

SUBJECT: EMPLOYEES TAKING UNIVERSITY COURSES IN THE PROGRAM WHERE THEIR EMPLOYMENT TAKES PLACE**1. Purpose**

To ensure the proper control of information that, depending upon its use, may advantage or disadvantage a student who happens to be an employee.

2. Scope

This policy, to avoid conflicts of interest, is applicable to employees who are students of the University and to those Faculty and staff who work with them (Program Secretaries, Deans' Secretaries, Laboratory Technicians).

3. Authority

The Chair and/or Dean is responsible for ensuring this policy is followed.

4. General

When an employee is taking a course from a member of the Program in which they are employed, and that employee has access to, or is responsible for, typing exams, entering marks, or any other activity related to the course, the following guidelines will apply:

- a) all activity related to the course which would normally be handled by the Program employee enrolled in a course will be assigned to another person in the College.
- b) all employees assigned the work of the employee taking the course shall maintain confidentiality about the course in any discussions with his/her colleague.
- c) Faculty members teaching courses in the Program in which employees are enrolled should restrict their discussions with these employees to the course subject matter, avoiding comments on other students in the courses.
- d) Any course appeals or conflicts will go to the Chair, or to the Dean in the situation where the Chair is the Instructor.