

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: PROFESSIONAL ASSOCIATIONS	SECTION: HUMAN RESOURCES
EFFECTIVE DATE: March 10, 1999	POLICY NO.: KDSB-HR-I-03
APPROVED BY: By-Law 1999-01	REVISED: Rescinded – Resolution #2008-49

POLICY STATEMENT

The Corporation will pay affiliation fees for employees to become members of employment related associations where such is a requirement of employment or such affiliation is deemed to be in the interests of the Corporation.

PROCEDURE

1. Employee will request, in writing, to their immediate supervisor, that the Corporation consider payment of an affiliation fee on behalf of the employee.
2. The supervisor will forward the request and his/her recommendation to the Chief Administrative Officer for a decision.
3. The Chief Administrative Officer will advise the employee and his/her supervisor of the decision within twenty-one (21) days following the request.
4. Affiliation fees associated with an employee's professional designation such as a nurses' association, professional engineer, chartered or certified management accountant, lawyer or doctor, etc. are not eligible for consideration.

RESCINDED