

## Professional Affiliation Fees Reimbursement Policy



Section	Date	By-Law Number	Page	Of
Human Resources	May 22, 2018	51-2018	1	4
Subsection	Repeals By-Law Number		Policy Number	
Professional Fees	N/A		HR-2-7-1	

### Policy Statement

The City of Kenora ("the City") recognizes the importance of job related professional affiliations, especially where it is a statutory job requirement, to facilitate relationship development, and to access corporate best practices.

### Purpose

The purpose of this Policy is to provide clear criteria of what Professional Dues and Industry Association Fees qualify for reimbursement. The end goal is to enable consistent approval and reimbursement of these expenses across the City.

### Scope

This policy applies to all permanent full-time and part-time employees who have passed the probationary period unless otherwise approved by the CAO. Probationary employees or those on leaves of absence without pay are ineligible.

In order to qualify for professional affiliation fees, an employee must be pre-approved prior to payment.

All funds come from Departmental and Divisional budgets.

Where applicable the governing collective agreement addressing professional fees for unionized employees and contractual agreements with non-unionized employees will prevail.

Excludes business travel, seminars, and conferences expenses. See Business Travel/Conference Attendance Policy.

### Definitions

Legislative/Statutory Professional License – The official or legal permission granted to practice one's occupational duties. Licenses are usually issued by a professional body or licensing board and is required by law in order to regulate some activity that is deemed to be dangerous or a threat to the person or the public or which involves a high level of specialized skill. Examples of regulated occupations include Professional Engineers.

## Professional Affiliation Fees Reimbursement Policy

Policy Number	Page	of
HR-2-7-1	2	3

Professional Dues – Required fees for membership to a professional association (also called a professional body, professional organization, or professional society). This is usually a non-profit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest.

Industry Association Fees – Fees paid to an association or organization that licenses, provides services, materials and/or information for a specific industry group

### Terms & Conditions

City may at its sole discretion reimburse professional fees as outlined below, **subject to fund availability in the department or division budget and manager or designate approval.**

#### 1. Legislative/Statutory Professional Designations

- Payment of fees for professional designations may be made by the City of Kenora only when the designation is a legislated/statutory requirement and is a mandatory requirement of the position. These are included in the job posting as a term of condition for hire, and typically need to be renewed on an annual basis. It includes designations such as professional bodies like Human Resources Professional Association, Institute of Chartered Professional Accountants of Ontario and Professional Engineers of Ontario.
- Payment of such professional designations may be transferable with the incumbent to other positions subject to CAO approval. Exceptions may also be made by the City of Kenora where the membership is considered in the corporate interest.

#### 2. Other Professional Designations

- Payment of the annual fee for other professional designations may be made by the City of Kenora when professional designations are considered in the corporate interest.
- Payment of these professional designations will be based on the position requirements and not the profession of the incumbent in the position. Examples of these type of designations include Project Management Professional, Registered Professional Planner, etc.

#### 3. Corporate Memberships in Municipal/Provincial Associations or Local Community Groups

which do not provide a designation but whose objectives are of interest may be made by City. Individual Memberships in these associations convey significant information and strengthen professional contacts to the benefit of the City of Kenora. For example, Association of Municipal Managers, Clerks and Treasurers of Ontario

## Professional Affiliation Fees Reimbursement Policy

Policy Number	Page	of
HR-2-7-1	3	3

4. Tax treatment for direct payment or reimbursement of professional associations/memberships will be governed by the guidelines of the Canada Revenue Agency.
5. If a corporate membership is required, only one membership will be paid for by the Department under the name of the CAO or Department Senior Leadership Member and associated information publications shall be circulated and shared with other Department/Division staff members.
6. Only one professional membership will be paid for per employee by the Department, except where memberships are mandatory for job function. Where an exception is requested, this must be approved by the Senior Leadership Member and the CAO.

### **Compliance**

Failure to comply with this Policy will result in the appropriate disciplinary measure as assessed on a case-by-case basis.

### **Related Documents**

1. *Learning & Development Framework*
2. *Tuition Fees Reimbursement Policy*
3. *Business Travel / Conference Attendance Policy*