



FINANCE

Professional and Membership Fees F010

POLICY

The payment of Professional and Membership Fees

PURPOSE

To establish the principles and framework governing the consideration for payment of Professional and Membership Fees by the College on behalf of College employees.

SCOPE

This policy applies to Professional Fees and Membership Fees associated with full-time employees.

Non-full-time employees are generally not eligible for payment of Fees by the College.

GUIDELINES

- The payment of a Professional Fee as defined below is the responsibility of the individual concerned and may in no circumstance be charged directly to a College account. Reimbursement of said fee is however eligible if the individual practices a regulated profession or trade in the context of their employment at the College.
- College or employee membership in an organization serving regulated or non-regulated occupations is intended primarily to serve the College interest by supporting a beneficial affiliation between the College and an organization (such as a Chamber of Commerce or an association of colleges) pertaining to the operation of a College program or a department.
- Normally only one membership in an organization serving an occupation is permitted for the whole College. If such membership requires the naming of an employee, that employee is required to share information and other membership benefits with other interested employees to the extent reasonably possible. In cases where such sharing is not feasible (e.g., employees at more than one campus), the VP of the respective department, in consultation with the VP of Corporate Services, may authorize additional memberships.
- Fees for membership in a union (or monies otherwise paid in lieu of membership) or an employee association, whether statutory or voluntary, and fees paid as a non-statutory or voluntary member of a professional association are ineligible for payment by the College.
- Fees paid on behalf of employees are not considered a taxable benefit as they are in the interest of the College.

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RESPONSIBILITIES

VP Corporate Services

DEFINITIONS

Professional Fee: A fee paid to a regulatory body for the purpose of licensing, certifying or registering an individual to practice a regulated occupation.

Membership Fee: A fee paid to an organization of persons associated with a non-regulated occupation. The primary beneficiary is usually the College, not the individual.

REFERENCES

Executive Expectations G30

Cash Management F009

Public Sector Accounting Board Standards