



WELCOME TO YOUR UNION



NASA
NON-ACADEMIC STAFF ASSOCIATION

ABOUT NASA

The Non-Academic Staff Association (NASA) is the union representing more than 6,000 support staff who work at the University of Alberta. The university works because of the work done every day by NASA members—the student advisors, building maintenance workers, campus recreation staff, research assistants, groundskeepers, residence staff, recruiters, administrative assistants, tradespeople, alumni relations, research assistants, information systems analysts, career advisors, accountants, and so many more—who support students, faculty, and the mission of the university.

NASA negotiates the Collective Agreement, which sets out the terms and conditions of work for support staff, and ensures the university follows what we've agreed to when interacting with its support staff.

NASA and its Labour Relations Officers (LROs) also provide advice and representation for

staff who are having issues at work—whether it be acting on violations of the collective agreement, helping support staff with health and safety concerns, or providing advice when it comes to benefits, retirement, and other workplace issues.

NASA is a voluntary, open, democratic organization that is controlled and shaped by its members. Members have the final say on every important decision NASA makes—from whether to accept a collective agreement to setting the dues structure to electing the president and executive board.

Most importantly, NASA is a way for support staff workers at the university to collectively pool their voices and resources to make sure they have a say in what their work and the university are like, can advocate for their rights, and can stand up if there's a problem.

NASA has represented workers at the University of Alberta since 1978.

VISION

A better future for ourselves and others.

MISSION

To improve the economic, social, and working conditions of our members through representation and advocacy, and to contribute to the improvement of those conditions in society.

THE COLLECTIVE AGREEMENT

The Collective Agreement (CA) is a contract negotiated between NASA and the University of Alberta. It sets out the rights and rules for support staff working at the university and the process to follow if there are violations to what has been agreed to.

The CA includes provisions on wages, benefits, vacation and holidays, hours of work, protection from discrimination and harassment, job protection, rules about how and when job disruptions can occur, and the right to union representation. Some parts of the agreement (called common provisions) apply to all support staff, while other parts of the agreement depend on whether you are a permanent or temporary employee.

Because the collective agreement lays out the terms and conditions of working at the university, it's a good idea for you to be familiar with it. You can access the collective agreement by scanning the QRC below with your phone's camera or by visiting nasaunion.ca/collective-agreement.



NASA has a network of union stewards in departments across the university who can help answer questions about the collective agreement. If a steward can't answer your question, or if you're having a problem at work, NASA's Labour Relations Officers (LROs) are here to help you. It's important to contact your LRO as soon as possible with any issues, as the collective agreement stipulates that certain steps must be taken within 10 days of knowing about an issue.

If you need assistance, contact the NASA office at nasa@nasaunion.ca or **780.439.3181** to be connected to your LRO.

Collective agreements are signed for a specific period of time, typically two to four years. Near the end of the agreement, NASA establishes a bargaining team made up of members to prepare for negotiations. The NASA membership provides input about their priorities and what improvements they'd like to see at work, which forms the basis of NASA's opening proposal to the university. Regular updates and membership meetings are held as negotiations proceed, which can take a number of months. When an agreement is reached, a majority of NASA members must approve of what's been agreed to through a ratification vote before it goes into effect. The current agreement is in effect until March 31, 2024.

DUESPAYERS & MEMBERS

Union dues are the way that workers pool their resources to support the work of the union. Monthly dues fund the costs associated with bargaining, enforcing the collective agreement, and all the other activities NASA undertakes in support of more than 6,000 workers it represents at the University of Alberta.

Because all support staff at the university benefit from the terms and protections of the collective agreement and receive equal representation from NASA, provincial labour law requires everyone covered by the collective agreement to pay tax-deductible dues in order to cover the costs of operating the union. This longstanding principle, known as the Rand Formula, is to avoid what's called the "free-rider" problem of workers who would benefit from the activities of their union but do not want to pay dues. It ensures that everyone who benefits from having a union contributes equally to ensuring it has sufficient resources to operate.

The Government of Alberta in 2020 passed legislation requiring unions to determine the percentage of spending on activities the government has declared as being "core" or "non-core" activities, and each year give all duespayers the option of opting in or out of funding "non-core" activities.

Despite our opposition to both the spirit and letter of the legislation, the NASA executive

board has taken its responsibilities under the legislation seriously and has determined that none of the regular dues collected for the 2023-24 fiscal year will be spent on "non-core" activities as defined in the legislation.

While paying dues is not optional, becoming a NASA member is voluntary, so only those individuals who choose to do so are considered active members. Becoming a member gives you a voice in how your union operates, access to education and training opportunities, discounts, and is an important step in making sure that NASA is a strong and engaged union that can pool the resources, ideas, and talents of all its members.

Even if you choose not to become a member, remember that you can always contact us at nasa@nasaunion.ca or **780.439.3181** with any questions or if you need help with a work concern. NASA and its Labour Relations Officers (LROs) are here to support and provide assistance to all university support staff who have questions or are having issues at work—whether it be acting on violations of the collective agreement, helping members with health and safety concerns, or providing advice when it comes to benefits, retirement, and other issues.

BECOMING A NASA MEMBER

NASA is only as strong and effective as its members, and the more people who are involved, the more we can do. Becoming a member is as easy as filling out the short online form on the NASA website, which you can access by scanning the QRC below with your phone's camera or by visiting nasaunion.ca/become-member.



Once you become a member, you have a voice in the direction of your union. Members get to participate in selecting the governing executive board and committee members in annual elections, set the direction of the organization at our regular general meetings, and members vote on all major decisions, including ratification of the collective agreement, NASA's annual budget, and setting the dues structure.

NASA also provides members with the opportunity to become more involved through educational and social events (including our annual Celebrate the Season and free breakfast), trainings, and regular volunteer opportunities.

All members can put their name forward to sit on NASA's standing committees and its executive board, or apply to represent NASA on university bodies such as the General Faculties Council and Board of Governors. Members can also get involved as a union steward or member of our Member Action Team (MAT).

NASA has also negotiated a number of discounts for members, including the Union Savings program, a not-for-profit, union-run, members' benefit program that offers discounts on a range of retail, entertainment, wellness, insurance, financial, travel, and other services. You can see the full range of discounts available to NASA members at nasaunion.ca/member-discounts.

You'll get all the information you need about all these opportunities and events every Thursday afternoon in our weekly member email, the NASA Buzz.

You'll also have access to the members-only content on the NASA website, which includes bargaining updates, annual reports and audited financial statements, and all executive and general meeting minutes to ensure members can always know how their union is operating.

We know life and work is already busy, so it's completely up to each individual NASA member to decide how much or how little they want to be involved in union activities.

WHO'S WHO AT NASA

Member Positions

NASA members build, govern, and participate in their union through a number of critical roles. Member participation ensures NASA remains accountable to all of its members.

Executive Board

The NASA executive oversees NASA's affairs in accordance with its bylaws, policies and procedures. The executive is made up of nine positions elected from the membership to serve two-year terms:

- President
- Vice-President
- Treasurer
- Secretary
- Equity, Diversity & Inclusivity Chair
- Grievance Chair
- Human Resources Chair
- Membership Services Chair
- Political Action & Member Education Chair

The president is a full-time position, and all other executive positions are on a volunteer basis. NASA's president is Quinn Benders.

Committees

Committees are one of the most critical ways that NASA provides services to members. Members are elected to serve two-year terms on its eight standing committees:

- Finance Committee
- Grievance Committee
- Membership Services Committee
- Political Action & Member Education Committee
- Human Resources Committee
- Equity, Diversity & Inclusivity Committee
- Bylaws and Policy Committee
- Award Committee

Ad hoc committees are established as needed. NASA representatives also sit on a number of both university and external committees.

Union Stewards

NASA trains and supports a network of volunteer union stewards who work closely with the Labour Relations Officers (LROs) to answer questions about the collective agreement and help ensure that members can get prompt assistance when faced with issues at work.

Member Action Team (MAT)

NASA's Member Action Team (MAT) is a tool for members to work together to grow and develop skills as engaged union members, organize campaigns, share information, and engage their co-workers in NASA activities and actions.

Staff Positions

NASA employs 12 staff members to manage the day-to-day functions of the union on behalf of its members, implement programs, and provide labour relations support.

Director of Operations

The Director of Operations manages the day-to-day operations of NASA on behalf of the executive board. This includes managing the office staff, implementing and overseeing projects and services to ensure the union is responsive to the changing needs of its members, and ensuring NASA operations are carried out within the budget approved by members at the annual general meeting.

The current Director of Operations is Joy Correia.

Labour Relations Officers (LROs)

NASA's Labour Relations Officers (LROs) are professional labour relations experts who provide advice, support, and representation for university support staff.

LROs are the main contact point for members who have questions about the terms of the collective agreement or are experiencing problems at work.

Each LRO is responsible for a different work area at the university. If you don't know who your LRO is, you can contact NASA at **780.439.3181** or **nasa@nasaunion.ca** to be connected with your LRO.

Operations Staff

NASA operations staff support the work of the NASA executive and committees and provide services, events coordination, and other supports for NASA members. The current operations staff complement includes five positions:

- Internal Organizer
- Administrative Assistant
- Executive Assistant
- Communications Strategist
- Bookkeeper

All NASA operations staff and LROs are members of the Canadian Union of Public Employees (CUPE) Local 1158.



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