

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
PROFESSIONAL FEES	POLICY #: OPR D-02.3	APPROVED: JUNE 17, 2014 REVIEWED: NOVEMBER 3, 2014

POLICY

Employees who, as a condition of employment are required to maintain registration with a professional body, shall have fees reimbursed by the Employer.

GUIDELINE

1. Fees shall be paid on a prorata basis.
2. Fees shall comply with the requirements of the Collective Bargaining Agreement.

ELIGIBILITY

Employees must;

- Be in-scope of Collective Bargaining Agreement or Executive employees;
- Be active during time of request;
- Have passed probation; and
- Registration requirements must be identified in Job Description.

PROCEDURES

APPROVAL

1. The employee completes Professional Development and In-service Request form and submits to their immediate supervisor for recommendation. The immediate supervisor will then submit the request to the appropriate out-of-scope supervisor for approval.

REIMBURSEMENT

1. Employee completes the Professional Development and In-service Reimbursement Form and sends to Out-of-Scope Director for approval.
2. Out of Scope Supervisor sends to Human Resources email.
(humanresources@parklandcollege.sk.ca)Melville Administration Campus.
3. Executive Assistant completes Request for cheque and sends to Accounting for processing and entry into HRIS.