

Policy Name	Professional Fees		
Policy #	721	Category	700: HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	June 5, 2025
Next Review Date		Date Reviewed or Revised	

POLICY

Employees who, as a condition of employment are required to maintain registration with a professional body, shall have fees reimbursed by the Employer.

PRINCIPLES

1. In accordance with Article 7.14 of the Collective Bargaining Agreement, employees who, as a condition of employment are required to maintain registration with a professional body, shall have such fees reimbursed by the Employer, in their entirety.

SCOPE

This policy applies to employees who meet the following criteria:

- In-scope within the definition of the Collective Bargaining Agreement or Executive and Management employees;
- Active during time of request;
- Passed probation; and
- Registration with a professional body must be identified as a qualification within the Job Description of the position held by the employee at the time of request.

PROCEDURES

1. The employee completes an Expense Form, attaches proof of payment and submits it to their immediate supervisor for recommendation. The immediate supervisor will then submit the request to the appropriate Out-of-Scope supervisor for approval and reimbursement.
2. Following the Out-of-Scope supervisors' approval on the Expense Form. The Out-of-Scope supervisor, along with proof of payment of professional fees, will submit to the Finance Dropbox for processing.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

Saskatchewan Regional Colleges Collective Agreement Article 7.14

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Expense Form