

AU1151 – Reimbursement of Excluded Employee Professional Membership Dues

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, syilx, and Tšilhqot'in Nations, where we live, learn, collaborate and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

To provide managers with guidelines for reimbursement of excluded employee Professional Membership Dues.

2.0 DEFINITIONS

TERM	DEFINITION
<i>Professional Membership Dues</i>	<i>Certain professions require practitioners to maintain a professional status recognized by statute. To maintain their professional status, membership dues must be paid to the governing body.</i>

3.0 POLICY

- 3.1 The employee's professional membership is a requirement for the employee to carry out the duties of their position and/or the operation of the unit/department or career advancement that are related to a specific professional discipline; or,
- 3.2 The employee's offer of employment letter includes a provision for reimbursement of Professional Membership Dues that require ongoing certification of an individual's position; or,
- 3.3 Subject to available funding, the employee's performance fully meets or exceeds management expectations; and at the discretion of the manager, the membership provides an observable benefit to the employee's professional development and has an identifiable benefit to Interior Health.
- 3.4 No more than one reimbursement per employee will be reimbursed within a calendar year.

Policy Sponsor: VP Human Resources & Professional Practice		1 of 2
Policy Steward: Corporate Director Organization & People Development		
Date Approved: October 2016	Date(s) Reviewed-r/Revised-R: January 2019 (R); March 2025 (R)	
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4.0 PROCEDURES

None

5.0 REFERENCES

1. [Terms and Conditions for Excluded Employees](#)
2. [Travel/Education/Expense Reimbursement Form \(TEER\)](#)
3. [AU1150 Learning and Development Requests](#)
4. [AP0300 Travel and Meeting Expense](#)

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