

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: MEMBERSHIP FEES

EFFECTIVE: July 19, 2006

1.0 SCOPE

1.1 Authority

1.1.1. This policy is issued under authority of Deputy Ministers' Review Committee Meeting #06-15, July 18, 2006.

1.2 Application

1.2.1 This policy applies to all departments except Workers' Compensation Health & Safety Board and Yukon Development Corporation.

1.3 Purpose and Principles

1.3.1 The Government recognizes that membership in professional organizations which offer professional and technical development can benefit the organization and current employees, as well as help attract new employees. 1.3.2 This policy provides consistency across departments when considering memberships and ensures fiscal responsibility regarding payment of membership fees.

1.3.3 Payment of membership fees will be determined based on whether the membership is of primary benefit to the Yukon government.

1.5 Definitions

"corporate membership" refers to payment of fees on behalf of a department of the government in a particular organization. The fees for corporate membership may vary based on the total number of employees of the member organization.

"fees" mean the annual cost for maintaining membership in an organization that provides services to its members.

"individual employee membership" refers to payment of fees on behalf of an individual employee.

2.0 ROLES AND RESPONSIBILITIES

- 2.1.1 Annually departments will review all memberships to determine if they are still of primary benefit to the organization.
- 2.1.2 Where membership to a certain professional body or organization is beneficial to the organization, corporate memberships may be purchased, upon the approval of the deputy head of the department. The number of such memberships should be consistent with the needs of the department. For example:
 - a) If the main purpose of membership is to obtain publications of interest to the department, then one membership per department or major departmental location should be sufficient;
 - b) Where the purpose is public or client contact, then one membership per department or major departmental location should normally be sufficient; and,
 - c) Where corporate membership fees are significantly more expensive or unavailable, then individual membership fees will be paid. Publications or other benefits from the membership must be provided to the employer.
- 2.1.3 Individual employee memberships will be paid on behalf of employees when required by the collective agreement(s).
- 2.1.4 Individual employee memberships may be paid in organizations that offer training beneficial to the organization.
- 2.1.5 Departments, with the approval of the deputy head, may reimburse or pay individual employee memberships in professional organizations where the membership is required to support the full and effective performance of the employee's duties and responsibilities.
- 2.1.6 The Public Service Commission may develop programs consistent with this policy to support corporate initiatives, which may include cost-sharing provisions for membership fee payment.