

WELCOME TO YOUR UNION




NASA
NON-ACADEMIC STAFF ASSOCIATION

ABOUT NASA

The Non-Academic Staff Association (NASA) is the union of more than 6,000 support staff who work at the University of Alberta.

NASA is a way for workers at the University to collectively pool their voices and resources to ensure they have a say in what their work and the University are like. Together, NASA members set the priorities for their Collective Agreement—which sets out the terms and conditions of work for support staff—and advocate for their rights to ensure the University follows what we've agreed to.

NASA is a voluntary, open, democratic organization that is controlled and built by its members, who participate in shaping their union and have the final say on every important decision NASA makes—from setting the dues structure and approving the annual budget to electing the president and other members of the executive board.

NASA is part of the broader Alberta labour movement, and member participation contributes to advances in working conditions and rights for all workers in the province.

NASA staff members manage the day-to-day functions of the union on behalf of its members, support programs

and events, and provide advice, labour relations support, and representation for support staff who are having issues at work.

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, administrative and research assistants, tradespeople, information systems analysts, career advisors, accountants, and more—who support students, faculty, and the mission of the University.

NASA has been the union for all support staff 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 is the 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 of what has been agreed to.

NASA and the University completed the latest round of collective bargaining in May 2025, and the current agreement is in place until March 31, 2028.

Because your 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 read the full agreement by scanning the QRC below or on the NASA website at **nasaunion.ca/collective-agreement**.



The Collective Agreement 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 Operating or Trust employee.

NASA has a trained network of members who act as union stewards in departments across the University who can help field 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) staff 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. When in doubt, it's always best to reach out to NASA staff with any issues or questions right away.

If you need assistance or have questions about your rights under the Collective Agreement, please contact the NASA office at **780.439.3181** or **nasa@nasaunion.ca** to be connected to your LRO.

DUES PAYERS & MEMBERS

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

Because all support staff benefit from the terms and protections of the Collective Agreement and receive equal representation from NASA staff, provincial labour law requires everyone covered by the Collective Agreement to pay tax-deductible dues in order to cover the costs of operating their union. This ensures that everyone who benefits from having a union contributes equally to ensuring it has sufficient resources to operate.

NASA members approved the current dues structure in 2017, setting dues at 0.9% of base income (not including overtime and other premiums). NASA members also mandated that NASA conduct a dues review every five years, meaning we'll be conducting a dues review in 2027.

NASA dues are currently the lowest of all post-secondary staff unions in Alberta.

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, you can always contact us at **780.439.3181** or **nasa@nasaunion.ca** with any questions or if you need help with a work concern.

NASA's 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 accomplish together. Becoming a member is as easy as filling out a short online form, which you can access by scanning the QRC below or by visiting [**nasaunion.ca/become-member**](https://nasaunion.ca/become-member).



As a member, you have a voice in the direction of your union. Members elect the governing executive board and committee members in annual elections, set the direction of the organization at our regular general meetings, and vote on all major decisions, including setting the dues structure, ratification of NASA's annual budget, and making changes to NASA's bylaws, policies, and procedures.

NASA also provides members with the opportunity to become more involved through educational and social events, trainings, and volunteer opportunities. Any member can put their name forward to sit on NASA's 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 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 at [**nasaunion.ca/member-discounts**](https://nasaunion.ca/member-discounts).

You'll get all the information you need about all these opportunities every Thursday in our weekly member email, the NASA Buzz. You'll also have access to the members-only content on our website, including bargaining updates, annual reports and audited financial statements, and all executive and general meeting minutes to ensure members always know how their union is operating.

We know life and work are already busy, so it's up to each member to decide how much they want to be involved. No member can do it all, but all members play an important part in building a stronger union.

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 board oversees NASA's affairs in accordance with its bylaws, policies and procedures. The executive is made up of 10 positions elected from the membership:

- President
- Vice-President
- Treasurer
- Secretary
- Equity, Diversity & Inclusivity Chair
- Grievance Chair
- Human Resources Chair
- Membership Services Chair
- Political Action & Member Education Chair
- Health & Safety 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 important parts of NASA. Members are elected to serve two-year terms on its nine 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
- Health & Safety 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 staff to manage and coordinate 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 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.

Jocelyn Johnson is NASA's Director of Operations.

Labour Relations Officers (LROs)

NASA's Labour Relations Officers (LROs) are 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 board 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 staff are members of the Canadian Union of Public Employees (CUPE) Local 1158.



Non-Academic Staff Association

1200 College Plaza | 8215 112 Street
Edmonton, AB T6G 2E1

780.439.3181
nasa@nasaunion.ca

nasaunion.ca



/nasatheunion



/supportstaffunion



/nasatheunion



/unionnasa



/nasatheunion.bsky.social