



HUMAN RESOURCE POLICY

**7.0 EMPLOYEE DEVELOPMENT**  
**7.05 PROFESSIONAL MEMBERSHIP PAYMENTS**

**Purpose**

To outline the circumstances in which the Information and Privacy Commissioner (IPC) might provide payment for the cost of a membership in a professional association.

**Application**

This policy applies to all Permanent IPC employees

**Policy**

***a. Reimbursement of Professional Membership Fees***

The IPC shall reimburse an employee the cost of their professional fee where:

- the employee is employed in a position with the IPC where in accordance with legislation the employee is required to take out and maintain membership in a professional association in order to legally perform work of the profession; or
- The IPC requires that the employee be a member of a professional association and maintain membership as a condition of employment; or
- Membership in the professional association is relevant to their current position at the IPC as determined by the Commissioner.

***b. Employee Employed Less Than Full-Time***

Where an employee who is required to be a member of a professional association and is hired to work less than full-time hours, the following shall apply:

1. 50% of full-time hours worked or greater – full reimbursement of annual fee.
2. Less than 50% of full-time hours worked – prorated reimbursement based on percentage of full-time hours worked.

**c. Employee Assumes or is Appointed to a Position Where Professional Association Membership Not a Requirement or is not relevant**

If an employee leaves a position that requires that a membership of a professional association and assumes or is appointed to a position that does not require professional association membership, or the membership is not relevant to the position, the employee shall not be eligible for reimbursement of the membership fee at the next time that payment of the membership fee is due.

**d. Special Circumstances**

Where an employee does not meet the policy criteria for reimbursement of professional association membership fees and special circumstances are warranted, the Commissioner may approve full reimbursement or partial reimbursement of an annual professional association membership fee.

**e. Professional Membership Authorization Form**

An employee must submit the [Professional Membership Authorization form](#) with each request for payment of professional memberships (for example, if membership requires renewal each year, a new form will be required each year).

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

**Influencing Sources**

Legislative Assembly Service Human Resource Policy 7.5