



MEMBERSHIP FEES

PURPOSE

1. The Government may pay employees' memberships fees in various organizations where the membership is of benefit to the Government.

APPLICATION


2. These guidelines and procedures apply to all employees.

DEFINITIONS

3. **Fees** means the annual cost for maintaining membership in an organization that provides services to its members.

PROVISIONS

4. Fees are paid when there is a legal requirement to enable employees to perform the duties of their position or where membership is required to maintain qualifications.
5. Fees may be paid for membership in associations if the Deputy Head believes the department benefits from such membership.
6. Fees are not paid for memberships in social or service associations.
7. Requests for payment or reimbursement of fees including an explanation of the requirement benefit of membership are sent to the Manager.
8. When authorized to do so the manager may approve or reject the payment or reimbursement.
9. When not so authorized, the manager may forward the request with a recommendation to the Deputy Head.
10. The Deputy Head may approve the request.
11. Request for reimbursement must be supported by a receipt.

	ALLOWANCES AND BENEFITS	Human Resource Manual
	Membership Fees	Section 1504

AUTHORITIES AND REFERENCES

12. Main Collective Agreement with the NEU
Article 50, Professional Qualifications

CONTACTS

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