

TYPE:	Employment-Related
TITLE:	Professional and Membership Fees
NO.:	EMPL-318
RESPONSIBILITY:	Chief Administrative Officer
APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	April 2023
REVISED DATE(S):	
REVIEW DATE:	April 2026

1. Introduction

Durham College recognizes the importance of job-related professional affiliations, especially where it is a statutory job requirement, program accreditation requirement, or to facilitate relationship development.

2. Purpose

The purpose of this policy and procedure is to provide clear criteria of which professional dues and industry association fees qualify for reimbursement. The end goal is to enable consistent approval and reimbursement of these expenses across the College.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Payment of fees for professional designations may be made by the College when the designation is a legislated/statutory requirement and is a mandatory requirement of the position. These are included in job postings as a term of condition of hire, and typically need to be reviewed on an annual basis. It includes professional designations from such bodies as The Law Society of Ontario, College of Nurses of Ontario, Chartered Professional Accountants of Ontario and Professional Engineers of Ontario.
- 4.2. Payment of professional memberships will be based on the position requirements and not the profession of the incumbent in the position. Examples of these types of designations include Professional Management Professional, Chartered Financial Analyst, etc.

- 4.3. Corporate memberships which do not provide a designation but whose objectives are of interest by, and relevant for work at, Durham College may be allowed. If a corporate membership is required, only one membership will be paid and associated information publications shall be circulated and shared with other employees.
- 4.4. Payment of such professional designations may be transferable with the incumbent to other positions, subject to approval by the appropriate Vice-President.
- 4.5. If Durham 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.
- 4.6. Durham College will provide reimbursement for costs associated with one professional certification or license per employee per fiscal year, provided the requesting employee was a full-time employee of the College as of the due date for the professional fee.
- 4.7. Where the designation is relevant to the position but not a mandatory requirement of the job, exceptions may be approved on an annual basis, at the discretion of the supervisor.
- 4.8. Employees on leaves of absence without pay are not eligible for reimbursement under this policy.
- 4.9. Where applicable the governing collective agreement addressing professional fees for unionized employees and contractual agreements with non-unionized employees will prevail.
- 4.10. All payments for professional memberships and dues will be funded from departmental and divisional budgets.
- 4.11. Requests for an advance of funds will not be permitted.

5. Procedure

- 5.1. The employee will initiate renewal of a professional designation and/or license and will make the necessary payment within the timeframe required by the licensing body.
- 5.2. The employee will complete an expense report with appropriate supporting documentation and submit it to their supervisor for approval.
- 5.3. The approved expense report is forwarded to the appropriate Vice-President for approval.
- 5.4. The expense report is submitted to the Finance department for payment.

5.5. The employee will send a copy of the license and/or designation to Human Resources for retention in their employee file.

6. Roles and responsibilities

6.1. The Chief Administrative Officer is responsible for ensuring that this policy and procedure is fully implemented.

6.2. Supervisors are responsible for determining employees eligible for reimbursement and the initial approval.

6.3. The appropriate Vice-Presidents are responsible for the final approval. The Chief Administrative Officer is available for consultation on an as needed basis.

6.4. Each employee will remain responsible for initiating all processing and payments to maintain the professional certification or licenses as required by their position.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

8. Non-compliance implications

8.1. For positions where a professional designation or license is a minimum hiring requirement for the job, failure to comply with this policy could result in reputational damage, legal action and/or financial loss.

8.2. An employee who does not comply with this policy, in accordance with the requirements of their position, may be subject to disciplinary action.

9. Related forms, legislation or external resources

- Business Expense Form