



## POLICY 5.07

### HUMAN RESOURCE MANAGEMENT

#### *Professional Development*

#### **POLICY INTENT**

The professional development of staff can be beneficial to Athabasca University Students' Union (AUSU) and funding may be budgeted for this purpose. This policy outlines the process for the request and approval of professional development opportunities.

#### **POLICY RESPONSIBILITY**

Council

#### **POLICY**

##### **Staff Professional Development**

- 5.07.01 For the purposes of this policy, professional development shall refer to conferences, courses, seminars, training sessions, and other educational or informative opportunities.
- 5.07.02 To obtain professional development funding, an employee must submit a written proposal to the executive director and the executive council, including a summary of sessions or activities and a list of benefits that will be brought back to AUSU.
- 5.07.03 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 professional development;
  - b) registration fees or tuition and deadlines, including a breakdown of what is included in the fees or tuition;
  - c) travel plan and associated costs;
  - d) accommodation costs;
  - e) estimated food expenses, not to exceed per diem allowances per the AUSU Travel Expenses Policy; and
  - f) any other anticipated costs, if applicable.
- 5.07.04 The executive may also recommend or require training opportunities for staff.
- 5.07.05 Courses recommended by the executive director or executive council that are for educational credit or that require travel must be agreed to by the employee. Every effort will be made to find online or distance delivery versions of any recommended courses.

- 5.07.06 Time spent on required training will be considered part of the employee's regular working hours and compensated accordingly.
- 5.07.07 The executive council will determine if the proposal is within budget, cost effective, and will provide some benefit to the union. 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 organization;
  - c) gaining information about other student unions or coalitions or student support groups;
  - d) enhanced advocacy opportunities or information related to the AUSU mandate; or
  - e) other skills or activities council may find desirable to bring to AUSU.
- 5.07.08 Employees attending professional development shall, where applicable, submit a post-learning report providing an overview of the professional development proceedings and detailing benefits for the organization as a report for approval in the next council meeting package.

#### **RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS**

##### **This Policy References:**

AUSU Policy 6.04 Financial Management: Travel and Related Expenses.

##### **This Policy is Referenced by:**

None

##### **Forms:**

None

#### **POLICY HISTORY**

Original Approval Date: January 15, 2007

Last Review Date: September 12, 2017 (informal)

Review by Date: November 2019