- July 1, 2016 to June 30, 2017 -- \$2,301,000
- July 1, 2017 to June 30, 2018 -- \$2,347,000
- July 1, 2018 to September 30, 2018 -- \$587,000

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3. Health Care

There will be no deductibles or coinsurance for in-network care in any of the HUCTW health plans.

Copayments

The following copayments will be in effect beginning January 1, 2017:

Copayment	2017	2018
Office Visit	\$20	\$25
Prescription*	\$7 / \$20 / \$45	\$7 / \$20 / \$45
Emergency Room	\$100	\$100
Hospital Inpatient	\$100	\$100
Hospital Outpatient	\$100	\$100
High Tech Imaging	\$50	\$50

**Prescription drug copayments are in three copay tiers for generic/preferred brand/non-preferred brand drugs.*

Copayment Caps

For HUCTW members, copayments will continue to be capped with annual reimbursement maximums for individual and family copayment amounts. (Within a family plan, any one family member can receive reimbursement after meeting the individual threshold.) All copayments paid above the following thresholds will be eligible for reimbursement:

Copay caps for employees with FTE salaries of less than \$75,000		
Copay Reimbursement Threshold	2017	2018
Office Visits	\$180 Individ. / \$440 Family	\$225 Individ. / \$550 Family
Hospital Copayments*	\$300 Individ. / \$450 Family	\$300 Individ. / \$450 Family
Prescriptions	\$500 Individ. / \$1,000 Family	\$500 Individ. / \$1,000 Family

**Hospital Copay cap applies to ER, Inpatient Hospital, Outpatient Hospital, and High Tech Imaging copayments.*

Copay caps for employees with FTE salaries of \$75,000 and above		
Copay Reimbursement Threshold	2017	2018
Office Visits	\$360 Individ. / \$880 Family	\$450 Individ. / \$1,100 Family
Hospital Copayments*	\$600 Individ. / \$900 Family	\$600 Individ. / \$900 Family
Prescriptions	\$1,000 Individ. / \$2,000 Family	\$1,000 Individ. / \$2,000 Family

**Hospital Copay cap applies to ER, Inpatient Hospital, Outpatient Hospital, and High Tech Imaging copayments.*

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Health Care Premiums

Effective January 1, 2017, a new lower-premium salary tier will be established, so that HUCTW members earning less than \$55,000 in FTE salary will have a smaller percentage contribution to monthly health plan premiums.

In addition, the existing thresholds for higher premium contributions will be increased to \$75,000 and \$100,000. The health plan premium tiers will be as follows:

Salary Tier (FTE Salary)	Employee Premium Contribution
Less than \$55,000	13%
\$55,000 to \$74,999	15%
\$75,000 to \$99,999	20%
\$100,000 and above	25%

POS (Point of Service) and PPO (Out of state) Plans

Effective January 1, 2017, the PPO health plan offering (for employees living outside of Massachusetts) will be eliminated and replaced by the POS plan with comparable coverage, network, and terms.

Effective January 1, 2017, the POS plan terms for out-of-network care will be as follows:

- Annual deductible = \$750 Individual / \$2,500 Family (there is **no deductible for outpatient mental health** and substance abuse care)*
- Coinsurance = 30% (**20% coinsurance for outpatient mental health** and substance abuse care)*
- Out-of-pocket maximum = \$2,500 Individual / \$7,500 Family*

*Please note that POS plan out-of-network care has always included coinsurance and deductibles; these numbers above are the new rates for 2017 and future years.

Dental Plan

New dental plan terms will take effect for 2017, with the following features:

- Level 1 Annual Deductible = \$50 Individual / \$150 Family (no deductible for diagnostic and preventive services).
- Level 1 Annual Maximum Benefit = \$3,000 per person
- Once a participant reaches the Level 1 maximum, Level 2 coverage begins
- Level 2 Annual Deductible = \$500 per person (no deductible for diagnostic and preventive services)
- Level 2 Annual Maximum = None
- For more information on coverage percentages for dental services, please see [HARVie](#)

HUGHHP

HUCTW and the University will initiate a program intended to encourage employees to consider choosing the Harvard University Group Health Plan (HUGHHP) for their health coverage:

- Beginning as early as possible in 2016, and for the life of the contract, a one-month premium waiver will be provided for new employees who choose HUGHHP at their initial health plan enrollment
- Beginning with Open Enrollment for 2017, and again in Open Enrollment for 2018, a two-month premium waiver will be provided for employees who switch from Harvard Pilgrim Health Care to HUGHHP

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Ongoing Health Care Collaboration

HUCTW and the University share a commitment to ongoing Harvard-HUCTW collaborative efforts to reduce medical spending and to improve patient experience.

Copayment Reimbursement Mechanism

The University and HUCTW agree to continue discussing the issue of administering copayment reimbursements, with a goal of making the reimbursement mechanism straightforward and accessible for HUCTW members. The parties agree to begin meeting no later than April 1, 2016, in order to reach agreement by July 31, 2016 and implement any agreed-upon changes for January 1, 2017. The discussions will be facilitated by a mutually-agreeable mediator. The parties may confer with faculty experts or other advisors as appropriate.

4. Retiree Health Care

Under the Agreement, a number of changes in the retiree health care program take effect on January 1, 2016.

Eligibility

- For HUCTW members who began their employment at the University before January 1, 2016, there is no change in the requirements for attaining eligibility for retiree health coverage.
- For employees hired after January 1, 2016, the following eligibility requirements will be in effect: to qualify for retiree health coverage, and employee must be at least 60 years of age and must have at least 15 years of benefit-eligible service.

Cost-sharing for members hired before January 1, 2016

- For members who are already qualified or within five years of qualifying for retiree health coverage as of January 1, 2016, the University will contribute from 50% to 80% of the Medex premium cost toward your coverage and an eligible spouse or domestic partner's coverage. An employee will receive the maximum subsidy if s/he retires with at least 20 years of service.
- For members who are five to ten years away from qualifying for retiree health coverage as of January 1, 2016, the University will contribute from 40% to 70% of the Medex premium cost toward your coverage and an eligible spouse or domestic partner's coverage. An employee will receive the maximum subsidy if s/he retires with at least 20 years of service.
- For members who are more than ten years away from qualifying for retiree health coverage as of January 1, 2016, the University will contribute from 40% to 70% of the Medex premium cost toward your coverage and an eligible spouse or domestic partner's coverage. An employee will receive the maximum subsidy if s/he retires with at least 30 years of service.

Cost-sharing for members hired after January 1, 2016

- The University will contribute from 40% to 70% of the Medex premium cost toward your coverage and an eligible spouse or domestic partner's coverage. An employee will receive the maximum subsidy if s/he retires with at least 30 years of service.
- Growth in Harvard's share of retiree health insurance premiums will be capped at 3% annually beginning in 2020.

Effective January 1, 2016, the pre-65 retiree health plan design for qualified retirees who were included in HUCTW at the time of retirement will be the same as the active plan design currently in effect for HUCTW members.

Employees who have accrued more than three years of service before January 1, 2016 and who are rehired into HUCTW positions after January 1, 2016 will be eligible to be covered under the eligibility and cost-sharing rules for those hired before January 1, 2016. Provided that they return to regular employment in an HUCTW position within two years of the separation date, they will return to the same category of eligibility they had occupied before separation.

HUCTW and the University have agreed to one-time assistance with retiree health cost for some employees with more than 10 years of service.

Changes in plan design for the Medex retiree health plan offering will take effect on January 1, 2017, as described below. (There will be no changes in terms for the Harvard Pilgrim or Tufts Health senior plan offerings.)

- Medex Annual Deductible = \$250
- Medex Coinsurance = 20% for some medical and diagnostic services
- Medex Annual Out-of-Pocket Maximum = \$1,000

For more information about retiree health plans, see [HARVie](#)

5. Flexibility

New contract language is in **bold**:

*In order to promote flexibility in the workplace, supervisors **should discuss with employees their need for a flexible work arrangement** with early, open, and ongoing communication. **Requests should be considered and not unreasonably denied.** Open communication about flexibility requests provides opportunities to explore ways to accomplish the work of the department while recognizing the personal styles, needs, work life balance and career goals of each employee.*

Joint Working Group on Flexibility: The University and HUCTW have agreed that workplace flexibility is deeply valuable, both for the individual and for the work unit.

In order to carry out further exploration of workplace flexibility, the Union and University will form a joint working group on flexibility. The working group will be composed of an equal number of Union and University representatives. The working group will assess the current staff experience across the schools in regards to flexibility, review the range of resources available, and coordinate training and education about flexibility among staff and supervisors. At the end of the 2015-2018 Agreement, the working group may provide recommendations to HUCTW and University leadership on strategies for promoting flexible work arrangements across the University.

6. Career Counseling

New contract language is in **bold**:

An interim joint working group will be formed specifically to evaluate career counseling opportunities currently available to staff throughout the Harvard workplace. The working group will identify and examine the effectiveness of workshops, on-line tools, and individual career counseling opportunities. The working group will also collect data on the utilization of career counseling services. In consultation with the Academy, the JGCC, and other relevant bodies, the working group will recommend measures to improve and/or build upon current programming. The working group will begin meeting no later than June 30, 2016 and will be composed of an equal number of Union and University representatives

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7. Parking

New contract language is in **bold**:

Joint Committee on Housing and Transportation

Some of its primary goals will include, but not be limited to the following:

- *Discussion of parking and transportation matters that have a significant impact on staff, including:*
 - **Collaborative educational efforts regarding commuting alternatives**
 - **Exploring new parking alternatives and strategies**
 - **Annual analysis of proposed parking fees and discussion of basis for parking fees**

8. Bargaining Unit

New contract language is in **bold**:

*All fulltime and regular parttime clerical and technical (including service) employees(who work at least 17 ½ hours per week) who have been classified to be in grades 47U-56U, and who work in Massachusetts **or at Dumbarton Oaks in Washington, DC**, excluding all other employees, all students of the University (on the student payroll), employees in the existing bargaining units, confidential employees, professional employees, managerial employees, casual employees, temporary employees hired for three months or less, part-time employees who work less than 17 ½ hours per week, employees on permanent leave, guards and supervisors as defined in the National Labor Relations Act, and those positions which are appropriately classified as exempt under the Fair Labor Standards Act.*

9. Contact Us

Please don't hesitate to write or call with questions and ideas at huctw.info@huctw.org or 617-661-8289.

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