



POLICY 4.05

Administration

Technology Funding

POLICY INTENT

AUSU will provide appropriate resources to Councillors to ensure they are able to communicate effectively with Council and the AUSU Office.

POLICY RESPONSIBILITY

Council

POLICY

- 4.05.01 Equipment is defined as any computer hardware, software, or other appropriate items deemed necessary by the Executive for optimal performance of Council duties.
 - 4.05.01.01 Equipment does not include internet service or other ongoing costs (such as phone service) that a Councillor may incur in the course of their work as a Councillor.
- 4.05.02 Funding will only be provided for Councillors who lack adequate equipment to effectively function as a Councillor and the funding to purchase it on their own.
- 4.05.03 Upon request or a perceived need, the Executive will determine if AUSU will provide equipment for the Councillor in need, as well as what equipment is to be provided, as soon as possible.
- 4.05.04 All equipment provided or purchased under this policy is the property of AUSU. Make, model, and serial numbers of any equipment provided, as well as a list of items and accessories, will be kept in the inventory list at the AUSU office.
- 4.05.05 Equipment purchased for Councillors, where appropriate, shall include a full service warranty for at least the duration of their remaining time on Council.
- 4.05.06 Councillors are responsible for damage beyond normal wear to equipment in their possession belonging to AUSU, and shall not modify or upgrade such equipment without permission of the Executive Director.
- 4.05.07 All original packing material, manuals, software, software key-codes, and other documentation must be retained by the Councillor. Within 5 days of the Councillor leaving Council, the AUSU Office will make arrangements for the return of equipment in cooperation with the former Councillor. Shipping arrangements must be made and paid for by the AUSU Office to ensure that the Councillor is properly credited for returned equipment. AUSU will

not reimburse shipping costs pre-paid by the Councillor or cover damages to equipment shipped through other arrangements.

- 4.05.08 Equipment must be delivered to AUSU's selected shipper within 10 days of leaving Council or the former Councillor will be billed for the equipment.
- 4.05.08.01 Late equipment returns must be arranged with AUSU or the delivery may be refused and returned to the sender.
- 4.05.08.02 If equipment is accepted late, damaged or incomplete, Council may adjust billing to reflect the worth of the returned equipment and the impact of any delay (leasing of replacement equipment, etc.).
- 4.05.09 Alternatively, AUSU may permit a Councillor to purchase the equipment at a cost based on the purchase price pro-rated according to the age of the equipment. AUSU depreciates technology equipment at 1/3 of the purchase price per annum. If AUSU offers a purchase deal it must provide the ex-Councillor with an invoice for the full buy-out cost of the equipment within three days of the Councillor leaving.
- 4.05.10 Any equipment purchased from AUSU must be paid for in full within 15 days by one or more of the following methods:
- a) deduction from final Councillor honorarium or expense claim
 - b) pre-payment over multiple honorarium deductions by early arrangement with the Executive
 - c) credit card payment arranged by phone with the Office Manager;
 - d) certified cheque
 - e) cash if presented in person
 - f) money order

POLICY HISTORY

Original Approval Date: November 13, 2006

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Mandatory Review by Date: January 19, 2011