

AURORA COLLEGE

POLICY

Aurora College may allow staff the use of College property for personal professional development. Professional development, as stated in the Definitions Section, is defined as follows: efforts by College staff to keep up with relevant technological advances, to stay current in their fields and to improve their professional insights, knowledge and skills. For the purposes of this policy, professional development activities may include, but are not limited to: short-term training, conferences, seminars or workshops directly related to a staff member's duties or areas of teaching responsibility, including distance education and auditing of courses as a refresher. This policy does not apply to College-owned or leased passenger vehicles (cars, vans and light trucks).

PRINCIPLES

1. Aurora College recognizes the professional benefit to the College when staff members use College property for their own professional development.
2. The College recognizes that its own operational requirements have priority over other uses of College property.
3. The College does not allow its staff to use College property for business or personal purposes, other than their personal professional development.

PROCEDURES

1. Staff will request permission, in writing, to use College property, prior to the requested time, from the appropriate College authority: the President or designate in the case of Head Office, the Director or designate, in the case of the Aurora Research Institute, or the applicable Campus Director or designate. See Appendix A.
2. The College authority or designate may grant permission, in writing, if the following conditions are met:
 - a) the use is for staff professional development only;
 - b) the staff user is personally liable for personal injury or damage arising from such use;
 - c) the staff user agrees to provide all consumable materials or supplies utilized;
 - d) the staff user agrees to follow all College rules and regulations, including the booking procedures in effect for each College agency;
 - e) the requested College property is not needed for program operation or delivery.

Other Relevant Policies:

Definitions

C.11 Community Projects

H.01 Rental of Heavy Equipment

H.04 Use of College Property by the Public

D.08 Student Use of Unsupervised Classroom Areas

H.02 Use of Instructional Equipment

G.09 Ownership of Materials

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APPENDIX A

REQUEST FOR STAFF USE OF COLLEGE PROPERTY

Please print.

I, _____
(Name) (Position) (Campus)

request the use of _____

from _____
(Date)

for the following professional development activity:

I hereby agree to the following conditions as set forth by Aurora College:

- i) the use is for my own professional development only;
- ii) I will be personally liable for personal injury or damage arising from such use;
- iii) I will provide all consumable materials or supplies utilized during such use;
- iv) I will follow all College rules and regulations, including booking procedures;
- v) I will ensure that no unauthorized persons will use the College property while it is in my care.

DATE: _____ SIGNATURE: _____
(Staff Member)

APPROVED:

NOT APPROVED:

DATE: _____ SIGNATURE: _____
(College Authority or Designate)