**Professional Affiliation Fees Reimbursement Policy**

**POLICY STATEMENT**
This City of Hamilton ("the City") recognizes the importance of job-related professional affiliations, especially where it is a statutory job requirement, to facilitate relationship development, and to access corporate best practices.

**PURPOSE**
The purpose of this Policy is to provide clear criteria of what Professional Dues and Industry Association Fees qualify for reimbursement. The end goal is to enable consistent approval and reimbursement of these expenses across the City.

**SCOPE**
This Policy applies to all permanent full-time and part-time employees who have passed the probationary period. Probationary employees or those on leaves of absence without pay are ineligible.

In order to qualify for professional affiliation fees, an employee must be pre-approved prior to payment.

All funds come from Departmental and Divisional budgets.

Where applicable the governing collective agreement addressing professional fees for unionized employees and contractual agreements with non-unionized employees will prevail.

Excludes business travel, seminars, and conferences expenses. See Business Travel / Conference Attendance Policy.

**DEFINITIONS**

**Legislative/Statutory Professional License**
The official or legal permission granted to practice one's occupational duties. Licenses are usually issued by a professional body or licensing board and is required by law in order to regulate some activity that is deemed to be dangerous or a threat to the person or the public or which involves a high level of specialized skill. Examples of regulated occupations include Professional Engineers and Registered Nurses.

**Professional Dues**
Required fees for membership to a professional association (also called a professional body, professional organization, or professional society). This is usually a non-profit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest.
Industry Association Fees

Fees paid to an association or organization that licenses, provides services, materials and/or information for a specific industry group.

TERMS & CONDITIONS

The City may at its sole discretion reimburse professional fees as outlined below, subject to fund availability in the department or division budget and manager or designate approval.

1. Legislative/Statutory Professional Designations
   - Payment of fees for professional designations may be made by the City of Hamilton only when the designation is a legislated/statutory requirement and is a mandatory requirement of the position. These are included in the job posting as a term of condition for hire, and typically need to be renewed on an annual basis. It includes designations such as professional bodies like The Law Society of Upper Canada, College of Nurses of Ontario, Certified General Accountants Association of Ontario and Professional Engineers of Ontario.
   - Payment of such professional designations may be transferable with the incumbent to other positions subject to General Manager approval.

2. Other Professional Designations
   - Payment of the annual fee for other professional designations may be made by the City of Hamilton when professional designations are considered in the corporate interest.
   - Payment of these professional designations will be based on the position requirements and not the profession of the incumbent in the position. Examples of these type of designations include Project Management Professional, Chartered Financial Analyst, Registered Professional Planner, etc.

3. Corporate Memberships in Municipal/Provincial Associations or Local Community Groups which do not provide a designation but whose objectives are of interest may be made by City. Individual Memberships in these associations convey significant information and strengthen professional contacts to the benefit of the City of Hamilton. For example, the Federation of Canadian Municipalities.

4. Tax treatment for direct payment or reimbursement of professional associations/memberships will be governed by the guidelines of the Canada Revenue Agency which require that if the City of
**Corporate Human Resources Policy**  
Learning & Development

<table>
<thead>
<tr>
<th>Policy No: HR-30-10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 3 of 3</td>
</tr>
</tbody>
</table>

Hamilton is the primary beneficiary of the payment, there is no taxable benefit to the employee. However, if the employee is the primary beneficiary, the payment is a taxable benefit to the employee.

5. If a corporate membership is required, only one membership will be paid for by the Department under the name of the General Manager or Division Director and associated information publications shall be circulated and shared with other Department/Division staff members.

6. Only one professional membership will be paid for per employee by the Department, except where memberships are mandatory for job function. Where an exception is requested, this must be approved by the Manager and the Departmental General Manager or Designate.

**COMPLIANCE**

Failure to comply with this Policy will result in the appropriate disciplinary measure as assessed on a case-by-case basis.

**RELATED DOCUMENTS**

1. Learning & Development Framework  
2. Tuition Fees Reimbursement Policy  
3. Business Travel / Conference Attendance Policy

**HISTORY**

The following stakeholders were consulted in the revisions made to this Policy:
- Corporate Policy Review Group  
- Finance & Administration

This replaces the former Payment for Professional Fees Policy, Approval Date: 1990 November 26 (CAO)

This policy was approved by Senior Management Team on 2012-08-23