

# HALDIMAND COUNTY

## POLICY No. 2003-02

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**Subject:** MEMBERSHIPS IN PROFESSIONAL OR PEER ASSOCIATIONS

**Purpose:**

Employees of Haldimand County are encouraged 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 Haldimand County position, and
3. is deemed to be of a benefit to the County.

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

**Policy:**

The Corporation of Haldimand County (Haldimand County) believes that the County's human resources are its most important asset and resource and County policies are intended to ensure an environment that supports the personal development of employees while meeting our Corporate goals and objectives.

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 workers.

**Procedure:**

If an employee is interested in taking a new membership with a professional or peer association, they will discuss their application for membership with their manager prior to submitting it, to determine if the corporation will pay for the membership fee.

If an employee already holds a membership with a professional or peer association and would like Haldimand County to pay for their membership renewal fee, they must submit the invoice to his / her Manager for approval on an annual basis.

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

The Manager and / or General Manager 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.

If membership fee payment is authorized, the Manager or General Manager will approve the invoice and forward to Finance for processing. If the Corporation pays for the membership, the employee is not to use the receipt as a personal income tax deduction, per federal legislation.

Funds, based on realistic estimates, for professional or peer association memberships must be included in each Division's annual operating budget in anticipation of the expense of memberships. Budgeted funds are subject to the approval of Haldimand County Council each year.

Full reimbursement of any membership dues / fees paid by the County will be expected if the employee leaves the employ of the County within 3 months of payment being made.

The decision to compensate an employee's active participation in a professional or peer association (for example, sitting on the Executive or Board, or providing education / training to peers through in-services at meetings / conferences) is at the discretion of the Manager and requires approval of the General Manager.

Definitions:

Professional or Peer association - an organization of peers that is recognized by the County 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 Haldimand County in this quest.

Membership fee – the fee paid to entitle the member to all rights 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 goals of the individual and the organization.

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<b>Policy Number</b>	2003-02
<b>Short Title</b>	Memberships in Professional or Peer Associations Policy
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