**SIR SANDFORD FLEMING COLLEGE**

**PROCEDURE**

**MEMBERSHIP FEES/DUES PAYMENT PROCEDURE**

**PURPOSE:**

* **to provide consistency and equity regarding payment of employee membership fees and dues.**

**SCOPE:**

* **this procedure applies to full-time and contract academic employees, full-time Support Staff and Administrators, contract Administrators and regular part-time support**
* **membership fees that are required as part of a person's professional credentials are not covered**

**PROCEDURE:**

* **in order for membership fees/dues to be considered for payment by the College, the employee and leader must have discussed the membership fees/dues and agreed to inclusion of such on the employee’s professional development plan**
* **membership fees/dues that have no direct benefit to the organization will not be approved**
* **membership fees/dues approved as part of the employee’s professional development plan will be included in budget development**
* **where membership fees/dues are significant or where there is shared benefit to both the employee and the organization, partial payment should be considered**
* **when the College pays the membership fees/dues, any publications, notices and membership communication should be directed to one of the campus locations (not to the home address of the employee)**
* **membership fees/dues for employee’s participation in political organizations and alumni association cannot be approved**

Sonia Crook
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