



Policy:	O-5.2
Approved By:	College Executive Team
Approval Date:	November 13, 2002
Amendment Date:	
Policy Holder:	Exec. Dir. Human Resources

PROFESSIONAL FEES REIMBURSEMENT

Purpose / Rationale

This policy provides the guidelines for reimbursing the costs of professional fees.

Scope / Limits

1. This policy applies to all full-time and part-time continuing or probationary employees who are required to carry a professional designation, and/or maintain active membership in a professional association as a condition of employment, as supported and documented in a job description.
2. This policy does not apply to employees on non-professional development unassisted leaves.
3. This policy will be evaluated at least annually and may be modified or rescinded at any time.
4. Exceptions involving reimbursement of professional fees in other circumstances may be approved only by the appropriate Vice President.

Principles

1. Each employee will remain responsible for initiating all required payments to maintain professional certification or licensure.
2. The college will provide reimbursement/payment for costs associated with **one** professional certification or license per employee per position per year, provided the requesting employee was an employee of the College as of the due date for the professional fee.
3. Costs such as examination or course fees to obtain initial certification, late payment penalties, discretionary membership fees, or other related professional costs **will not** be reimbursed.
4. Requests for reimbursement are subject to the approval of the appropriate Dean (within a school) or Director (within an administrative department).

A. GUIDELINES

1. Employees requesting reimbursement or direct payment of professional fees.
 - a) Obtain and complete and sign a Professional Fee Reimbursement Form (see link below). It is also available through divisional offices.
 - b) Submit the form to the appropriate Dean or Director for approval and signature.
 - c) Forward to Finance for processing.
2. Applications for reimbursement are:
 - a) the responsibility of the employee, and
 - b) must be submitted each year that reimbursement is being requested.
3. If 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. Reimbursement that is approved by the Vice President under the terms of this policy but made to employees who are not required to carry a professional designation, and/or maintain active membership in a professional association as a condition of employment, will be considered a taxable benefit.
5. Offers of employment shall include notice of the professional fees reimbursement policy where as a condition of employment, license or certification is an ongoing requirement.

B. Collective Agreement References

CCFA Collective Agreement Letter of Agreement Re: Expenditure of Equity Funds

BCGEU Collective Agreement Article 17.8

C. Link to Related Form

[O-5.2.1 Request for Professional Fees Reimbursement Form](#)