



# Policies and Procedures Manual

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Last Revised: October 30, 2024 Fall GM

# **NASA GUIDING PRINCIPLES**

## **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 contribute to the improvement of those conditions in society.

*(ADOPTED AT FEBRUARY 28, 2018 GM)*

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# **POLICIES SECTION**

## ATTENDANCE OF OBSERVERS AT EXECUTIVE BOARD MEETINGS POLICY

**Policy Number:** PO 2010-02

**Date Initially Approved:** 2010/11/10

### **Summary**

This policy defines who is considered to be an “observer” and sets out the parameters for their attendance at Executive Board Meetings.

### **Policy**

Under normal circumstances, meetings of the NASA Executive Board should be open so that any interested member can attend to observe their Executive working on their behalf.

Observers are defined as active NASA members who have requested permission to attend an Executive Board meeting. The observer has no speaking rights at the meeting unless specifically requested and granted by the President or Presiding Officer.

As attendance at such a meeting is a voluntary decision by the member, attendance will be at their own cost and on their own time. No time-off form will be provided and no reimbursement for expenses (if any) will be provided unless special circumstances exist, and prior approval has been granted by the President.

The observer should submit a request to the President no later than one week in advance of the meeting they wish to attend. The President will consider the request and provide a response to the member. If the request is denied, the member will be provided with the reasons and offered an opportunity to attend a future meeting.

If a confidential or sensitive matter is to be discussed at a meeting where an observer is in attendance, the observer will be asked to leave for that portion of the meeting.

### **Policy Responsibility:**

President

### **Policy History:**

Date Originally Approved: 2010/11/10

Date Revised: 2016/04/06

# AWARD POLICY

**Policy Number:** PO 2012-02

**Date Initially Approved:** 2012/11/13

## Summary

This policy sets out the parameters of an annual award competition.

## Policy

NASA holds an annual essay competition open to members and/or dependents of active NASA members. Each year, NASA will offer up to four awards totaling \$2,500 to candidates enrolled at an accredited post-secondary institution and up to two awards totaling \$500 to candidates enrolled in high school.

## Eligibility

Awards are available to:

- a) members in good standing with NASA; and/or
- b) the dependents of NASA members in good standing with NASA.

For this purpose, a dependent of a NASA member is defined as follows:

1. a person of whom the member is the parent
2. a child of the member's spouse
3. a child of the member who is the legal guardian

*Note: The Union will verify membership.*

## Application Process and Criteria for Essay Competition

1. The candidates must be enrolled at an accredited post-secondary institution or high school in Canada. Confirmation of enrolment must be provided with the application. Note - University of Alberta employees using the tuition fee remittance under Article 23 (Common) of the Collective Agreement are excluded from applying.
2. Candidates must submit an application on the prescribed form. A 500-word essay must be submitted with the application form. The essay topic is approved annually by the NASA Executive Board on the recommendation of the Awards Committee. The topic will be advertised in advance of the deadline date on the NASA website and in NASA publications.
3. Candidates must submit their application on or before the stated deadline.
4. NASA reserves the right to reject any application that does not follow submission instructions or requirements.
5. Awards will be received in August of each year and will be recognized in person at the NASA event held the following December.
6. Winning entries (in entirety or excerpts) will be posted on NASA's website.
7. NASA reserves the right to not present an award on the basis that submissions did not possess the necessary requirements.

## **Award Committee Terms of Reference**

The duty of the committee is to select the successful submissions. In the event a committee member's dependent submits an application, the committee member will temporarily remove themselves from the committee and an alternate, independent person will be brought in to assist with adjudication.

## **Promotion**

Information about the NASA Award will be placed on the NASA website, NASA publications, and in various promotions. The application forms will be posted on the NASA website and will be available at the NASA Office.

## **Timelines**

The deadline for applications and submissions will be August 1 of each year. If this date falls on the weekend, the deadline will be moved to the first Monday following August 1.

Awards will be presented as outlined in 5. above.

## **Policy Responsibility:**

Vice-President

## **Policy History:**

Date Originally Approved: 2012/11/13

Date Revised: 2016/04/06, 2023/05/31, 2024/10/30

# BARGAINING POLICY

**Policy Number:** PO 2010-01

**Date Initially Approved:** 2010/11/10

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

This policy was created as a replacement for the document entitled “Negotiations Protocol” which had been adopted by the membership at the September 15, 2004, General Meeting. The policy became effective with the 2012 bargaining year.

## Policy

### NASA Bargaining Team

The NASA Bargaining Team will be elected in the spring of the year prior to bargaining commencing and will be comprised of the following:

- Four (4) members elected by electronic vote in accordance with the accompanying election procedure. To ensure that there are experienced members on the bargaining teams for each round of bargaining, two (2) members will be elected to serve for two bargaining terms. In the event that not enough members run in order to fill all positions, the Executive Board will be empowered to recruit and appoint the required number of team members. Where a bargaining team member is unable to serve their second term, their position will be filled in conjunction with the election of two bargaining team members for the upcoming bargaining round.
- One Officer of the Executive Board – appointed by the Executive Board [Time off paid by NASA]
- Two staff members (the Director of Operations as Chief Spokesperson and a designated LRO).

In addition to the bargaining team members and in accordance with the election procedure, one (1) alternate will be elected to serve in the event one of the four elected members is unable to complete the current bargaining term. This alternate will be a member of the bargaining advisory group (noted below) to ensure that they are kept up to date on the progress of bargaining.

### Bargaining Advisory Group

During the month of June of the year prior to bargaining, a bargaining advisory group will be recruited. This group will be comprised of the Executive Board and up to a maximum of 20 members. In early June, notice will be issued to all members requesting applications to serve on this group. The bargaining advisory group is intended to be a representative sample of the general membership so members will be selected to ensure there is good cross representation from a number of categories, for example: Trust/Operating, employee types, administrative/service units, and teaching units. Applications will be reviewed by the Bargaining Team who will make recommendations to the Executive Board for appointments to this group. This process should be concluded by the end of June or early July.

The Bargaining Advisory Group will assist the Bargaining Team in a strictly advisory role as follows:

- act as a ‘test’ group to provide feedback on the bargaining survey prior to the survey being circulated to the membership;
- act as a ‘test’ group to provide feedback on bargaining proposals in advance of being provided to the membership;
- during bargaining, provide feedback on suggested resolutions being considered at the bargaining table and/or to provide feedback with respect to the potential impacts of those resolutions;
- when requested, canvass members on specific topics and provide that feedback to the bargaining team.

## **Bargaining Preparation**

The NASA Labour Relations Staff will collect issues identified through administration of the Collective Agreement and submit them to the Bargaining Team for consideration.

The Director of Operations will be responsible for obtaining and assigning the appropriate resources (e.g., financial advisor, benefits advisor, researcher, etc.) for the Bargaining Team. The Director will also assign staff resources as appropriate.

In late September, the Bargaining Team will develop a bargaining survey, obtain feedback from the Bargaining Advisory Group, and finalize the survey. In mid-October, the bargaining survey will be circulated to the membership with responses to be received by mid-November.

The Bargaining Team will review the issues identified by the NASA Labour Relations Staff along with the results of the bargaining survey from the membership and develop bargaining proposals. The Bargaining Team will seek feedback from the Bargaining Advisory Group on the proposals.

In January or early February of the bargaining year, the Bargaining Team will share the identified bargaining issues with the membership at a general meeting.

The Bargaining Team will make appropriate requests for information from the Employer both in advance of and during bargaining.

## **Bargaining**

Notice to bargain will be served, or responded to, based on the timelines outlined in the Collective Agreement and the applicable labour legislation. In addition, bargaining will begin and be conducted based on the provisions of the Collective Agreement and the applicable labour legislation.

The Bargaining Team will utilize the Bargaining Advisory Group throughout bargaining and will meet with this group as required.

To ensure the membership is kept up to date on the progress of bargaining, Bargaining Updates will be issued regularly as progress is made or as issues develop or are resolved. These updates will be posted on bulletin boards and on NASA's website. In addition, the Team may arrange for membership information meetings at specific points during bargaining.

## **Conclusion of Bargaining**

When a tentative agreement or an impasse is reached, information meetings will be scheduled to update the membership. In addition, the membership will receive the details of any tentative agreement in written form at least 10 days prior to the ballot return date.

### **Policy Responsibility:**

President

### **Policy History:**

Date Originally Approved: 2010/11/10

Date Revised: 2018/02/28

# CODE OF CONDUCT POLICY

Policy Number: PO 2011-01

Date Initially Approved: 2011/03/23

## Summary

The Bylaws of NASA specify that all members will recognize and observe said Bylaws and respect the right of NASA to adopt and enforce reasonable rules regarding the responsibilities of membership.

This policy applies to all members of NASA, and in particular to those who are elected or appointed to represent the membership in any capacity, including the President, Executive Board members, committee members and stewards. A violation of this Policy may result in action being taken under the Discipline Procedure.

## Policy

All members will:

- ✓ Where appropriate, fulfill responsibilities of their office in good faith and in the best interests of the Union;
- ✓ Respect and uphold NASA's Bylaws, policies, and decisions of the Executive Board and membership;
- ✓ Conduct themselves in the spirit of collegiality and respect for the collective decisions of the Union;
- ✓ Support the objectives of the Union;
- ✓ Serve the overall best interests of the Union;
- ✓ Bring credibility and good will to NASA;
- ✓ Respect the principles of fair play and due process;
- ✓ Demonstrate respect for all individuals regardless of personal feelings;
- ✓ Avoid any real or perceived conflicts of interest as they may relate to their position in the Union;
- ✓ Avoid disparaging fellow members or their opinions in public;
- ✓ Avoid using their position for any personal advantage;
- ✓ Avoid speaking on behalf of NASA, in any forum including statements on social media, unless specifically authorized to do so.

All members will avoid committing any of the following offenses that violate the Code of Conduct, as listed in the Discipline Procedure:

- obtaining or soliciting membership by fraudulent means or misrepresentation;
- knowingly failing to comply with the Bylaws and/or Policies of the Union;
- attempting to bring about the withdrawal of any member or group of members from the Union;
- knowingly publishing or circulating false reports or misrepresentations among the members of the Union;
- working in the interests of another union to the detriment of the Union;
- without proper authority using the name of the Union to solicit funds or to advertise;
- misappropriating assets belonging to the Union;
- furnishing to anyone, without proper authority or for any purpose not in the best interest of the Union, a list or a portion of a list of members of the Union;
- failing, without reasonable excuse, to pay membership dues, assessments or other fees of the Union;
- slandering or libeling, that is, spreading defamatory comments, either verbally or in writing, which would tend to injure the reputation of a member, officer of the Union or any staff of the Union;
- failing to follow the lawful order of the chair of any meeting of the Union or its committees to the point where business of the meeting may not be fairly and reasonably conducted;
- interfering with the performance of the duties of any officer or staff member of the Union or its committees;
- engaging in conduct detrimental or prejudicial to the best interest of the Union;
- willfully neglecting the duties of an elected Union position, including but not limited to lack of full participation and unexcused absences;

- failing to follow the lawful directions and ruling of the Executive Board;
- filing frivolous, unnecessary, or vindictive charges against a member of the Union;
- actively interfering with contractual or other rights of members;
- violating the published policies of the Union; or
- harassing, verbally abusing, physically abusing, or otherwise discriminating against a fellow member or staff of the Union based on protected grounds.

**Policy Responsibility:**

President

**Date Originally Approved:** 2011/03/23

**Date Revised:** 2023/11/15

**Associated Procedure:**

Discipline Procedure

# ELECTION OF EXECUTIVE OFFICERS POLICY

**Policy Number:** PO 2015-03

**Date Initially Approved:** 2015/10/28

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

This policy creates the office of Chief Electoral Officer (CEO) and details the duties and responsibilities of the CEO in conducting the election of NASA's Executive Officers.

## Policy

The following Policy regulates NASA Executive Officers election procedures, establishes the position of Chief Electoral Officer, and provides directions for the Officer to report back and present proposals to the membership on related campaign issues:

### 1. CHIEF ELECTORAL OFFICER

- a) For the purpose of running the elections of voting officers of the Executive, NASA will elect, at the fall General Meeting in even-numbered years, a Chief Electoral Officer (CEO).
- b) The CEO shall be responsible for calling the election and conducting it in accordance with the Association's by-laws and any policies adopted by the membership.
- c) The term of office for the CEO shall normally be for two calendar years. Where a CEO is unable to fulfill the term of office, the membership will elect a replacement to complete the balance of the term. The election will take place at the first general meeting following the vacancy occurring.
- d) The CEO shall report directly to the membership at the AGM and is responsible to that body. The CEO may also, in the course of their term, consider policies and procedures that may improve election procedures and present such recommendations to the membership for approval.
- e) The CEO cannot run for any elected Executive position while serving in office.

### 2. NOMINATION AND ACCEPTANCE

- a) Nominations for all voting Executive positions shall be made in writing. Any nomination shall be endorsed by at least 10 nominators.
- b) Only active members of the Association shall be allowed to act as nominators or be eligible to run for election.
- c) The nomination period shall be open 45 calendar days prior to the date set for the AGM, and shall end 30 calendar days prior to the meeting, at which time all the nominations shall be forwarded to the CEO. Candidate biographies must accompany the nomination form (see Section 4 on Campaigning).
- d) The CEO shall verify the authenticity of the nominators and the eligibility of the candidates. The CEO shall, via email, notify the candidates of the result of their eligibility. In addition, the CEO will ensure each candidate is aware of this policy and its rules regarding how the election will be conducted. At nomination deadline, the CEO or a designate will notify each eligible and ineligible candidate regarding their status before the end of that day.
- e) No nominations shall be accepted from the floor of the AGM.

### 3. ELECTION PROCESS

- a) NASA has established an on-line voting system for elections. Balloting instructions will be sent to all members along with the Election Package approximately 15 calendar days prior to the AGM.
- b) The on-line voting system will be open and available for members to cast ballots at 8:30 a.m. on the day that is 7 calendar days in advance of the AGM.

- c) The electronic ballot will consist of the position(s) being contested, the name of the candidates for each position as well as a link to the candidate biography.
- d) If the position is uncontested at the close of nominations, the CEO shall declare the person nominated as elected by acclamation.
- e) Balloting will end automatically at 12:00 noon on the day of the AGM.
- f) Each candidate for elected office shall be entitled to appoint two scrutineers to observe the final tallying and recording of the votes.
- g) The CEO will announce the election results at the meeting. In addition, the election results will be automatically posted on the NASA website. The results information will include: total number of eligible voters, total number of ballots received, total number of spoiled ballots, and total number of votes for each candidate.

4. **CAMPAIGNING**

- a) Each eligible candidate must submit, with their nomination form, a one-page document that contains information about themselves and the reason they are seeking office. The documents will be reproduced exactly as submitted unless changes are authorized, in writing, by the candidates.
- b) Personal electronic campaigning is permitted; however, the NASA office will not send out information beyond what is included in the official Election Package.
- c) Paper campaigning (posters, flyers, etc.) is the responsibility of each candidate and NASA accepts no responsibility for information posted illegally.
- d) The NASA office will not supply any candidate with any NASA membership information or lists for the purpose of campaigning.
- e) All costs associated with campaigning are the responsibility of the individual candidates.

5. **CANDIDATES' FORUMS**

- a) In the event of more than one nomination for a position, the CEO shall be responsible for organizing a candidate forum(s), to be held no later than 20 calendar days after the nomination period has ended. Participation in forums by candidates shall be considered time off for union business. The CEO shall take steps to properly notify all the members of the Association as to the date, location, and purpose of such forums, as well as the names of the candidates and positions they are contesting.
- b) The CEO will develop rules for running the forum(s). These rules will be developed taking into consideration the number of offices contested and the number of candidates. The rules will be communicated to all candidates in advance of the forum(s).

**Background**

This Policy was originally adopted by the membership in June 1997. It has undergone numerous amendments over the years. However, for the purpose of this new Policies & Procedure Manual, the “original approval date” will be the date of its last amendment – October 28, 2015. From this point forward, all revisions to the policy will be noted.

**Policy Responsibility:**

Chief Electoral Officer (CEO)

**Policy History:**

Date Originally Approved: 2015/10/28

Date Revised: 2018/05/29, 2024/10/30

# ELECTRONIC VOTING POLICY

**Policy Number:** PO 2015-02

**Date Initially Approved:** 2015/10/28

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

This policy establishes the process by which elections will be conducted through the use of 'electronic voting'.

## Policy

NASA's Bylaws specify that elections for mid-term Executive Officer vacancies and election of members to the various Standing Committees are to be conducted in accordance with an Electronic Voting Policy. The following details the procedures and processes to be utilized for such elections.

### Mid-Term Executive Officer Vacancies

The Chief Electoral Officer (CEO) position has been established in the "NASA Policy for the Election of Executive Officers" to oversee the election of all Executive Officer positions.

Article 9.6 of the Bylaws specifies that where an Executive Officer vacancy occurs with a period of more than six months remaining in the terms, the vacancy is to be filled by an electronic vote of the membership held in accordance with this policy. The process is to commence within 60 days of the office becoming vacant.

Within 60 days of the vacancy, the CEO will establish the date on which the electronic vote will end. The CEO will then follow as closely as reasonably possible the process outlined in the Policy for the Election of Executive Officers substituting the established voting end date for the date of the AGM.

### Standing Committee Elections

Elections to the various standing committees will take place following the Annual General Meeting at which the Chair of the specific committee has been elected. For clarity, in even-numbered years, elections will be held for the Grievance Committee, the Finance Committee, the Political Action & Member Education Committee and the Bylaws and Policy Committee ; in odd-numbered years, elections will be held for the Membership Services Committee, the Human Resources Committee, the Equity, Diversity and Inclusivity Committee and the Award Committee.

The Executive Board will issue a call to the membership seeking interested applicants for the various committees. Applicants will be required to submit a brief bio that also contains a commentary on why they wish to serve on a specific committee. This call will be open for a period of at least two weeks.

Balloting instructions will be sent to all members at least 5 calendar days prior to the opening date of the voting period, which will be determined by the Executive Board. The on-line system will be open and available for members to cast ballots for a period of 7 calendar days, commencing at 8:30 a.m. on the opening day and closing at 4:30 p.m. on the voting end day.

The electronic ballots will specify each standing committee and contain the names of all members who have expressed an interest in sitting on that committee. Each committee will have a minimum of two members and a maximum of six members. The number of applicants for each committee will determine whether there is an election or an acclamation. If six or less members apply for a committee, those members will be acclaimed.

If more than six members apply for a committee, an election will be required. Members will be instructed to vote for up to six members. The six members with the most votes will be elected.

The Executive Board will announce the results of the election to the membership.

### **Mid-Term Committee Vacancies**

Where a standing committee vacancy occurs mid-term, the Executive Board may issue a call to the membership for interested applicants. The Executive Board will also be empowered to appoint members to fill the vacancy or choose to implement the electronic voting process.

### **Background**

With the adoption of new Bylaws in 2015, the use of electronic voting for all elections was established. This created a need for a policy governing how those elections would be conducted. This task was assigned to the Bylaws Committee and presented to the membership for adoption on October 28, 2015.

### **Policy Responsibility:**

Bylaws Chair

### **Policy History:**

Date Originally Approved: 2015/10/28

Date Revised: 2019/11/06

# EXECUTIVE BOARD CODE OF CONDUCT POLICY

**Policy Number: PO 2021-02**

**Date Initially Approved: 2021/09/29**

## **Summary**

All elected members of the Non-Academic Staff Association (NASA) Executive Board will read and acknowledge this document at the beginning of their term of office. Any violation of this Code of Conduct should be reported to the Board in writing as per the Code of Ethics policy.

## **As a member of the Executive Board, I will:**

- Exercise powers of the office and fulfill responsibilities in good faith and best interests of the Association;
- Exercise these responsibilities with due diligence, care, and skill in a prudent manner;
- Respect and support NASA's bylaws, policies, code of conduct and decisions of the Board and membership;
- Keep confidential all information learned about any other matters specifically determined by a board motion to be matters of confidence, including matters dealt with during in-camera meetings of the Board; and,
- Conduct myself in the spirit of collegiality and respect for the collective decisions of the Board, and immediately declare any personal (real or perceived) conflict of interest that may come to my attention.

## **As a member of the Executive Board, I commit to conducting myself at all times in a manner that models high standards of accountability by:**

- Supporting the objectives of the Association;
- Serving the overall best interests of the Association;
- Bringing credibility and goodwill to NASA;
- Respecting the principles of fair play and due process, including ensuring all voices are heard;
- Demonstrating respect for all individuals, regardless;
- Giving respect and fair consideration to opposing views;
- Demonstrating due diligence and dedication in preparation and attendance at meetings, special events, and in all activities on behalf of the Association;
- Ensuring that the financial affairs of the Association are conducted in a responsible and transparent manner with due regard for my fiduciary responsibilities and public trusteeship;
- Avoiding real and perceived conflict of interest;
- Conforming with the bylaws and policies approved by the Board;
- Publicly demonstrating acceptance, respect, and support for decisions legitimately taken in transaction of NASA's business.

## **Furthermore, as a member of the Executive Board, I will not:**

- Disparage fellow Board Members, or their opinions, outside of the Board Room;
- Use the organization, or my position, for my personal advantage or that of my friends, relatives, or associates;
- Discuss the confidential proceedings of the Board outside of the Board Room;
- Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues;
- Interfere with the duties of staff, or undermine the authority of the employees' abilities to perform their duties, except as provided in the terms of reference for any standing committee on which I serve; and,
- Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

## **Related Policies and Procedures:**

Executive Officer Pledge Policy

Code of Ethics Policy

Code of Ethics Procedure

**Policy Responsibility:**

Executive Board

**Policy History:**

Date Originally Approved: 2021/09/29

## EXECUTIVE OFFICER PLEDGE POLICY

Procedure Number: PO 2016-02

Date Initially Approved:

2016/06/08

### Summary

Article 6 of the Bylaws requires all Executive Board members to execute a document acknowledging their specific obligations and duties under the Bylaws before taking office.

The following policy details the wording of the document to be executed and specifies the point in time at which the pledge is to be taken.

### Policy

The Executive Officers are elected by electronic vote in alternate years in accordance with the Policy for the Election of Executive Officers. The announcement of the results of each election is made at the Annual General Meeting. Newly elected Executive Board members will take the Pledge at their first Executive Board meeting. The Pledge will also be signed, dated, and witnessed by another member.

### Executive Officer Pledge

I, \_\_\_\_\_, do hereby sincerely pledge my word to the Non-Academic Staff Association that I will, without evasion, truly and faithfully perform the duties of my office as \_\_\_\_\_ in accordance with the Bylaws of the Association.

I will at all times advance and maintain the principles and policies of the Association while promoting the harmony and maintaining the dignity of the Association. I have read and agree to abide by the Executive Board Code of Conduct.

### Policy Responsibility:

Executive Board

### Policy History:

Date Originally Approved: 2016/06/08

Date Revised: 2021/09/29

## EXPENSES INCURRED BY MEMBERS ON UNION BUSINESS POLICY

Policy Number: PO 2017-02

Date Initially Approved:

2017/11/08

### Summary

Members who are engaged in legitimate activities on behalf of the Union should not be out of pocket for expenses incurred as a result of those activities. This policy sets out the parameters by which members will be reimbursed for legitimately incurred expenses.

### Policy

Unless explicitly indicated otherwise, expense reimbursement is not applicable where NASA purchases tickets to events and advertises them for members to voluntarily attend (e.g., PIA conference, etc.)

**All** expenses incurred under this Policy must have prior approval by the appropriate Executive Board member.

### Transportation

1. Where possible, ride sharing is encouraged.
2. Where a member is required to use their vehicle for NASA business, the allowance will be \$0.50 per kilometre.
3. Where members travel by air, airfare will be paid, plus transportation to and from airports, as well as parking fees if the member's vehicle is parked at the airport.
4. All claims for taxi fares, airfares and bus fares must be accompanied by a receipt.
5. Parking costs will be reimbursed upon production of a receipt.
6. Reimbursement will not be made for parking expenses that would have been incurred had the member been performing their normal work day instead of working on Union business.
7. Each member will be reimbursed for the least expensive mode and class of transportation (i.e., flying vs driving).

### Subsistence Rates

Meal Allowance (receipt not required) will be paid at the following rates: \$15 for breakfast; \$15 for lunch; \$30 for supper.

Meal expenses are not to be claimed in those cases where the meal is already provided, except where dietary restrictions exist. In those cases, receipts are required.

### Hotel Accommodation

1. Except as outlined in 2. below, no direct billing will be allowed. Members are expected to pay for their hotel accommodations and claim these expenses on an expense claim form.
2. Direct billing will only occur when the NASA office makes special arrangements with the hotel prior to the event.
3. When members are away from their regular domicile, they are encouraged to stay in mid-range hotels. A maximum of \$20 per night can be claimed for accommodation without a receipt.

### Incidental Expenses

When a member is required to be away from home overnight, the member can claim incidental expense allowance to a maximum of \$10 per night away.

### Reimbursement for Child Care, Elder Care and/or Dependent Care Expenses

Care for children, dependents or the elderly are barriers to actively participating in the Union. NASA is committed to removing barriers within its control so that all members have equal access to participation.

1. NASA members when representing the union or conducting business on behalf of the union are to be reimbursed for childcare expenses at the rate of up to the current provincial minimum hourly wage, per hour to a maximum of 10 hours per day.
2. For elder or dependent care situations, reasonable expenses will be reimbursed. The reasonableness of a claim will be based on the member's particular circumstances.
3. All claims for reimbursement under this policy **must** be accompanied by a signed receipt.
4. Reimbursement will not be made for:
  - a. Expenses that would have been incurred had that member been performing their normal work for that day;  
or
  - b. Expenses that would normally not be paid, e.g., care provided by a spouse, sibling, etc.
5. Normal guideline for payment of childcare includes children 0-12 years.
6. NASA accepts no legal responsibility as to the arrangements made for care.

### General

1. Any member requiring financial assistance for the purpose of conducting NASA business may obtain an advance at the NASA office.
2. Any inquiries or disputes with respect to expense claims can be directed to the Director of Operations.

### **Related Procedures**

None

### **Policy Responsibility:**

Treasurer

### **Policy History:**

Date Originally Approved: 2017/11/08

Date Revised:

# GIVING POLICY

Policy Number: PO 2022-01

Date Initially Approved: 2022/11/16

## Summary:

This policy shall be used to guide decisions regarding which organizations, causes, and charitable donation requests are to be supported and approved by NASA.

## Definitions:

**Charitable Giving:** an act of giving money, time, or resources to a worthy cause.

**Donation:** the voluntary transfer of either cash, time, or resources, that is not linked to the delivery of a specific good or service, and for which there is no expectation of an advantage or benefit, with the exception of a tax receipt.

**Sponsorship:** the voluntary transfer of either cash, time, or resources, for which there is the expectation or receipt of an advantage or benefit, with the exception of a tax receipt.

## Guiding Principles for Granting Charitable Giving Requests:

1. There must be a benefit for NASA members, either directly or indirectly, including through the enhancement of NASA's reputation and/or standing in the community.
2. Consideration given to the Union's strategic plan and priorities.
3. Consideration given to the Union's social responsibility within the broader community.
4. When possible, giving should enhance organizational visibility and foster partnerships/ relationships within the NASA stakeholder community.
5. Consideration given to NASA's vision and mission, as stated below:
  - a. Vision: A better future for ourselves and others
  - b. 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.
6. NASA does not support organizations that discriminate based on any grounds.
7. Designated amounts in support of other union strike efforts, labour-related causes.

## Additional Considerations:

1. Charitable giving requests for supporting causes outside of Alberta shall not exceed \$500.
2. Support for other provincial labour organizations, including job action support, shall not exceed \$500 (excluding travel costs associated with NASA presence at picket lines).

## Process for Supporting Charitable Giving Requests

1. The Charitable Giving budget shall be reviewed on an annual basis as part of the financial preparation process.
2. Requests for charitable giving must be made in writing to the NASA Office and will be accepted through NASA's general contact email address posted on the NASA website.
3. All requests require final approval by the Executive Board. If the request relates to the work of a Standing Committee, the request will first be reviewed by the Committee for recommendation (or not) to the Executive Board.

## Policy Responsibility:

President and Vice President

## Policy History

Date Originally Approved: 2022/11/16

# GRIEVANCE ADMINISTRATION POLICY

**Policy Number:** PO 2012-01

**Date Initially Approved:** 2012/04/02

## Summary

This policy outlines how NASA meets its responsibilities under the duty of fair representation.

## Policy

### POLICY STATEMENT

The University of Alberta Non-Academic Staff Association (NASA) is committed to acting fairly, responsibly and without discrimination in representing the rights and interests of its membership.

To ensure that the principles of the Duty of Fair Representation are applied, NASA has established a Grievance Committee to hear member appeals with respect to the filing of grievances and to determine which grievances will be advanced to arbitration. Such appeals will be handled in accordance with the provisions of the attached procedures.

Once a grievance is filed, it is “owned” by NASA and the decisions made regarding the grievance must reflect the best interests of the entire membership – not just the interests of the member or members who filed the grievance.

### GRIEVANCE COMMITTEE MEMBERSHIP

The committee will be comprised of a Chairperson and committee members, who will be elected in accordance with the provisions of NASA’s bylaws.

Each member of the Grievance Committee will be:

- ✓ a member in good standing of NASA,
- ✓ dedicated to the wellbeing of NASA,
- ✓ able to be impartial and objective,
- ✓ willing to work through the relevant considerations to understand the implications for all sides of an issue or grievance, and
- ✓ interested in labour relations and employment issues.

Each member of the committee is obligated to keep confidential all information given the committee and will sign an Oath of Office before officially becoming a member of the committee. Committee members are bound by NASA’s Code of Ethics Policy and its Privacy Policy.

The Director of Operations or designate is a non-voting member of the Committee and will attend all meetings of the committee to provide advice and guidance to the Committee.

The Union’s legal counsel may be requested to attend committee meetings from time to time to advise the committee.

## **GRIEVANCE COMMITTEE MEETINGS**

Regular meetings of the committee will be held on a quarterly basis at the call of the Chairperson. Meetings required under the Grievance Administration Procedures will be called in accordance with the timelines outlined in those procedures.

### **Background**

A policy dealing with grievance administration has existed at NASA for many years. Prior to this version of the policy (and its associated procedures) the last update of the policy occurred in May 2000. However, for the purposes of this Policies & Procedures Manual the date this policy was adopted is considered the original approval date. Future revisions will be noted in this manual.

### **Related Procedures**

PR 2012-01 Grievance Committee Procedures

### **Policy Responsibility:**

Grievance Chair

### **Policy History:**

Date Originally Approved: 2012/04/02

Date Revised: 2016/04/06

# HONORARIA POLICY

Policy Number: PO 2015-01

Date Initially Approved: 2015/05/27

## Summary

This policy formalizes the process for monetarily recognizing the volunteer work that is done by NASA members for the union.

## Policy

The purpose of this policy is to set out formal parameters for recognizing members for their volunteer contributions to NASA. While it is understood that this work is voluntary and typically unpaid, NASA wishes to express its appreciation by offering a nominal monetary payment in recognition of the time and effort these members dedicate to advancing the mission of the organization.

NASA will only pay honoraria to members who are performing volunteer committee work directly for NASA. This includes Executive Board members (except the President), NASA standing and Ad Hoc committees (e.g., Human Resource Committee, Grievance Committee, Finance Committee, etc.), NASA Representatives to the Board of Governors, General Faculties Council, and Senate; Chief Electoral Officer, Sergeant-At-Arms Committee, Chief Steward, Stewards, the Bargaining Committee, and the Strike Committee.

NASA expects that the members will endeavour to attend all required meetings. Committee Chairs are responsible for ensuring the members of their committees are engaged and working with the committee.

Each member will receive a predetermined amount annually in accordance with the schedule noted below. Honoraria is calculated for volunteer work completed over the fiscal year (April-March), and payments will be made in March. The payments will be prorated based on the number of months the member is in the position for which honoraria is being paid. Participation, engagement, and attendance for committee activities will also be factored into the total amount payable. Due to administrative costs, honoraria calculated at 25 dollars or less for annual contributions will not be paid out. Members who have left a NASA position in that fiscal year will be eligible to receive the honoraria payment.

### Honoraria Rate Schedule

Executive Board Members (except the President)	1,200.00
Chief Steward	600.00
NASA Representatives to the Board of Governors, General Faculties Council, and Senate	300.00
Stewards	300.00
Standing/Ad Hoc Committee members	150.00
Chief Electoral Officer	100.00
Bargaining Committee members**	300.00
Strike Committee members**	150.00
Sergeant-At-Arms Committee members	50.00

\*\* In years where bargaining is in progress.

The Finance Committee can recommend changes to the honoraria rate. The Treasurer will then seek approval from the Executive Board, followed by a required vote at a General Meeting.

NASA will recognize volunteer work for events (e.g., NASA Breakfast, EDLC BBQ, etc.) through nominal gift certificates, typically valued around \$25, provided at the time of the event or shortly thereafter.

### **Background**

Prior to 2015, NASA had been providing honoraria payments to members with minimal guidelines around who should receive honoraria, for what and in what amount. In 2014, the Finance Committee was tasked with the development of a formal policy which was achieved in 2015.

### **Policy Responsibility:**

Treasurer

### **Policy History:**

Date Originally Approved: 2015/05/27

Date Revised: 2016/04/06, 2016/06/08, 2023/05/31, 2024/10/30

# HONORARY MEMBERSHIP POLICY

**Procedure Number:** PO 2016-03

**Date Initially Approved:**

**2016/11/09**

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

The membership approved the Honorary Membership Policy on November 9th, 2016. Upon further review, it was determined that the Award should be broken into two separate categories, Honorary and Lifetime. Honorary Memberships recognize individuals who have never been a union member and Lifetime Membership recognizes former NASA members.

## Policy

Honorary Membership may be granted to individuals who have never been a union member who have distinguished themselves by exceptionally meritorious service to NASA. In accordance with the provisions of this policy, such individuals may be recommended by the Awards Committee to the Executive Board to be designated an Honorary Member of the Association. Honorary Memberships and Lifetime Memberships will be awarded at the Annual General Meetings with a maximum of three per year in total across both policies. This is the highest honour NASA can bestow upon an external individual who has made a lasting impact on the advancement of our Union.

In the event that an Honorary Member displays actions that are antithesis to NASA's vision, mission, and guiding principles, the Awards Committee can revoke this honour by making such a suggestion to the Executive Board. A two-thirds vote of the Executive is required for approval.

## Criteria

In considering if an individual has made a significant contribution to the Association, the following criteria will be considered along with any other criteria that are deemed appropriate based on each individual's merits.

Individuals who:

- 1) Have made significant contribution(s) to the welfare of the Association and/or its members.
- 2) Have demonstrated a strong and sustained commitment to the betterment of the NASA and/or university community.
- 3) Have advanced the mission and vision of NASA.
- 4) Have never been an active NASA member.
- 5) Are not an actively sitting elected official at any level of government.

## Nomination Process

The Awards Committee will annually publish a notice, at least 90 calendar days prior to each Annual General Meeting, calling for members to submit nominations. All nominations must be received 60 calendar days before the AGM. Any active member(s) in good standing may submit to the Awards Committee, in writing, the name of an individual for consideration as an Honorary Member. The nominators must outline the nominee's accomplishments; contributions to the welfare of the association, members, previous membership/involvement; and any other reasons for granting Honorary Membership in one page or less.

The Awards Committee will consider the submission and present a recommendation to the Executive Board for Honorary Membership. A two-thirds vote of the Executive is required for approval.

The Awards Committee, at their discretion, may refer nominees for consideration in a future year(s).

## **Recognition**

A presentation will be made at Annual General Meetings to honour the recipient's accomplishments and career. During which, the recipient will be awarded a certificate of excellence and a special membership pin. Recipients will have their names added to the engraved Honorary Members of the Association recognition plaque at the NASA office and on the NASA website.

## **Membership Benefits/Privileges**

- Honorary Members will be provided with an Honorary Membership card and will be eligible for specified member discounts or events made available to active members
- Honorary Members can serve as volunteers at NASA events and with external bodies
- Honorary Members will enjoy a standing invitation to NASA general meetings, but will not have a vote.

## **Entering into Active Membership**

Honorary Members who enter employment in a position that would make them eligible for active membership will enjoy regular membership benefits for the duration of their employment. Upon leaving they will become Lifetime Members automatically.

## **Policy Responsibility:**

Vice-President

## **Policy History:**

Date Originally Approved: 2016/11/09

Date Revised: 2023/11/15

# INTERNET USAGE POLICY AND AGREEMENT

Policy Number: PO 2021-01

Date Initially Approved: 2021/0929

## Summary

The policy was created to describe the internet access and usage for NASA board members and staff.

## Policy

The Non-Academic Staff Association (NASA) owns or is accountable for all equipment related to its information systems and for the contents of all files stored or transmitted on its equipment or systems. NASA elected officers and employees are provided with access to the NASA office internet and email to meet business needs such as communication with other officers, members, staff, and external contacts as required while they are holding office or employment with NASA. This access must be managed appropriately.

Internet and email users should be aware of the risks associated with the use of the internet and email. Information sent via the internet may not be secure as messages may be read, redirected, or altered by others while in transit. Files downloaded from the internet or attached to an email message may contain viruses or other security threats.

Since the internet evolved as a free exchange of information, many sites provide access to uncensored or questionable material, which may be offensive, illegal, or otherwise inappropriate for the workplace. Users need to be aware that any "*nasa domain name.ca*" email messages and all internet activity from a NASA computer or address leaves a trail and will be generally attributed to NASA and an individual user. Email messages sent or received on NASA systems are records of the Union. Users should be aware that NASA retains the right to investigate and monitor the use of its equipment and systems as warranted. Any information collected about an individual's use of email or the internet shall be handled in a manner consistent with the Personal Information Protection Act (PIPA).

## Purpose

This policy outlines the minimum standards for internet and email usage for authorized NASA elected officers and employees.

## Definition of terms

- "Offensive materials" include, but are not limited to, pornography, hate literature, obscene materials, materials which contravene human rights legislation, and any other material that could reasonably be interpreted as a form of sexual or workplace harassment.
- "Protected information" means non-public information that may be personal, proprietary, confidential, or restricted in nature.
- "User" means an elected officer or employee of NASA who is authorized to access NASA internet and email services.

## Guiding principles

- Users are provided access to the internet and email to assist them in the performance of their duties.
- Users are to ensure that their internet and email use is appropriate and lawful and complies with all applicable NASA policies and the commitment to maintaining a positive work environment.

## Policy

- Users must use the internet and email in a manner that is appropriate and consistent with the laws of Canada, their Official Oath of Office, and/or Code of Conduct, as applicable.

- Users must avoid intentionally accessing sites or engaging in practices on the internet that have the potential to bring NASA into disrepute, such as accessing sites which promote, display or disseminate offensive materials and must not solicit, distribute or otherwise communicate offensive materials, via email except for *bona fide* NASA work as determined by the Director of Operations or the Executive Board as appropriate. The same restrictions apply to the use of NASA equipment to engage in such activities using personal email accounts or internet sites.
- Users may use the NASA internet and email for personal purposes provided that such use is consistent with professional conduct does not detract from the performance of the individual's office or employment responsibilities and is not for personal financial gain.
- Users must observe and honour all applicable intellectual property rights (i.e., copyright, patent, trademark, license agreement) governing the downloading, distribution, or use of items such as text, graphics, music, video, or software accessible via the internet or email.
- Users will be held responsible for their actions on the internet or email taken under their assigned user account and for the actions of any person permitted to use their account.
- Users must not use NASA internet, email or other communication services to express personal views in the public domain, especially in open forums such as chat rooms, blogs, or other social networking sites, and are discouraged from conducting personal business or social communications using NASA email.
- Users must not attempt to mask or otherwise obscure or falsify their identity or actions while using the internet or email.
- Users must ensure that any protected information they convey via the internet or email is appropriately secured by using encryption, password-protected attachments, or other effective measures.
- NASA reserves the right to monitor and investigate an individual User's internet or email activity and related files and delete those files as warranted.
- NASA will review allegations regarding inappropriate use of the internet or email brought to its attention.
- Inappropriate use of the internet or email by employees may lead to restricted access to these services or disciplinary action up to and including dismissal, or in the case of elected officers, penalties under the Code of Conduct for Board Members up to and including removal from office or suspension of membership.
- Users acknowledge that at the end of their term of office or employment, the email account and its full contents revert to use by NASA as it deems appropriate.
- Email accounts will be managed by the NASA office.

All users will be required to sign the Internet Usage Agreement.

### **Internet Usage Agreement**

By signing here, I, \_\_\_\_\_, agree to follow the principles and guidelines written above in my use of NASA internet, email and equipment.

**Policy Responsibility:**

Bylaws Chair and Director of Operations

**Policy History:**

Date Originally Approved: 2021/09/29

# INVESTMENT POLICY

Policy Number: PO 2016-01

Date Initially Approved: 2016/04/06

## Summary

This policy will outline the principles by which the investments of the organization will be managed.

## Policy

The investment funds of the association will be managed with the following objectives:

- A. To support the day-to-day operations of the association.
- B. To maintain a minimum one-year operating reserve.
- C. To build NASA's reserve fund for emergency purposes.

It is anticipated that the services of a professional investment advisor may be sought to manage the investment portfolio. The following procedure shall be followed to engage a new or replace a current investment advisor:

- A. The Treasurer and the Finance Committee will recommend the hiring or replacing of an investment advisor to the Executive Board.
- B. The Treasurer and the Finance Committee will identify and interview candidates to determine appropriate investment advisor(s).
- C. The Finance Committee will make the hiring recommendation to the Executive Board, who shall have the final approval.

Investment decisions of the association will be guided by the following principles:

- A. Preservation of capital - Assets will be managed with due regard for caution so as to minimize the risk of loss to principal.
- B. Diversification - Investments will be diversified across a range of products as laid out in the table below so as to minimize the risk of loss.
- C. Liquidity - Investments will follow a laddering strategy, with staggered maturity dates to ensure accessibility of funds.
- D. Ethical considerations - Wherever possible, preference will be given to investments in organizations which employ or support unionized workers or follow other practices consistent with the values of NASA.
- E. Creditworthiness - Investments in bonds, mutual funds and exchange-traded funds will be limited to products and financial institutions with a credit rating of BBB or higher.
- F. Optimum investment return - Investments will be selected based on rates of return, within the constraints above.

Diversification Schedule:

<b>Asset Class</b>	<b>Target</b>	<b>Minimum</b>	<b>Maximum</b>
Cash	0%	0%	20%
Fixed Income	85%	60%	100%
Canadian Equity	5%	0%	10%
US Equity	5%	0%	10%
International Equity	5%	0%	10%
Total	100%		

The Treasurer will be responsible for bringing investment recommendations from the association's investment advisor to the Finance Committee. The Finance Committee will evaluate investments for alignment with the goals of the organization, with the authority to approve those that fall within the criteria of the policy. The Finance Committee will bring any investment recommendations that deviate from this policy to the Executive Board for a decision.

**Policy Responsibility**

The Finance Committee will review this policy annually and recommend any change to the Executive Board.

**Policy History**

Date Originally Approved: 2016/04/06

Date Revised: 2019/11/06

# LIFETIME MEMBERSHIP POLICY

**Procedure Number:** PO 2023-02

**Date Initially Approved:**

**2016/11/09**

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

The Lifetime Membership award provides recognition to former NASA members for their exceptional contribution to the union while providing a legacy for NASA to capture the stories and accomplishments of its members for the benefit of future members.

## Policy

Lifetime membership may be granted to former members who have distinguished themselves by exceptionally meritorious service to NASA. In accordance with the provisions of this policy, such individuals may be recommended by the Awards Committee to the Executive Board to be designated as Lifetime Members of the Association. Honorary Memberships will be awarded at an Annual General Meeting. This is the highest honour NASA can bestow upon a former member.

In the event that a Lifetime Member displays actions that are antithetical to NASA's vision, mission, and guiding principles, the Awards Committee can revoke this honour by making such a suggestion to the Executive Board. A two-thirds vote of the Executive is required for approval.

## Criteria

In considering if an individual has made a significant contribution to the Association, the following criteria will be considered along with any other criteria that are deemed appropriate based on each individual's merits.

Individuals who:

- Have made significant contribution(s) to the welfare of the Association and/or its members above and beyond general union participation.
- Have demonstrated a strong and sustained commitment to the betterment of the NASA and/or university community.
- Have advanced the mission and vision of NASA.
- Are a former active member of NASA who was in good standing.
- Are not an actively sitting elected official at any level of government.

## Nomination Process

The Awards Committee will annually publish a notice; at least 90 calendar days prior to each Annual General Meeting, calling for members to submit nominations. All nominations must be received 60 calendar days before the AGM. Any active member(s) in good standing may submit to the Awards Committee, in writing, the name of an individual for consideration as a Lifetime Member. The nominators must outline story of the individual's engagement with the NASA union, including the nominee's accomplishments; contributions to the welfare of the association, members, previous membership/involvement; and any other reasons for granting Lifetime membership in one page or less.

The Awards Committee will consider the submission and present a recommendation to the Executive Board for Lifetime Membership. A two-thirds vote of the Executive is required for approval.

The Awards Committee, at their discretion, may refer nominees for consideration in a future year(s).

## **Recognition**

A presentation will be made at Annual General Meetings to honour the recipient's accomplishments and career, during which, the recipient will be awarded a certificate of excellence and a special membership pin. Recipients will have their names added to the engraved Lifetime Members of the Association recognition plaque at the NASA office and on the NASA website.

## **Membership Benefits/Privileges**

- Lifetime Members will be provided with a Lifetime Membership card and will be eligible for specified member discounts or events made available to active members
- Lifetime Members can serve as volunteers at NASA events and with external bodies
- Lifetime Members will enjoy a standing invitation to NASA general meetings, but will not have a vote.

## **Return to Active Membership**

Lifetime Members who return to employment in a position that would make them eligible for active membership will enjoy regular membership benefits for the duration of their employment. Upon leaving they will be reinstated as Lifetime Members.

## **Background**

The membership approved the Honorary Membership Policy on November 9th, 2016. Upon further review, it was determined that the Award should be broken into two separate categories, Honorary and Lifetime, to acknowledge the contributions of both former members and non-members.

In 2022, the Honorary Membership Policy was divided into the Honorary Membership Policy (to recognize individuals outside of the Association) and the Lifetime Membership Policy (to recognize former members of the Association).

## **Related Policy:**

Honorary Membership Policy

## **Policy Responsibility:**

Vice-President

## **Policy History:**

Date Originally Approved: 2023/11/15

# MEETING MINUTES POLICY

**Policy Number:** PO 2014-01

**Date Initially Approved:** 2014/11/12

## Summary

This policy describes how minutes are to be recorded at NASA. It specifies what is to be included as well as what is not to be included.

## Policy

### Purpose:

- To provide clear, concise minutes of all Association meetings (Executive, Standing committees and ad-hoc committees, Annual General (AGM), Special General (SGM) and General Membership (GM)) that provide a record of what was done and not what was said.
- To provide members with the information they need to stay informed of the workings of the Association.

### Minutes will include:

- Name and type of meeting (e.g.: Executive Board Meeting),
- Date and location of meeting,
- Name of Chair and Secretary, or their substitutes,
- If it is a committee meeting, the members present should be listed as well as any staff. For general membership meetings, the number of members who attended the meeting should be recorded as well as whether a quorum was present,
- Names of guests and their affiliation (e.g., company, etc.),
- Whether agenda for that meeting was approved,
- Whether the previous meeting minutes were approved,
- Committee/sub-committee reports, if required. Record the name of the report, the name of the member presenting it, and any action taken on the report. If the report was in writing tell where the full report may be found. A written or oral report may be briefly summarized by highlighting key points or facts.
- Motions in the wording they were made as well as the mover and seconder, and
- A summary of the discussion of agenda items. A summary should not be a rehashing of the discussion. It should be well balanced and include major viewpoints of the items discussed. However, it should not be personalized by recording the views of individuals.

### Minutes will NOT include:

- Opinions or judgements – avoid statements like “a well done report” or “a heated discussion”.
- Criticisms or accolades – criticism of members should not be included unless by official motion. Appreciation should only be included if there is a clear consensus from meeting participants (e.g., a round of applause).
- Extended rehashing of the discussion – only include highlights or key facts.

### Executive/In Camera Sessions:

- Discussions held in camera are confidential. Any motions passed at such meetings that require action must be brought back to a regular meeting of the specific body and be recorded there.

**Approval of Minutes**

- Minutes do not become “official” until they have been adopted by a subsequent meeting of the body.

**Recording of Minutes**

- NASA records meetings of the Executive Board and all general membership meetings. The recordings of general membership meetings are kept for a minimum of one year. The recordings of Executive Board meetings are kept for a period of three months.

**Background**

There had been significant discussions and debates over the years with respect to what information should be included in meeting minutes. This policy was developed to provide clarity and consistency in this area.

**Policy Responsibility:**

Secretary

**Policy History:**

Date Originally Approved: 2014/11/12

Date Revised: 2016/04/06

# NON-PARTISAN POLICY

**Policy Number: PO 2018-01**

**Date Initially Approved: 2018/02/28**

## **Summary**

This policy was created to establish NASA's non-partisan policy and to clarify how NASA can and will engage in the political process.

## **Policy**

The Non-Academic Staff Association is a non-partisan union, meaning NASA does not:

- endorse any political party or candidate,
- make financial contributions to any political party or candidate,
- directly affiliate to any political party, or
- solicit funds or contributions from members to any political party or candidate.

NASA recognizes that political decisions can have significant impacts on NASA members and their work, and that it is in their best interests for NASA to work within the political system to influence decisions affecting NASA and its members. To that end, NASA does:

- maintain contact with the government and all major political parties,
- provide analysis and commentary about public policy,
- take public stands and make comments on issues, and
- participate in or coordinate campaigns to advocate in the best interests of NASA and its members.

NASA encourages its members to participate in the political process, including through contacting their elected representatives on specific issues, voting, volunteering, or by running for elected office. To this end, NASA may:

- share information with members about upcoming elections and the policy stands of various political parties and candidates, especially as it relates to the post-secondary sector,
- encourage members to participate in the electoral process through voting or volunteering, and
- share information about NASA members who inform the union that they are candidates in elections, with the understanding that this does not constitute an endorsement of their candidacy.

## **Policy Responsibility**

Political Action Committee

## **Policy History:**

Date Originally Approved: 2018/02/28

Date Revised:

## PER DIEM POLICY

**Policy Number:** PO 2023-01

**Date Initially Approved:** 2023/05/31

### **Summary**

This Policy has been developed to compensate NASA members when they are involved in Union activities or Union-sanctioned activities on a day when they are not normally at work.

### **Policy**

This Policy will provide a maximum per diem allowance of \$85.00 per day for personal expenses for members attending meetings or educational events on days that they are not normally at work. If the meeting or event is four hours or less, then the member is entitled to \$42.50 for that day.

### **Background**

As more shift workers become active in NASA, it is necessary to recognize the effect of the scheduling of NASA events or NASA-sanctioned events on what would normally be their days of rest in their schedules. Claims will be processed using the members' expense claim form.

### **Policy Responsibility:**

Treasurer

### **Policy History:**

Date Originally Approved: 2023/05/31

# PRIORITIZATION OF UNION-MADE GOODS AND SERVICES POLICY

Policy Number: PO 2024-01

Date Initially Approved: 2024/06/05

NASA recognizes the critical importance of supporting unionized labour and promoting fair working conditions within our communities. As a union dedicated to advocating for the rights and interests of workers across Canada, we understand the significance of our purchasing power in contributing to the sustainability and growth of unionized industries. Therefore, the following policy outlines our commitment to prioritizing the purchase of union-made goods and services whenever feasible and in cases where it is not cost-prohibitive.

## Prioritization of Union-Made Products:

- NASA shall prioritize the purchase of goods and services produced by unionized companies whenever possible, taking into consideration factors such as cost, availability, and quality.
- In cases where union-made options are available alongside non-union alternatives, preference shall be given to products and services that support unionized labour.

## Vendor Selection Criteria:

- When selecting vendors for procurement purposes, NASA shall include consideration of the vendor's labour practices, including whether they employ unionized workers and uphold fair labour standards.
- Preference shall be given to vendors who demonstrate a commitment to supporting their workforce through union representation and adherence to collective bargaining agreements.

## Promotion of Union-Made Goods:

- NASA shall actively promote the purchase of union-made goods and services among its members, affiliates, and associated organizations.
- Efforts shall be made to educate stakeholders on the value of supporting unionized industries and the positive impact it has on workers, communities, and the economy as a whole.
- Union bugs (tiny versions of the union's logo) on materials produced at unionized workplaces should be encouraged.

## Collaboration with Union Partners:

- NASA shall collaborate with other unions and labour organizations to identify opportunities for joint procurement initiatives that support unionized industries and workers across various sectors when it is in the best interest of NASA.
- By leveraging collective purchasing power, the union aims to amplify its impact in advocating for fair labour practices and strengthening the union movement.

## Rationale and Value:

Prioritizing the support of union-made goods and services aligns with the core values and objectives of NASA in several ways:

**Worker Empowerment:** By choosing union-made products, the union directly supports workers' rights to fair wages, safe working conditions, and collective bargaining power. This fosters a more equitable labour landscape and empowers workers to advocate for their interests.

**Economic Justice:** Investing in unionized industries contributes to building stronger local economies by promoting job stability, reducing income inequality, and enhancing purchasing power for workers. This, in turn, supports sustainable economic growth and prosperity for communities.

**Solidarity and Unity:** Prioritizing union-made goods and services fosters solidarity within the labour movement, reinforcing the importance of collective action and mutual support among workers. It strengthens the union's position in advocating for broader social and economic justice initiatives.

**Quality and Reliability:** Union-made products often meet higher standards of quality and reliability due to the skilled labour and rigorous production processes involved. By choosing these goods and services, the union ensures that its members receive the best possible value for their investments.

In conclusion, NASA recognizes that prioritizing the purchase of union-made goods and services is not only a strategic decision but also a moral one. By upholding this policy, NASA reaffirms its commitment to advancing the interests of workers and building stronger, more resilient communities.

**Policy Responsibility:**

NASA Treasurer

**Policy History:**

Date Originally Approved: 2024/06/05

# PRIVACY POLICY

**Policy Number: PO 2003-01**

**Date Initially Approved: 2003/12/15**

## **Summary**

This policy was created to conform with the Personal Information Protection Act (PIPA). This policy and its associated procedures have been shortened and amended from the original version which was adopted by the NASA Executive Board.

## **Policy**

NASA is the certified bargaining agent for all individuals at the University of Alberta who are employed in general support services. As a trade union, NASA is committed to representing its members to the best of its ability. This representation includes protecting the confidentiality of its members' personal information in accordance with the provisions of PIPA.

NASA is also legally required to represent all members within the bargaining unit. In order to fully and properly represent employees, NASA is required to obtain, use, and disclose personal information related to the representation of a member or the bargaining unit. However, all such collection, use, and disclosure of personal information shall only be for the purposes of representing the Union, its members and for the administrative needs of the Union.

## USE OF PERSONAL INFORMATION

Any personal information collected by NASA shall be used only for the purposes of representing NASA and its members, for the internal administration of the Union and for the purposes of furthering the goals of NASA (including the investigation of issues, representations to the employer on behalf of a member(s), pursuing dispute resolution mechanisms, collective bargaining, assistance with medical leaves, etc.).

Personal member information may include name, home address, phone number(s) and e-mail address(es) which the Union may use for the distribution of Union information; to contact members for the purpose of conducting Union business and/or representation; and/or for matters necessary for the administration of the Union.

## DISCLOSURE OF PERSONAL INFORMATION

Personal member information may be disclosed to employees and elected officials or agents (investigators, union stewards, legal counsel, etc.) of the Union. These individuals shall be subject to the duty of confidentiality.

Personal member information may be disclosed to the employer if such disclosure is necessary for the representation of a member and for the enforcement of the collective agreement.

Personal member information will be disclosed to third parties, who are not the employer and are not the Union's employees, agents, or officials, only with the specific consent of the member or where otherwise required by law.

If a member has any questions or concerns regarding this policy or the collection, use or disclosure of personal information, please contact the NASA Privacy Officer at [nasa@nasaunion.ca](mailto:nasa@nasaunion.ca) or call (780) 439-3181.

## **Related Procedures**

Personal Information Storage and Safeguarding Procedure  
Privacy Inquiries or Complaints Procedure

## **Policy Responsibility:**

Secretary

## **Policy History:**

Date Originally Approved: 2003/12/15

Date Revised: 2016/04/06

## SERGEANT-AT-ARMS COMMITTEE POLICY

**Policy Number:** PO 2009-01

**Date Initially Approved:** 2009/11/05

### **Summary**

This policy creates a Sergeant-At-Arms Committee which is to be utilized at all general membership meetings to ensure order is maintained and to assist with the counting of votes.

### **Policy**

NASA will have a Sergeant-At-Arms Committee composed of no less than four and no more than six NASA members. This committee will operate under the direction of the President or Presiding Officer at a meeting to maintain order and will, when so directed, remove disruptive members from a meeting. This committee will also be responsible for physically counting votes when so directed.

These members will be appointed by the President in even numbered years for a two year term as soon as possible after the Annual General Meeting.

### **Related Procedures**

Sergeant-At-Arms Committee Procedure

### **Policy Responsibility:**

President

### **Policy History:**

Date Originally Approved: 2009/11/05

Date Revised: 2016/04/06

# SPECIAL BARGAINING FUND MANAGEMENT POLICY

Policy Number: PO 2021-03

Date Initially Approved: 2021/09/29

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

This policy sets out how the Special Bargaining Fund (SBF) will be financially managed.

## Definitions

In this policy:

- a. “Lockout” has the same meaning as defined in and permitted by the *Public Service Employee Relations Act*, RSA 2000, c P-43 and the *Labour Relations Code*, RSA 2000, c L-1.
- b. “Strike” refers to work stoppage by NASA members on a total, partial, rolling, or rotating basis, authorized by the membership in accordance with the NASA Decision to Strike
- c. “Strike Pay” refers to money NASA pays to members from the SBF while on strike or lockout for those who:
  - i. Carry out strike or lockout related duties as assigned by the strike committee,
  - ii. Work under an Essential Services Agreement established under the provisions of the *Public Service Employee Relations Act*, RSA 2000, c P-43 and the *Labour Relations Code*, RSA 2000, c L-1

## Fund Management

The Special Bargaining Fund (SBF) shall be managed in the following manner:

- a. The annual financial statement of the SBF, included in the NASA annual audit, will be reviewed by the Executive and presented at the AGM. The Finance Committee will recommend a transfer into the Financial Investment accounts for all amounts over the \$200,000 monthly operating costs.
- b. The funds within the SBF shall be invested and reported by the Finance Committee as part of their normal investment policy and annual budgeting review. The Finance Committee will annually recommend an amount for the SBF to the Executive. The Executive will present this for a membership vote at the AGM. The SBF will be reported as a separate line item on the balance sheet.
- c. A review of the SBF will be conducted:
  - i. As part of the regular Dues Reviews (beginning in 2022 and every 5 years thereafter), or
  - ii. Within one hundred and eighty (180) days after the conclusion of a strike or lockout, to determine if changes should be implemented to any provisions of this policy.
- d. NASA’s Operating Reserve may be used as capital to secure emergency short term loans or used directly for the purpose of emergency funding during a lockout/strike situation, not to exceed 40% of the Reserve total unless approved by the Executive Board.
- e. When funds are required from the Operating Reserve, the Finance Committee shall determine if these Funds can be used as either capital to secure emergency loans, or taken directly from the Operating Reserve to help fund strike pay or other strike-related expenses. This determination will be made based on the amount of the money required and the most cost-effective option available. The Operating Reserve must be replenished prior to funds being added to the SBF.
- f. Within ten (10) weeks of the end of the strike, a complete accounting of all strike expenses will be submitted to the Finance Committee for inclusion in the annual Financial Statement presented to the membership at the AGM.

## Policy Responsibility:

Executive Board

## Policy History:

Date Originally Approved: 2021/09/29

# SPECIAL BARGAINING FUND USAGE POLICY

Policy Number: PO 2021-04

Date Initially Approved: 2021/09/29

## Summary

This policy sets out how the Special Bargaining Fund (SBF) may be used.

### 1. Definitions

In this policy:

- a. "Code" means the *Labour Relations Code*, RSA 2000, c L-1
- b. "Lockout" has the same meaning as defined in and permitted by the PSERA and the Code.
- c. "Essential Services Agreement" (ESA) means an agreement negotiated between NASA and the employer to provide services that are required by law under the PSERA.
- d. "PSERA" means the *Public Service Employee Relations Act*, RSA 2000, c P-43.
- e. "Rolling Strike" is when a department or group of departments are brought out on strike on a daily or weekly basis or rolling program-
- f. "Strike" refers to work stoppage by NASA members on a total, partial, rolling, or rotating basis, authorized by the membership in accordance with the NASA Decision to Strike
- g. "Strike Aversion Campaign" is an activity or event, or a series of activities and events intended to gain public support and pressure the employer to bargain a fair collective agreement with NASA.
- h. "Strike Pay" refers to money NASA pays to members from the SBF while on strike or lockout for those who:
  - i. Carry out strike or lockout related duties as assigned by the strike committee,
  - ii. work under an Essential Services Agreement established under the provisions of the PSERA and the Code

### 2. Strike Committee

- a. The Strike Committee will be the coordinating committee for the strike.
- b. The Strike Committee will be established after the first exchange of proposals at the Bargaining Table.
- c. There will be a minimum of seven committee members. The committee will include one staff liaison and at least one member of the Executive. Committee membership will be by Executive appointment.
- d. The duties of the committee will include:
  - i. Determining strike strategy in collaboration with the Executive, Bargaining Team and NASA staff.
  - ii. Determining the need for and establishing subcommittees as required.
  - iii. Scheduling hours of picketing to reflect the workplace and/or accommodate a member or group of members.
- e. The Strike Committee is authorized to recommend to the Executive the modification of strike/lockout pay and hours in the event of a rolling or rotating Strike.

### 3. Eligibility for SBF benefits

- a. To be eligible for strike benefits, a member must fulfil the following requirements:
  - i. Be an active NASA member in good standing before the strike begins.
  - ii. Complete and sign an SBF Pay Application.
  - iii. Have been on the active payroll of the employer at the beginning of the strike.
  - iv. Participate in the strike by performing assigned strike duties in accordance with Section 2 Strike Committee.
- b. Any member failing to perform assigned duties, without just cause as determined by the Strike Committee, will not be eligible for SBF benefits.
- c. A member will not be entitled to strike/lockout benefits if:
  - i. At the beginning of the strike/lockout, the member was receiving vacation pay, sickness, accident, and/or Workers' Compensation benefits,

- ii. A member who is not entitled to strike benefits for a reason set out in (i) above, will become eligible for strike benefits when the member ceases to receive vacation pay, sickness, accident and/or Workers' Compensation benefits.
- iii. A member returning from vacation, sickness, accident or Workers Compensation benefits will become eligible for strike pay so long as they meet all other eligibility requirements and perform activities assigned to them by the Strike Committee.
- iv. The member fails to perform assigned strike/lockout duties because of employment obligations; or
- v. The member fails to respect the union's picket line without authorization from NASA.

#### 4. Membership Obligations

During the course of a strike or lockout, no member shall:

- a. Willfully publish or circulate, verbally or otherwise, misrepresentations concerning the Union, or concerning any member of the Union with respect to a matter connected with the affairs of the Union;
- b. Resign membership in the Union during a strike or lockout if the resignation has or may have the purpose or effect of avoiding obligations under this Policy with respect to strikes or lockouts;
- c. Cross any NASA picket line established to maintain or improve wages or conditions, except that this obligation does not apply where the NASA specifically declares that the line is unsanctioned;
- d. Work during a work stoppage unless working in accordance with the Essential Services Agreement or otherwise specifically authorised by decision of the Executive Board.
  - i. Hours worked under the provisions of an Essential Services Agreement shall be considered as strike related activity for the purpose of this policy.

#### 5. Strike Pay

- a. A member who is entitled to strike benefits under this policy shall accrue strike pay beginning one week after the last scheduled pay from the Employer.
- b. A member who is participating in a rolling strike shall be eligible for strike pay beginning one week after the last scheduled pay from the Employer.
- c. For each calendar week, maximum strike pay is:
  - i. A maximum of **\$200 per week** and shall be prorated for members who do not perform all of their duties as assigned by the Strike Committee.
  - ii. The Strike Committee will be responsible for determining the time commitment required for strike pay.
- d. A member who was entitled to strike pay and who has been dismissed or suspended for conduct directly related to a strike may apply for strike pay to be continued beyond the termination of a strike, to the end of step three process of the grievance procedure. Any payment beyond that would be at the discretion of the strike committee.
- e. As determined by Collective Agreement or Essential Services Agreement terms, the SBF may be used to pay, directly to the employer, premiums for all compulsory benefits provided under the terms of the collective agreement.

#### 6. Strike/lockout Expenses Covered

- a. The SBF may be used to pay for miscellaneous expenses directly related to the conduct of the strike/lockout, such as rental of strike/lockout headquarters, office equipment, transportation, telephone or communication charges, leaflets, food and beverages, kitchen supplies, etc.

#### 7. Strike Aversion Campaigns

- a. The NASA Executive is authorized to use up to 10% of the SBF for campaigns designed to avert a work disruption.
- b. In order to enact a Strike Aversion Campaign, NASA must:
  - i. Engage in negotiations in an attempt to reach a Collective Agreement without strike action; and
  - ii. Enter into conciliation or reach a turning point in negotiations where remaining major issues have been clearly identified and where members and community mobilization is crucial.

## **Background**

In January 2015, the Supreme Court of Canada released its decision in *Saskatchewan Federation of Labour v. Saskatchewan* (SFL decision). In this decision, the court found that the right to strike is fundamental to the collective bargaining process and is constitutionally protected under section 2(d) (Freedom of Association) of the *Canadian Charter of Rights and Freedoms*. The Government of Alberta amended the *Post-Secondary Learning Act* and the *Labour Relations Code* in 2017. NASA was previously negotiating under Compulsory Binding Arbitration, but as of [date] is now negotiating under Strike/Lockout Provisions. In 2018, the Special Bargaining Fund Committee surveyed unions throughout Alberta and Canada regarding how these unions manage their bargaining funds. The Special Bargaining Fund was established in September, 2020.

## **Related Procedures**

Special Bargaining Fund Management Policy

### **Policy Responsibility:**

Executive Board

### **Policy History:**

Date Originally Approved: 2021/09/29

## STANDING COMMITTEE VICE-CHAIRS POLICY

**Policy Number:** PO 2017-01

**Date Initially Approved:**

**2017/05/31**

### Summary

Article 15 of the new Bylaws adopted in 2015 created Standing Committees chaired by specific members of the Executive Board. However, should the Executive Board member be unavailable or the office vacated for a period of less than six months prior to the end of that position's term of office, there is no one assigned to carry out the Chair's duties in relation to their assigned committee. This policy provides a mechanism for selecting a Vice-Chair and outlines the rights and responsibilities of a Vice-Chair.

### Policy

To ensure that the work of a Standing Committee can be carried out in the absence of the Chair, all Standing Committees will, at their first committee meeting, elect one of their membership to act as Vice-Chair.

In the absence of the Chair:

- The Vice-Chair will assume the Chair's duties at the committee level.
- The Vice-Chair will attend meetings of the Executive Board, as required, to report on committee activities and recommendations.
- The Vice-Chair will have a voice at the Executive Board meetings, but no voting right.
- To enable the Vice-Chair to attend required Executive Board meetings, NASA will provide time-off for union business, in accordance with Article 4 – clause 4.06 (b) (iii) of the NASA/U of A Collective Agreement.
- The Vice-Chair will not count toward quorum at Executive meetings.

### Policy Responsibility:

Executive Board

### Policy History:

Date Originally Approved: 2017/05/31

Date Revised:

# STEWARD PROGRAM POLICY

Policy Number: PO 2011-02

Date Initially Approved: 2011/03/23

## Summary

This policy describes the Union Steward Program and replaces a former policy on the program.

## Policy

### 1. OBJECTIVES OF THE PROGRAM

- 1.1. To establish NASA's presence in the workplace – the Union Steward is NASA's recognized representative in the workplace.
- 1.2. To enhance NASA's ability to represent its members under the terms of the Collective Agreement and in accordance with NASA's legal "Duty of Fair Representation" obligations.
- 1.3. To protect members and advance their rights, interests and causes through advocacy.
- 1.4. To provide informed, effective and timely assistance to members with workplace issues.
- 1.5. To attempt to resolve workplace issues in a manner that maintains a positive work environment.

### 2. STEWARD COUNCIL

- 2.1. The Steward Council is comprised of all Stewards.
- 2.2. The Chief Steward will be elected from amongst the Stewards.
- 2.3. The LROs are active members of the Steward Program and Council. They have a supervisory role in the training and mentoring of Stewards as well as with respect to the handling of member concerns, problems and issues.
- 2.4. Meetings of the Steward Council will be held on a regular basis. All Stewards are expected to attend these meetings unless they have legitimate reasons for non-attendance and these reasons have been communicated to the Chief Steward or designate in advance of the meeting.

### 3. EXPECTATIONS OF UNION STEWARDS

- 3.1. Stewards will represent members in a fair and unbiased manner to ensure their duty of fair representation is met.
- 3.2. Stewards will always work in consultation with and/or under the supervision of their assigned Labour Relations Officer (LRO). They may advise members of their rights and obligations under the Collective Agreement. They may also investigate issues and represent members under the Collective Agreement.
- 3.3. Stewards will endeavour to respond to member questions/concerns within a 24-hour time frame.
- 3.4. Stewards will endeavour to meet new co-workers, inform them of their representation, get membership applications signed and ensure those co-workers know their Steward's name and how they can be contacted.
- 3.5. Stewards will endeavour to develop a knowledge of the co-workers they represent and to develop a sense of community with the members they represent.
- 3.6. Stewards may suggest areas requiring change in the Collective Agreement.
- 3.7. Stewards will protect the confidentiality of information and/or members; however, Stewards are expected to share all such information with their LRO.
- 3.8. Stewards will act as a conduit of information from NASA to the membership and from the membership to NASA.
- 3.9. Stewards will hold regular meetings with members of their cluster for the purpose of exchanging information, answering questions, etc..
- 3.10. Stewards will be knowledgeable about the Collective Agreement as well as NASA's Bylaws, Policies and Procedures.

3.11. Stewards will not, through words or actions, undermine NASA's democratically determined goals, objectives or decisions.

#### 4. STEWARD APPOINTMENT

4.1. Stewards are appointed by the Chief Steward upon recommendation of an LRO in accordance with the Steward Appointment and Development Procedure.

#### 5. STEWARD CLUSTERS

5.1. A cluster is a designated grouping of members determined based on departmental and/or geographic lines for the purposes of steward assignment.

5.2. Once a member has been approved as a steward, they will be assigned to represent a group of members in a specific cluster. The cluster will include the steward's immediate work location/department.

5.3. Stewards are not limited to serving only members of their cluster.

#### 6. STEWARD REMOVAL

6.1. In accordance with the Steward Removal Procedure, a Steward can be removed from the Steward Program if one or more of the following events occur:

6.1.1. A written member complaint to the Chief Steward has, after investigation, been found to be valid and deemed serious enough to remove the Steward.

6.1.2. A written complaint from an LRO to the Chief Steward regarding the behaviour of the Steward has been found to be valid and deemed serious enough to remove the Steward.

6.1.3. A Steward has continuously and publicly behaved in a manner that is detrimental to the goals, objectives or policies of NASA.

6.1.4. Failure to attend three consecutive Steward Council meetings or three Steward Council meetings in one year without legitimate reasons.

6.2. A Steward who has been removed under points 6.1.1, 6.1.2 and 6.1.4 may be considered for future appointment as a Steward following a two-year period from the time of the removal.

#### **Related Procedures**

Steward Appointment and Development Procedure

Steward Removal Procedure

#### **Policy Responsibility:**

Chief Steward

#### **Policy History:**

Date Originally Approved: 2011/03/23

Date Revised: 2021/09/29

# **PROCEDURES SECTION**

# BARGAINING TEAM ELECTION PROCEDURE

**Procedure Number:** PR 2010-01

**Date Initially Approved:** 2010/11/10

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

This policy is an accompanying document to the NASA Bargaining Policy.

## Procedure

- In accordance with the Policy, election of the Bargaining Team will take place by electronic ballot in the spring of the year prior to bargaining commencing.
- In early March of that year, NASA will issue a 'Call for Bargaining Team Members'. This call will be open for a period of three weeks.
- Potential candidates will be required to advise the NASA office in writing by a specified deadline date of their interest and will be required to submit brief bios outlining why they wish to serve on the bargaining team.
- Following the deadline date, no further submissions will be accepted.
- The candidate submissions and balloting instructions will be provided to the membership at least five calendar days prior to the opening date of the voting period. The Executive Board will determine the voting period.
- The on-line system will be open and available for members to cast ballots for a period of seven calendar days, commencing at 8:30 a.m. on the opening day and closing at 4:30 p.m. on the voting end day.
- Members will be able to select their choice of bargaining team members to the maximum number of required bargaining team spots. Where the number is three, members can vote for one, two, or three candidates but not four. Where the number is two, members can vote for one or two candidates but not three.
- The candidates with the majority of votes to the maximum number of required team spots will comprise the bargaining team.
- Following the determination of the bargaining team members, the candidate with the next highest vote count will become the alternate.

In the event a tie vote results in a situation whereby one or more positions cannot be filled, the President will have the authority to select one of the tied members to fill the position. This selection will occur no later than five days following the announcement of the results of the election.

## Procedure Responsibility:

President

## Procedure History:

Date Originally Approved: 2010/11/10

Date Revised: 2018/02/28

# BYLAWS AMENDMENTS PROCEDURE

**Procedure Number:** PR 2016-01

**Date Initially Approved:**

**2016/06/8**

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

Article 12 of the Bylaws, entitled Amendments to the Bylaws, specifies that the Bylaws may only be rescinded, altered, or added to by a special resolution, which must be delivered to the Association's office a minimum of 30 days prior to a General Meeting. Clause 3.3 of the Bylaws specifies that a special resolution must be sent to members a minimum of 21 days in advance of a General Meeting. Clause 15.4 (c) gives the Bylaws and Policy Committee responsibility to receive and process all special resolutions recommending changes to the Bylaws for presentation at General Meetings.

The Bylaws and Policy Committee has authority within the Bylaws to propose amendments to the Bylaws. The following procedure outlines the process to be followed when a member(s) or committee, other than the Bylaws and Policy Committee, wishes to propose a change to the Bylaws.

## Procedure

- A "special resolution" to amend the Bylaws must be received in the NASA office no later than close of business on the date identified to be 30 days prior to the date of the General Meeting at which the resolution is to be decided.
- The Bylaws and Policy Committee will meet within two days of the special resolution deadline date to process the submitted special resolution(s).
- As part of the processing of the resolution(s), the Committee will decide whether in their opinion the proposed resolution is in the best interest of NASA.
- The Committee will ensure the special resolution(s) is sent to the membership along with the Committee's recommendation. The Chair of the Committee will advise the submitter(s) of the resolution(s) of the Committee's recommendation.
- The Committee will be responsible for presenting the resolution(s) at the General Meeting and of providing their recommendation to the meeting. The original submitter(s) of the resolution(s) will be given an opportunity to speak to the resolution after it has been presented by the Committee prior to the members voting on the resolution.

## Procedure Responsibility:

Bylaw and Policy Committee

## Procedure History:

Date Originally Approved: 2016/06/08

# DISCIPLINE PROCEDURE

**Procedure Number:** PR 2023-01

**Date Initially Approved:** 2023/11/15

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

## Summary

This procedure is associated with the Code of Conduct Policy and describes the process for managing complaints of alleged offences against the Union.

## Procedure

### Offences

Any member who commits one or more of the following acts will have violated the Code of Conduct Policy:

- (a) obtaining or soliciting membership by fraudulent means or misrepresentation;
- (b) knowingly failing to comply with the Bylaws and/or Policies of the Union;
- (c) attempting to bring about the withdrawal of any member or group of members from the Union;
- (d) knowingly publishing or circulating false reports or misrepresentations among the members of the Union;
- (e) working in the interests of another union to the detriment of the Union;
- (f) without proper authority using the name of the Union to solicit funds or to advertise;
- (g) misappropriating assets belonging to the Union;
- (h) furnishing to anyone, without proper authority or for any purpose not in the best interest of the Union, a list or a portion of a list of members of the Union;
- (i) failing, without reasonable excuse, to pay membership dues, assessments or other fees of the Union;
- (j) slandering or libeling, that is, spreading defamatory comments, either verbally or in writing, which would tend to injure the reputation of a member, officer of the Union or any staff of the Union;
- (k) failing to follow the lawful order of the chair of any meeting of the Union or its committees to the point where business of the meeting may not be fairly and reasonably conducted;
- (l) interfering with the performance of the duties of any officer or staff member of the Union or its committees;
- (m) engaging in conduct detrimental or prejudicial to the best interest of the Union;
- (n) willfully neglecting the duties of an elected Union position, including but not limited to lack of full participation and unexcused absences;
- (o) failing to follow the lawful directions and ruling of the Executive Board;
- (p) filing frivolous, unnecessary, or vindictive charges against a member of the Union;
- (q) actively interfering with contractual or other rights of members;
- (r) violating the published policies of the Union; or
- (s) harassing, verbally abusing, physically abusing, or otherwise discriminating against a fellow member or staff of the Union based on protected grounds.

### Complaint Process

1. Any member(s) who has reasonable grounds to believe that another member has been guilty of committing one or more of the above listed offences may make a complaint in writing to the President of the Union within sixty (60) days of becoming aware of the circumstances which are the basis of the complaint. Where the President is the

respondent, the complaint will be submitted to the Vice-President, who will then assume all duties assigned to the President in this procedure.

2. The written complaint must contain the following elements:
  - i. The specifics of the complaint, detailing the nature of the complaint, the members involved, the date and circumstances of the alleged offence, a list of confirmed witnesses (if any) and any documents the complainant intends to rely on;
  - ii. The details of the alleged offence and the specific act or failure to act which constitutes the alleged offence;
  - iii. The remedy sought; and
  - iv. The complainant's contact information (i.e. personal email address and phone number).
3. Within seven (7) days of receiving the complaint, the President will provide a copy of the complaint to the respondent(s). This will be sent either by email or registered mail. In either event, the respondent(s) will be deemed to have received the correspondence within two (2) days of its being sent. The respondent(s) will then have fourteen (14) days from the date of deemed receipt to provide a written response to the complaint to the President.

### **Investigation Process**

1. Within seven (7) days of receipt of the respondent(s)'s reply or of the conclusion of the fourteen (14) day period if no reply is received, the President will appoint an investigator to review the complaint and determine whether sufficient evidence exists to establish an offence.
2. The investigator will meet with the complainant and respondent either in person or virtually. The investigator will also meet with any witnesses identified as having knowledge of the complaint.
3. The investigator will report their findings and recommendations to the President, the complainant(s) and the respondent(s) within thirty (30) days of their appointment. The report will summarize the findings and include any documentary evidence gathered through the investigation.
4. Within seven (7) days of receipt of the investigator's report, the President will present the investigator's entire report to the Executive Board to determine next steps. Options available to the Executive Board include, but are not limited to:
  - i. directing that no further action be taken,
  - ii. directing that a recommended alternative resolution mechanism be utilized, or
  - iii. convening the Discipline Committee for a hearing.
5. The complainant(s) and respondent(s) will be notified of the Executive Board's decision within fourteen (14) days of receipt of the investigator's report.

### **Discipline Committee and Hearing Process**

1. The Union's Discipline Committee will consist of the Membership Services Chair, the Grievance Chair and the Chief Steward. Prior to participating in any discipline hearing, the members of the committee must declare any real or perceived conflicts of interest with respect to the matter at hand. If any of the named members have a conflict, the President is to select another member of the Executive Board who has no conflict. The Discipline Committee will select a Chair for each case they hear.
2. Where a decision has been made to convene the Discipline Committee, the Chair of the Discipline Committee will give at least fourteen (14) days' written notice to the complainant(s) and respondent(s) of the time and place of the hearing.
3. The Discipline Committee decides its own procedure in accordance with the rules of natural justice. The committee can accept any oral or written evidence that it considers proper, so long as every member receives a fair and

impartial hearing. The Discipline Committee can decide any preliminary objection to the complaint and can dismiss the complaint. The Discipline Committee will make the necessary arrangements to have a record of the hearing. The Discipline Committee must act with all three members present.

4. The respondent(s) and complainant(s) have the right to be present at the hearing, to call witnesses and to cross examine witnesses called by the other side. They may choose someone to represent them at the hearing or at any other time from when the complaint is filed to when the complaint is resolved. The representative must be a member in good standing of the Union.
5. If either the complainant(s) or the respondent(s) do not attend the hearing, the Discipline Committee can dismiss the complaint, adjourn the hearing, or hold the hearing and decide the complaint in their absence. The Committee can set terms that it considers appropriate for granting an adjournment. The Committee must consider the duty to accommodate when a request for an adjournment is made.
6. The Discipline Committee decides whether the respondent(s) is guilty of the offence(s) by a secret ballot vote. The respondent is guilty only if at least two members of the Committee vote guilty.
7. If the respondent(s) is found guilty, the Discipline Committee will decide any penalty and what, if anything, the respondent(s) must do or not do. The penalty may include: reprimand, censure, removal from office, restriction from holding office, suspension, expulsion, or any other order as the circumstances of the case may require.
8. The Chair of the Discipline Committee will report the Committee's decision, including rationale, to the respondent(s), complainant(s), and the Executive Board.

### **Appeal**

1. The respondent(s) or complainant(s) may appeal the decision of the Discipline Committee by sending a written appeal to the President within fourteen (14) days of receiving the decision of the Discipline Committee.
2. The appeal must, at minimum, contain the following information:
  - a. The part or parts of the decision being appealed;
  - b. The reasons for the appeal;
  - c. The remedy requested.
3. Within fourteen (14) days of receipt of an appeal, the President will form an appeal committee consisting of five Union Stewards whose names are drawn at random. If any steward has a conflict of interest, they will declare it and another steward's name will be drawn.
4. The Appeal Committee decides its own procedure in accordance with the rules of natural justice. The committee can accept any oral or written evidence that it considers proper, so long as every member receives a fair and impartial hearing. The Committee must meet with all five members in attendance.
5. The Appeal Committee will meet to hear the appeal within fourteen (14) days of formation. Notice of the Appeal Committee's meeting will be sent to both complainant(s) and respondent(s), regardless of who initiated the appeal.
6. The complainant(s) and respondent(s) have the right to be represented at the appeal hearing. The representative must be a member in good standing of the Union.
7. The Appeal Committee will decide the appeal by a majority vote of the committee's membership. The Appeal Committee can confirm or set aside any finding of guilt and can confirm, change, or set aside any penalty or order made by the Discipline Committee. The decision of the Appeal Committee is final and binding.

### **Expulsion**

1. Any person who has been expelled from the Union will forfeit all rights and benefits of membership.
2. Any member, who has been expelled from the Union, will not be eligible for membership unless all three of the following conditions are met:

- a. The passage of five years from the date of the decision;
- b. Application to the Union;
- c. Acceptance by the Executive Board through a two-thirds majority vote of its members.

**Costs**

1. NASA will cover the reasonable and substantiated expenses, including wage replacement, travel, accommodation, parking, out of town meals, and like expenses related to the discipline process of:
  - a. The investigator;
  - b. The complainant(s) when attending a meeting with the investigator or a hearing under this procedure;
  - c. The respondent(s) when attending a meeting with the investigator or a hearing under this procedure;
  - d. Members of the Union called as witnesses when attending a meeting with the investigator or a hearing under this procedure;
  - e. Legal counsel assisting the Discipline Committee;
  - f. Any other costs judged to be reasonable by the Executive Board in the circumstances of the case.
2. Legal costs of the respondent(s) and/or the complainant(s) incurred at any stage of the procedure will be considered for reimbursement only in exceptional cases deemed by the Executive Board, in its sole discretion, to warrant reimbursement.

**Related Policies and Procedures:**

Code of Conduct Policy

Executive Board Code of Conduct Policy

**Procedure Responsibility:**

President

**Procedure History:**

Date Originally Approved: 2023/11/15

## GRIEVANCE COMMITTEE PROCEDURES

**Procedure Number:** PR 2012-01

**Date Initially Approved:** 2012/04/02

### Summary

These procedures are an accompaniment to the Grievance Administration Policy.

### Procedure

#### GENERAL

Where a member has consulted with outside legal counsel, they will be responsible for those legal costs unless the Executive of NASA has given prior written approval for the payment of legal fees. Outside legal counsel will have no standing and will not be permitted to attend any meetings held under these procedures.

#### DECISION TO NOT FILE A GRIEVANCE

When a member believes they have a grievance, they will discuss the matter with the assigned Labour Relations Officer (LRO), who will provide advice. If the advice is that a grievance should not be filed and the member still wishes to file a grievance, the member will be advised of the right to appeal to the Grievance Committee in accordance with the following procedure:

1. The member has five (5) working days from the date of being told by the Labour Relations Officer that NASA will not proceed with a grievance in which to appeal.
2. Within that time limit, the member must submit a written appeal (letter or email) to the Chairperson of the Committee, with a copy to the assigned Labour Relations Officer. At a minimum, the appeal will include a description of the matter and the member's reasons for wishing a grievance to be filed.
3. The Chairperson, in consultation with the Director of Operations or designate, will make arrangements for a committee meeting to hear the appeal. Every effort will be made to convene a meeting within five (5) working days of the Chairperson receiving the appeal letter unless extenuating circumstances require a longer period.
4. The assigned LRO will complete a written summary of the case, including the recommendation and rationale, which will be forwarded to the Committee members in advance of the meeting with a copy to the member. In addition, the Committee members will be provided with a copy of the member's written appeal.
5. If any member of the Committee believes that they are in a conflict of interest position, they will advise the Committee of the conflict. The remaining Committee members will decide if the member is in a conflict situation and should abstain from discussion and voting on the appeal.
6. At the meeting, the assigned LRO will review with the Committee the recommendation and rationale. The member will then be given an opportunity to present their rationale for believing a grievance should be filed. Following the presentation, the member and the assigned LRO will be excused from the meeting.
7. The Committee members will discuss the presentations, receive advice from the Director of Operations and legal counsel (if present) and then by a majority vote make a decision on the appeal.
8. Within three (3) working days of the meeting, the Chairperson will advise the member in writing of the Committee's decision. A copy of the letter will be provided to the assigned LRO. If the decision is to uphold the LRO's recommendation, the member will be advised of the right to appeal to the Executive Board.
9. Legal counsel will be requested to provide a written opinion and recommendation. The Union's legal counsel may be in attendance at the meeting to provide further advice to the Committee.

## **DECISION ON WHETHER TO ARBITRATE**

When a grievance cannot be resolved at Step 2 of the Grievance Procedure, a decision on whether or not to advance the grievance to Step 3 (Arbitration) is to be made by the Grievance Committee.

In making a decision, the Committee will review the facts and recommendations of the assigned LRO. In addition, the Committee will take into account all relevant considerations, including the following:

- ✓ Existence of precedents
- ✓ Legal opinion on precedents
- ✓ Collective Agreement provisions
- ✓ Chances of success
- ✓ Reasons for the grievance
- ✓ Impact of advancing or not advancing the grievance
- ✓ Settlement offers or willingness to settle

### **PROCEDURE:**

1. The Chairperson, in consultation with the Director of Operations or designate, will convene a meeting of the Committee within ten (10) working days of the Union's receipt of the Step 2 decision. Where extenuating circumstances exist, a longer period of time for convening a meeting may be necessary.
2. The member will be advised of the decision process and of the ability to make a written presentation to the Committee if they wish to do so.
3. The assigned LRO will complete a written summary of the case, including the recommendation and rationale, which will be forwarded to the Committee members in advance of the meeting with a copy to the member. Where the member submits a written presentation, this will be provided to the Committee members in advance of the meeting.
4. Where the assigned LRO is making a recommendation that the grievance not proceed to arbitration, the member will also be invited to attend the Committee meeting to make a presentation.
5. If any member of the Committee believes that they are in a conflict of interest position, they will advise the Committee of the conflict. The remaining Committee members will decide if the member is in a conflict situation and should abstain from discussion and voting on the matter.
6. At the meeting, the assigned LRO will review with the Committee the recommendation and rationale. The member will then be given an opportunity to present their rationale for believing a grievance should be advanced to arbitration. Following the presentation, the member and the assigned LRO will be excused from the meeting.
7. The Committee members will discuss the presentations, receive advice from the Director of Operations and legal counsel (if present) and then by a majority vote make a decision on whether or not to advance the grievance to arbitration.
8. Within three (3) working days of the meeting, the Chairperson will advise the member in writing of the Committee's decision. A copy of the letter will be provided to the assigned LRO. Where a decision is made to not forward the grievance to arbitration, the member will be advised of the right to appeal to the Executive Board.
9. Legal counsel will be requested to provide a written opinion and recommendation. The Union's legal counsel may be in attendance at the meeting to provide further advice to the Committee.

## **EXECUTIVE APPEAL PROCEDURE**

### **GENERAL**

Where a member or affected party has consulted with outside legal counsel, they will be responsible for those legal costs unless the Executive of NASA has given prior written approval for the payment of legal fees. Outside legal counsel will have no standing and will not be permitted to attend any meetings held under this procedure.

### **PROCEDURE**

Where the member disagrees with the Grievance Committee's decision to not file a grievance or to not advance a grievance to arbitration, they may appeal that decision to the Executive Board in accordance with the following procedure:

1. The appeal must be made in writing (letter or email) and must be provided to the President within five (5) working days of receiving the Grievance Committee's written decision.
2. Unless extenuating circumstances dictate a longer period, the President will convene a meeting of the Executive within ten (10) working days of receiving a written appeal.
3. All people affected by the appeal will be given adequate notice of the meeting and will be given an opportunity to address the Executive.
4. If any member of the Executive believes that they are in a conflict of interest position, they will advise the Executive of the conflict. The remaining Executive members will decide if the member is in a conflict situation and should abstain from discussion and voting on the appeal.
5. In reviewing the matter, the Executive will take into account all relevant considerations including the submissions made to the Grievance Committee by the assigned LRO, the member and legal counsel.
6. The Union's legal counsel may be present at the meeting to provide further legal advice.
7. The decision of the Executive will be communicated to the member, in writing, within five (5) working days of the Executive meeting at which the decision was made.
8. The decision of the Executive is final and binding on all parties.

### **Procedure Responsibility:**

Grievance Chair

### **Procedure History:**

Date Originally Approved: 2012/04/02

Date Revised:

## PERSONAL INFORMATION STORAGE AND SAFEGUARDING PROCEDURE

Procedure Number: PR 2003-01

Date Initially Approved: 2003/12/15

### Summary

This procedure is associated with the Privacy Policy and details how the Union safeguards the personal information of members. As noted under the Policy, it has been shortened and amended from the original version approved by the Executive Board on December 15, 2003.

### Procedure

The Union is committed to safeguarding members' personal information whether it is in written, electronic or other format. The Union stores members' personal information in a number of venues:

1. NASA offices;
2. personal possession of Union Staff, Union Executive, Union Stewards;
3. on University of Alberta computer servers;
4. on Web Networks computer servers located in Toronto, Canada; and
5. off-site storage facilities rented by the Union.

The storage of personal member information when in the possession of Union staff and officials shall occur only when necessary and shall be subject to the following:

1. ensuring the information is contained in a secure location if it is not in the immediate possession of the staff person or official;
2. the information is not placed in such a manner as to provide accessibility to any party not entitled to such access;
3. the information is kept in the possession of the staff person or official only so long as is necessary to deal with matters involving that information;
4. upon no longer being necessary to retain personal member information in their possession, such information shall be brought to the Union office and placed in a file;
5. officials of the Union, such as stewards, who deal on an ongoing basis with such information which normally is not placed on files (e.g. handwritten notes of contacts, etc.) shall, on a monthly basis review the member information they may possess and, if that information is not required to be retained by them, the information shall be placed in a general file and stored at the Union office.

Personal member information shall be safeguarded by:

1. Placing all written, video and audio records containing personal member information in files and stored in cabinets in offices which are to be locked outside of the normal business hours, or during such time where there are no employees or elected officials of the Union present.
2. All computer records shall be stored on computers which are password protected and all such reasonable methods as may be possible shall be taken to safeguard those computer records.
3. Computer servers and workstations shall be firewall protected at the NASA server level. Backup computer information shall be safeguarded in a secure off-site storage facility.
4. Any storage facility, including the Web Networks server in Toronto, Canada, utilized by the Union, located on premises other than the Union office, shall be completely secured and include security measures.

The Union recognizes that the ongoing retention of files may create issues with respect to the safeguarding of personal member information. As a result, retention of such information shall be governed by the following guidelines:

1. All files containing personal member information collected by Union staff or officials shall be destroyed after two years from the date the file was closed. Where it is reasonable to anticipate the information will be required past that time, the file will be retained for a further two years.
2. Surplus computers will have the hard drive removed and destroyed.
3. Destruction of files shall consist of shredding of all paper records and proper destruction of all audio and visual files.

**Procedure Responsibility:**

Secretary

**Procedure History:**

Date Originally Approved: 2003/12/15

Date Revised: 2016/04/06

# POLICIES & PROCEDURES DEVELOPMENT AND MAINTENANCE PROCEDURE

**Procedure Number:** PR 2016-02

**Date Initially Approved:**

**2016/06/08**

## **Summary**

Clause 7.2 (j) of the Bylaws states that the Executive Board has the duty “to formulate policies and procedures regarding issues affecting the Association, provided always that such policies and procedures are consistent with these Bylaws, which will then be presented as ordinary resolutions at General Meetings”.

This procedure sets out the process by which the Executive Board designates appropriate Executive Officers or Standing Committee Chairs the responsibility for maintaining current and developing new policies and procedures for approval.

## **Procedure**

### **Development of new Policies and Procedures**

In keeping with the intent of Bylaw clause 7.2 (j), all suggestions or recommendations for new Policies or Procedures are to be submitted to the Executive Board for discussion. The Executive will then assign responsibility for the creation of the policy or procedure to either an Executive Officer or a Standing Committee Chair. Once developed, the policy and/or procedure will be provided to the Executive Board for approval. The new policy and/or procedure will then be taken to a General Meeting as an ordinary resolution for adoption by the membership. The assigned Executive Officer or Standing Committee Chair will be responsible for presenting the resolution at the meeting.

### **Maintenance of Policies and Procedures**

The Policies and Procedures Manual assigns responsibility to an Executive Officer or Standing Committee for each policy and procedure. As a result, the assigned Officer or Committee is responsible for ensuring the policy or procedure is respected. In addition, the assigned Officer or Committee is responsible for ensuring that the policy or procedure remains current in its application for NASA and is reviewed according to the governance review schedule document. As a result, the Officer or Committee may propose amendments to or may recommend deletion of any policy or procedure.

The recommendation is to first be made to the Executive Board for approval. It will then be taken to a General Meeting as an ordinary resolution for adoption by the membership. The assigned Executive Officer or Standing Committee Chair will be responsible for presenting the resolution at the meeting.

### **Procedure Responsibility:**

Executive Board (through the President)

### **Procedure History:**

Date Originally Approved: 2016/06/08

Attachments: Policy Template and Procedure Template

## NAME OF POLICY

**Policy Number:** (e.g., PO 2014-01)

**Date Initially Approved:**

### **Summary**

This will be a short statement outlining what the policy is intending to accomplish.

### **Policy**

Detail the policy in this section.

### **Background**

If appropriate, provide background that led to the development of the policy. If not required, delete.

### **Related Procedures**

If there are procedures associated with the policy, list them here. If none, delete.

### **Policy Responsibility:**

Indicate which Executive Officer is responsible for the creation and maintenance of the policy.

### **Policy History:**

Date Originally Approved:

Date Revised: List all applicable revisions

## NAME OF PROCEDURE

**Procedure Number:** (e.g., PR 2014-01)

**Date Initially Approved:**

### **Summary**

This will be a short statement outlining the Policy with which the procedure is associated.

### **Procedure**

Detail the procedure(s) in this section.

### **Procedure Responsibility:**

Indicate which Executive Officer is responsible for the creation and maintenance of the procedure.

### **Procedure History:**

Date Originally Approved:

Date Revised: List all applicable revisions

## PRIVACY INQUIRIES OR COMPLAINTS PROCEDURE

**Procedure Number:** PR 2003-02

**Date Initially Approved:** 2003/12/15

**Days** – any reference to days in this policy are calendar days, as per the NASA Bylaws.

### Summary

This procedure is associated with the Privacy Policy and sets out the manner in which the Union will handle inquiries for personal information or complaints regarding the use of personal information. As noted under the Policy, it has been shortened and amended from the original version approved by the Executive Board on December 15, 2003.

### Procedure

The Union is committed to handling inquiries for personal information and complaints in regards to the Union's compliance with the Personal Information Protection Act.

All inquiries and complaints shall be submitted in writing to the Privacy Officer of the Union. The Privacy Officer shall not be required to pursue any inquiries/complaints which are not submitted in writing. For the purposes of this policy, e-mails cannot be considered as written requests.

The written request shall contain sufficient information to establish an inquiry or complaint; as well as the contact information (mailing address and telephone number) of the person making the inquiry/complaint and shall be signed and dated by the requestor.

Upon receipt of a complaint/inquiry, the Privacy Officer shall:

1. record the receipt of the inquiry/complaint;
2. provide the complainant with a written confirmation of receipt;
3. if necessary, contact the complainant in order to clarify or obtain further information regarding the inquiry/complaint;
4. conduct a review of any pertinent records, interviews of people, etc.
5. prepare a written report upon the conclusion of the inquiry, provide it to the complainant and keep a copy at the NASA Office.
6. The Privacy Officer shall provide a response to the person making the inquiry/complaint no later than 45 days from receipt of the written inquiry/complaint or at the end of such extended time period as permitted by PIPA.
7. In the event of an inquiry to gain access to personal information, the Privacy Officer may release such information as permitted by PIPA. If access to personal information is denied, the Privacy Officer shall provide reasons for such denial.
8. All such inquiry/complaint files shall be destroyed after two years from the date a response was provided by NASA.

### Procedure Responsibility:

Secretary

### Procedure History:

Date Originally Approved: 2003/12/15

Date Revised: 2016/04/06

## SERGEANT-AT-ARMS COMMITTEE PROCEDURE

**Procedure Number:** PR 2009-01

**Date Initially Approved:** 2009/11/05

### Summary

This procedure is associated with the Policy on a Sergeant-at-Arms Committee and details the committee's responsibilities during general meetings.

### Procedure

The committee's duties and responsibilities at a general meeting are carried out under the direction of the President or Presiding Officer. These duties and responsibilities include:

To escort disruptive members from the meeting room when so directed;

To distribute voting slips to members entering a meeting;

To secure the meeting room doors during the taking of any counted vote (show of hands or standing), allowing no one to enter or leave until the count has been completed;

In the case of a "counted vote" – whether standing or show of hands – to count the votes and advise the President or Presiding Officer of the results of the vote count; and

To ensure the integrity of the counting process the committee members will require members to lower their hands or be seated once their vote has been counted.

To ensure the committee members are able to vote in a counted vote, once the results have been provided to the President or Presiding Officer, that person will ask the committee members to cast their votes and add them to the numbers provided.

### Procedure Responsibility:

President

### Procedure History:

Date Originally Approved: 2009/11/05

Date Revised: 2016/04/06

# STEWARD APPOINTMENT AND DEVELOPMENT PROCEDURE

Procedure Number: PR 2011-01

Date Initially Approved: 2011/03/23

## Summary

This procedure is associated with the Policy on NASA Steward Program and sets out the requirements for appointment and development/training of union stewards.

## Procedure

### APPOINTMENT

A member interested in becoming a Union Steward is required to meet with the Labour Relations Officer (LRO) assigned to their area to discuss their desire to become a Steward. The LROs will advise the Chief Steward of all applicants whether or not they are recommending appointment. If the LRO believes the member would make a good Union Steward, they will recommend to the Chief Steward that the member be appointed in accordance with the Policy.

The Chief Steward will appoint the member as a Union Steward and assign the Union Steward to a cluster as defined in the Policy. The new Union Steward will be required to take the following Oath of Office before other stewards at a Steward Meeting.

### STEWARD OATH OF OFFICE

As a Union Steward, I \_\_\_\_\_ am committed to the members of NASA and to NASA as my Union. I promise to attend to my responsibilities as a Union Steward with integrity, honesty and confidentiality.

I acknowledge that as a NASA Union Steward, I am representing NASA in the workplace, and as such will model appropriate behavior.

I am committed as a Union Steward to developing a working relationship with the LRO assigned to my area, and thereby pledge to:

- contact the LRO when an issue comes to my attention,
- keep the LRO updated with respect to issues I am dealing with,
- contact the LRO and ask when I am unsure of an issue, and
- regularly attend Steward Meetings

I will work to develop membership participation in the Union by encouraging regular attendance at Union meetings and membership events, and will encourage NASA members to come forward with issues or comments.

## **DEVELOPMENT**

### Steward Information Package

New Stewards will be provided with an information package that contains the Policy on the Union Steward Program plus related procedures, the Bylaws, NASA's Policies and Procedures, Steward Roles and Responsibilities, key contact information, as well any other relevant information.

### New Steward Orientation

All new stewards will be required to attend a ½ day orientation session. These sessions will be held within four months of date of appointment. The orientation sessions will cover at a minimum the duty of fair representation, the appropriate style to use to resolve problems i.e., problem-solving versus confrontational, the Preamble of the Collective Agreement which defines the relationship between NASA and the University; the roles of various players, e.g., LROs, HRCs, etc.

### Steward Meetings/Training Sessions

Five times a year – roughly every two months – ½ day steward meeting/training sessions are held. All Stewards are expected to attend and time off for union business is provided. These sessions comprise a meeting portion along with a training portion. Each year the LROs will develop the training plan for the coming year.

### LRO Shadowing

From time to time, Stewards may be given an opportunity to shadow an LRO for a day. Time off for union business will be provided for these opportunities.

### Specialized Sessions

From time to time, the LROs may conduct special workshops/training sessions on specific topics.

### Conferences/Workshops

Stewards may from time to time be given an opportunity to attend an outside conference/workshop – e.g., Labour Law Conference, etc.. Before being considered to attend such an event, a steward must have attended a minimum of five meetings/training sessions and have the recommendation of their LRO.

### **Procedure Responsibility:**

Chief Steward

### **Procedure History:**

Date Originally Approved: 2011/03/23

Date Revised: 2021/09/29

# STEWARD REMOVAL PROCEDURE

Procedure Number: PR 2011-02

Date Initially Approved: 2011/03/23

## Summary

This procedure is associated with the Policy on NASA Steward Program and sets out the steps to be followed in the event a steward is being considered for removal from the Steward Program for any of the listed reasons for removal.

## Procedure

Removing a Steward from the Steward Program is a serious matter and should not be done without ensuring that due process has been followed and that the process is undertaken in a timely fashion.

The reasons a Steward can be removed from the Program are outlined in Section 6 of the Policy on NASA Steward Program. The reason for removal will determine the procedure to be followed.

Where a conflict of interest or a perceived conflict of interest exists with respect to the individuals handling complaints, an alternate will be chosen to replace the conflicted party. In the case of an LRO or the Director of Operations another LRO will be appointed. In the case of the Chief Steward a member of the Steward Council will be appointed. The LRO assigned to the Steward Program will be responsible for ensuring this occurs.

### Section 6.1.1 – Member Complaint

- a. Where a member has submitted a written complaint about a Steward to the Chief Steward, the Chief Steward and the assigned LRO will meet with the member who has submitted the complaint to discuss the matter.
- b. A copy of the complaint will then be provided to the Steward in question with a request to submit a written response.
- c. The Chief Steward and the LRO will meet with the Steward to discuss the complaint and hear the Steward's response to the complaint.
- d. If necessary, the Chief Steward and the LRO will meet with any other parties who may have relevant information.
- e. Every effort should be made to ensure that the above referenced meetings are conducted within a two to three week period following receipt of the complaint.
- f. The Chief Steward and the LRO will make a determination, based on their investigation, as to whether or not the conduct of the Steward warrants removal from the Program.
- g. A decision to remove the Steward will be communicated in writing to the Steward outlining the reasons for removal.
- h. The Steward will have the right to appeal this decision to the Executive Board. The decision of the Executive Board will be final and binding.

### Section 6.1.2 – LRO Complaint

- a. Where an LRO has submitted a written complaint about a Steward to the Chief Steward, the Chief Steward and the Director of Operations will meet with the LRO to discuss the matter.
- b. A copy of the complaint will then be provided to the Steward in question with a request to submit a written response.
- c. The Chief Steward and the Director of Operations will meet with the Steward to discuss the complaint and hear the Steward's response to the complaint.
- d. If necessary, the Chief Steward and the Director of Operations will meet with any other parties who may have relevant information.
- e. Every effort should be made to ensure that the above referenced meetings are conducted within a two to three week period following receipt of the complaint.
- f. The Chief Steward and the Director of Operations will make a determination, based on their investigation, as to

whether or not the conduct of the Steward warrants removal from the Program.

- g. A decision to remove the Steward will be communicated in writing to the Steward outlining the reasons for removal.
- h. The Steward will have the right to appeal this decision to the Executive Board. The decision of the Executive Board will be final and binding.

### **Section 6.1.3 – Public Behaviour**

- a. Where a Steward has been publicly behaving in a manner that is clearly detrimental to the goals, objectives or policies of NASA, the Chief Steward and the Director of Operations will initially meet with the Steward and advise that this behaviour is putting their position as a Steward in jeopardy. The Reasonable Person Standard will be applied in assessing the Steward's actions. The standard refers to how others would reasonably and ordinarily think, feel, act or react under the same conditions and circumstances.
- b. If the Steward's behaviour does not change, the Chief Steward and the Director of Operations will advise the Steward in writing of their removal from the Program.
- c. The Steward will have the right to appeal this decision to the Executive Board. The decision of the Executive Board will be final and binding.

### **Section 6.1.4 – Failure to Attend Meetings**

- a. The LRO responsible for the Steward Program will monitor the attendance records for all Steward Council Meetings and will update the Chief Steward on a regular basis. Where a Steward has failed to attend the requisite number of meetings as specified in the Policy and without legitimate reasons, the LRO will advise the Chief Steward.
- b. The Chief Steward will advise the Steward in writing that they are being removed from the Program for failure to regularly attend Steward Council Meetings.
- c. The Steward will have the right to appeal this decision to the Executive Board. The decision of the Executive Board will be final and binding.

#### **Procedure Responsibility:**

Chief Steward

#### **Procedure History:**

Date Originally Approved: 2011/03/23

Date Revised: 2021/09/29