

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: MEMBERSHIP – PROFESSIONAL / PEER ASSOCIATIONS	SECTION: HUMAN RESOURCES
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DATE: March 20, 2008	POLICY NO.: KDSB-HR-III-02
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APPROVED BY: Resolution No.: 2008-49	REVISED:
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POLICY STATEMENT

It is the policy of the Board to encourage employees to join and to participate in professional or peer associations, if that membership/participation contributes to:

- (1) the corporate goal of increasing efficiency and effectiveness; and
- (2) the individual employee's effectiveness in performing the duties and responsibilities of their current job at KDSB; and
- (3) is deemed to be of a benefit to the Board

This policy addresses the issue of corporate payment of membership fees for employee memberships in professional or peer associations.

Funds, based on realistic estimates, for professional or peer association memberships must be included in each Services annual operating budget. These budgets must be approved by the Board of Directors each year.

SCOPE

This policy applies to full-time active employees who have successfully completed their probation period. It does not apply to part time, temporary, casual, students or seasonal employees.

DEFINITIONS

Professional or Peer Association – an organization of peers that is recognized by the KDSB as contributing to the corporate goal of increasing efficiency and effectiveness through sharing of information relating to best practices. Membership provides the opportunity to exchange information that will assist KDSB in its operations.

Membership fee – the fee paid to entitle the member to all rights, privileges and responsibilities as a member in a professional association or a peer association. Membership should promote personal on-going development specific to the responsibilities of the position and the goal of the individual and the organization.

KDSB has sole discretion to determine whether membership in a professional or peer association is eligible for payment or not.

PROCEDURE

1. An employee who is interested in taking a new membership with a professional or peer association will complete an Application For Membership In Professional or Peer Association (attachment A) and forward same to his/her Service Director or CAO in the case of Service Directors.
2. An employee who already holds a membership with a professional or peer association and would like KDSB to pay for the membership renewal fee must submit an Application For Membership In Professional or Peer Association and forward same to his/her Service Director or CAO in the case of Service Director.

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3. The Service Director or CAO, as the case may be, will determine the requirement for the professional or peer association membership relative to the employee's position prior to determining whether to pay for the membership fee.
4. If the membership fee is authorized, the Service Director or CAO, as the case may be, will approve the payment and forward same to the Finance Department for processing.
5. The employee shall not claim a membership fee paid by the KDSB as a personal income tax deduction.
6. The employee shall reimburse KDSB the full fee paid if the employee leaves the employ of KDSB for any reason within ninety (90) days of payment being made by KDSB.
7. The decision to compensate an employee or pay travel and accommodation costs to actively participate in a professional or peer association is at the sole discretion of the KDSB and requires the approval of the CAO.

Attachment A – Application for Membership Assistance

**KENORA DISTRICT SERVICES BOARD
Professional Development and Education Assistance Program
APPLICATION FOR MEMBERSHIP ASSISTANCE**

Employee Name:	Div / Dept:	Date:
I request approval for the payment of the annual Membership Fee under the <i>Membership - Professional/Peer Association</i> Policy. The annual membership fee is \$ _____.		
Name of Professional/Peer Association: _____		
Provide a brief description of the purpose or mandate of the Professional/Peer Association.		
Why do you think membership in this Professional/Peer Association will enhance your efficiency or effectiveness as an Employee of KDSB and how does it relate to your job?		
I agree that I will reimburse KDSB for the full amount of the membership fee noted above should I leave the employ of KDSB for any reason during the 90-day period following payment of the membership fee by KDSB.		
Employee Signature: _____ Date: _____		

DEPARTMENT APPROVAL

Briefly state why you are recommending approval:
Payment of the Membership Fee is authorized: YES <input type="checkbox"/> NO <input type="checkbox"/>
Service Director / CAO Signature: _____ Date: _____