

TYPE:	Employment-Related
TITLE:	Professional and Membership Fees
NO.:	EMPL-318
RESPONSIBILITY:	Chief Administrative Officer
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	June 2020
REVISED DATE(S):	
REVIEW DATE:	June 2023

1. Introduction

Durham College recognizes the importance of job-related professional affiliations, especially where it is a statutory job requirement, program accreditation requirement, or to facilitate relationship development.

2. Purpose

The purpose of this policy and procedure is to provide clear criteria of which professional dues and industry association fees qualify for reimbursement. The end goal is to enable consistent approval and reimbursement of these expenses across the College.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Payment of fees for professional designations may be made by the College when the designation is a legislated/statutory requirement and is a mandatory requirement of the position. These are included in job postings as a term of condition of hire, and typically need to be reviewed on an annual basis. It includes professional designations such as The Law Society of Upper Canada, College of Nurses of Ontario, Chartered Professional Accountants of Ontario and Professional Engineers of Ontario.
- 4.2. Payment of professional memberships will be based on the position requirements and not the profession of the incumbent in the position. Examples of these types of designations include Professional Management Professional, Chartered Financial Analyst, etc.

- 4.3. Corporate memberships which do not provide a designation but whose objectives are of interest by Durham College may be allowed. If a corporate membership is required, only one membership will be paid and associated information publications shall be circulated and shared with other departmental employees.
- 4.4. Payment of such professional designations may be transferable with the incumbent to other positions subject to approval by the appropriate Vice-President.
- 4.5. If Durham College employees are required to carry a professional designation, and/or maintain active membership in a professional association as a condition of employment, reimbursement of fees will be considered a non-taxable benefit.
- 4.6. Durham College will provide reimbursement for costs associated with one professional certification or license per employee per fiscal year, provided the requesting employee was a full-time employee of the College as of the due date for the professional fee.
- 4.7. Where the designation is relevant to the position but not a mandatory requirement of the job, exceptions may be approved on an annual basis, at the discretion of the supervisor.
- 4.8. Employees on leaves of absence without pay are not eligible for reimbursement under this policy.
- 4.9. Where applicable the governing collective agreement addressing professional fees for unionized employees and contractual agreements with non-unionized employees will prevail.
- 4.10. All funds come from departmental and divisional budgets.
- 4.11. Requests for an advance of funds will not be permitted.

5. Procedure

- 5.1. Employee will initiate renewal of professional designation and/or license and will make required payment within the timeframe required by the licensing body.
- 5.2. Employee will complete an expense report with appropriate supporting documentation and submit to their supervisor for approval.
- 5.3. Approved expense report is forwarded to appropriate Vice-President for approval.
- 5.4. Expense report is submitted to finance for payment.
- 5.5. Employee is to send a copy of license and/or designation to Human Resources for retention in their employee file.

6. Roles and responsibilities

- 6.1. The Chief Administrative Officer is responsible for ensuring that this policy and procedure is fully implemented.
- 6.2. Supervisors are responsible for determining employees eligible for reimbursement and the initial approval.
- 6.3. The appropriate Vice-Presidents are responsible for the final approval. The Chief Administrative Officer is available for consultation on an as needed basis.
- 6.4. Each employee will remain responsible for initiating all required payments to maintain professional certification or license.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

None.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- None.