

OLDS COLLEGE POLICIES AND PROCEDURES MANUAL

CATEGORY: **B. Financial and Administrative**

SUBJECT: **Professional Membership Dues**

POLICY NUMBER: **B13**

APPROVALS

New/Revision

Board of Governors (Policy Approval)	Academic Council	Academic Coordinating Committee	Human Resources, Finance & Facilities	Executive Committee (Authority)
Date: 90/12/15	Date:	Date:	Date:	Date:

POLICY STATEMENT

When there is a legislated requirement for staff to be a member in good-standing of their professional association or where it is to the College's benefit for the College or for an individual on behalf of the College to be a member in good standing in a professional association, the College will pay the dues directly or reimburse the designated employee for the amount of the dues.

SPECIFIC GUIDELINES

Requirements

1. Legislated Requirement

Professional membership dues will be paid directly on behalf of the employee or the College will reimburse the employee for the dues where there is a legislated requirement for the employee to be a member in good-standing in the professional association in order for the employee to practice his/her profession. For employees whose major job function is instruction, the definition of practice must include teaching as a component.

2. Non-legislated Requirement

Professional membership dues may be paid by the College for one or more employees to be a member in good-standing where it is to the advantage of the College to have a staff member registered as a member of a professional association.

PROCEDURES

Professional fees are aligned with positions. Once a position is approved by the Executive Committee, on-going funding for the professional fees should be requested by the appropriate budget centre managers.

New positions seeking approval for professional fee funding must be brought before the Executive Committee for deliberation.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

College Executive. This policy will be reviewed at least every 5 years.