



POLICY 5.07

Human Resources

Staff Professional Development

POLICY INTENT

The professional development of staff can be beneficial to the union and AUSU provides funding for this purpose.

POLICY RESPONSIBILITY

Council

POLICY

- 5.07.01 For the purposes of this policy, conference shall refer to conferences, seminars, training sessions, courses, and other educational or informative opportunities.
- 5.07.02 To obtain conference funding an employee must submit a written proposal to their immediate supervisor including a summary of sessions or activities and a list of benefits that will be brought back to our organization.
- 5.07.02.02 Proposals must contain the following information (for local and online courses, some items may not be applicable):
- a) the title, host, location and date(s) of the conference;
 - b) conference registration fees or tuition and deadlines including a breakdown of what is included in the fee;
 - c) travel plan and associated costs;
 - d) accomodation costs;
 - e) estimated food expenses, not to exceed per-diem allowances per the AUSU Travel Policy; and
 - f) other anticipated costs.
- 5.07.03 Supervisors or the Executive may also recommend training opportunities for staff.
- 5.07.04 Courses recommended by supervisors or the Executive that are for educational credit or that require travel must be agreed to by the employee. One option may be that a course be taken for audit rather than credit purposes.
- 5.07.05 Time spent on coursework recommended by supervisors or the Executive for professional development shall be deducted from required work hours and such courses shall not be deducted from the employee's course benefit.
- 5.07.06 The Executive will determine within seven days if the proposal is within budget, cost

effective, and will provide some benefit to the union.

- 5.04.06.01 Such benefits may include:
- a) additional or enhanced job skills;
 - b) enhancing the employee's skills in group communications, board governance, or other skills related to working effectively within the union;
 - c) gaining information about other student unions or coalitions, or student support groups;
 - d) enhanced lobbying opportunities or information related to the AUSU mandate; or
 - e) other skills or activities council may find desirable to bring to AUSU.

5.07.07 Executive Council will forward a cost breakdown of any approved conference funding to the finance committee for information purposes.

5.07.08 Employees attending conferences shall, where applicable, submit a post-conference report providing an overview of the conference proceedings and detailing benefits for the organization.

POLICY HISTORY

Original Approval Date: January 15, 2007

Updated Date:

Mandatory Review by Date: January 15, 2009