



Subject	PROFESSIONAL REGISTRATION AND MEMBERSHIP COSTS (NEW)
Procedure Section	8 Professional and Career Development
No.	8.01
Exempt Employment Policy References	
Collective Agreement References	Faculty Article 25 (Professional Registration and Membership Costs)
Forms & Other Reference Material	MyOkanagan > Employees > Forms > Finance > Expense Claim Excel PDF
Status of Approval	Approved 13-June-2013 Chris Rawson

PREAMBLE:

The collective agreement between the College and the Okanagan College Faculty Association (OCFA) provides for the reimbursement of expenses for continuing employees who are required, as a condition of employment, to maintain active registration or membership with one or more professional associations.

PROCEDURE:

1. Each continuing employee who is required as a condition of employment to maintain active registration or membership is responsible for initiating all required payments to maintain such registration or membership.
2. The College will provide reimbursement provided the continuing employee was employed by the College as of the due date for the payment.
3. Costs such as examination or course fees to obtain initial registration/membership, late payment penalties, discretionary membership fees or other related professional/membership costs will not be reimbursed.
4. A completed expense claim and a copy of the applicable payment notice should be sent by the eligible employee to the appropriate Dean or Director for initial approval.
5. Thereafter, the expense claim and the attached fee notice is sent by the Dean or Director's office to the Human Resources Division for final approval prior to being processed by Financial Services.