

Administrative Procedure 518 - Professional Membership Dues & Fees

Background

The District recognizes that certain positions require employees to maintain membership in professional organizations in order to perform their duties. This Administrative Procedure establishes consistent expectations for the approval and payment of professional membership dues and fees.

Definitions

Professional Membership Dues: Fees paid to a recognized professional body or regulatory authority required to maintain certification, licensing, or professional standing.

Required Membership: A membership that is mandated by legislation and/or identified as a condition of employment.

Procedures

1. The District will pay or reimburse professional membership dues to employees only where:
 - 1.1 The membership is a requirement of the employee's position.
 - 1.2 The District is the primary beneficiary of memberships required for the performance of duties.
 - 1.3 Payment of dues must be reasonable, necessary, and approved in advance.
2. Employees are eligible once they have completed any probationary period. Eligibility may be subject to collective agreements or employment contracts or other external approval (BC Public School Employers' Association).
3. Approval must be obtained from the employee's supervisor. Consultation with Human Resources and Finance prior to payment of any new dues is required.
4. The District may pay fees directly or reimburse employees upon submission of receipts in accordance with expense procedures.
5. Where an employee does not work a full-time assignment, the portion of fees reimbursed will be based on the percentage of the employee's assignment relative to a full-time equivalent (FTE) assignment for each fiscal year worked.
6. Where membership dues span multiple fiscal years, reimbursement will be provided based on the employee's full-time equivalent (FTE) worked within the year the dues invoice is received.

7. Employees will generally be required to repay a pro-rated portion of membership dues paid for by the District when the associated service period is not worked in full.

This may include situations such as:

- Resignation or retirement prior to the end of the membership period;
- Unpaid leaves of absence;
- Reduction in full-time equivalent where the employee no longer provides the same level of service associated with the reimbursed dues;
- Transfer to an alternate position where the membership is no longer identified as being a condition of employment; or,
- Any other circumstance in which the employee does not provide service for the full period covered by the employer-paid dues.

8. The District will not reimburse the cost of membership dues that are not identified as a requirement of employment.