

NASA CONTRACT DUES

How NASA calculates dues:

Members are charged a rate of $\frac{0.7\%}{100\%} * \text{Salary} = \text{Dues}$

Pay Advice:

Under Earnings: Basic Pay

Special Pay - for Contracts either (biweekly or per course)

Under Before Tax Deductions: NASA Dues

LAPP

NAIT remits instructor dues to the Association on a bi-weekly basis.

**Dues payments are based on your Overall Income, excluding Overload payments.

**The dues rate is set during the Annual General Meeting. (NASA, as a non-profit association, sets the budget based on anticipated expenses, including but not limited to: arbitrations, bargaining and legal fees.)

**In years where NASA is expected to have a budget surplus, a dues holiday has been done in the past.

Collective Agreement (2016-2019)

NAIT and NASA agreed to collect dues from Contract instructors teaching CREDIT COURSES.

Section 3.04 This collective agreement does not apply to contractors hired for ancillary instruction, such as the development and delivery of credit programming, except as follows:

- (a) Section 7.06 Association Dues
- (b) a person who is hired to provide ancillary instruction has the ability to be accompanied by NASA in discussions with the Institute.

A full time instructor also teaching contract credit courses have the right to NASA expertise at the contract negotiation stage if there are issues that arose either during contract hours or regular work hours.

NAIT was given a grace period (September-December) for remitting contract dues. As of January 1, 2017 a clause was to be added to the contract stating that dues would be deducted. The clause language was just recently provided to the Association. It should be in ALL contract after April 1, 2017. NAIT will be remitting the Association dues on ALL contracts signed after Jan 1, 2017 regardless if the clause was indicated in the contract or not.

Question: Hours of Work Limitations - If I instruct during the day (8-4:30) and I contract my company to instruct a Con. Ed credit course during the evenings (5 – 8), does the hours of work clause still apply?

Answer: No. You have signed a contract agreeing to instruct on those days for those hours.

Question: Does this apply to those providing On-Line delivery of Credit Courses?

Answer: Yes. There should be a clause in their Contract which references Section 3.04 of the Agreement. HR should be notifying them that they will be paying dues and that they have access to NASA expertise.

Question: Rates of Pay for Different Schools – will NASA look at equalizing pay for the same credit courses being taught under different schools?

Answer: Yes. It adds value having experienced instructors teaching Con. Ed credit courses. Currently, NASA does not have data on pay discrepancies.

Question: Do I have access to NASA expertise even if the contract is under a corporation or business?

Answer: Yes. NASA can still consult with the representative of the Vendor.

Question: What if HR is not putting the dues and representation language into the contracts?

Answer: NASA needs to know if this is not being done. It is a breach of our Collective Agreement and needs to be addressed. Please send a copy of the contract to F012.

Question: If the contract is under a vendor, are dues still deducted?

Answer: Yes.

Question: Are the vendor contracts being issued from HR or Purchasing?

Answer: HR/Programs.

Question: Is there a limit to the number of contract courses an instructor can teach?

Answer: Yes. Section 15.05 outlines the limits of the number of NAIT credit contracts a permanent employee can have. However, NAIT/NASA doesn't put a limit on the number of outside contracts a staff member takes but all staff should ensure that there is an appropriate work-life balance to avoid performance issues during the course of their full-time work which can become stressful.

Question: Is it grievable if instructors are not provided the opportunity of 'first refusal'?

Answer: No – Section 15.06 prevents contracts being provided to outside individuals that would create redundancies within the program.

However, it is encouraged that the Programs inform instructors of any credit courses available for contract, providing a deadline for responding to the opportunity without obligation, and then offering externally. In our opinion; only if the course requires a certain expertise, not available in-house, should it be offered external. If this is happening, and staff have concerns, please inform NASA.

HP Recruitment Policy

The Rumor Mill

Is there a cap on NASA dues?

Answer: No. Dues are based on your regular salary.

Are dues paid on Overload?

Answer: No – overload pay is not part of your salary.

As a contract instructor I am required to pay dues and have no rights.

False, Contract instructors have access to the expertise of NASA's Labour Relations officer for both contract negotiations and other labour issues.