Payment of Professional Accreditation for Support Staff Procedure

Overview

Some members of support staff are required by their department or faculty to have professional accreditation, certification or designation as a requirement of their job. In those cases, the unit responsible for the employee will pay the expense up to a set amount per fiscal year.

Purpose

The purpose of this procedure is to define eligibility and detail the conditions and procedures for payment of this expense.

PROCEDURE

1. ELIGIBILITY

This procedure applies to:

a. members of Operating support staff when professional accreditation, certification or designation is a requirement of their job and contained in the "education" section of the Job Fact Sheet.

b. members of Trust support staff when professional accreditation, certification or designation is a requirement of their job and contained in the "education" section of the Job Fact Sheet (trust employees are not eligible for reimbursement when it is prohibited in the terms of funding – please notify Compensation & Job Design if this occurs).

The professional accreditation, certification or designation is usually for a regulated occupation in Alberta or otherwise required by legislation to complete the duties of a job.

Refer to the accompanying information document for a partial list of regulated occupations that could be held by University support staff.

Compensation and Job Design will make a determination when there is doubt as to whether a professional designation is, in fact, a requirement of the job.

Such certificates as First Aid, WHMIS and drivers licenses are not covered in the terms of this procedure.

2. ALLOWABLE EXPENSE

a. Coverage

The yearly maximum reimbursement or payment is $200, which can include a combination of:
i. Specific fees related directly to eligible accreditation, certification or designation.

ii. Professional association dues where an employee is required to be a member in order to maintain the eligible accreditation, certification or designation.

b. Frequency of payment

Eligible amounts will be paid on occurrence to a maximum of $200 per fiscal year. For example:

i. If an employee’s eligible accreditation, certification or designation fees (or required membership fees) are paid annually, the employee can claim reimbursement up to $200 each year.

ii. If an employee’s eligible accreditation, certification or designation fees (or required membership fees) are paid every three years, then the employee would be eligible for reimbursement up to $200 every three years.

iii. If an employee’s eligible accreditation, certification or designation fees (or required membership fees) are paid semi-annually, then the employee would be eligible for reimbursement up to a total of $200 in any given year.

Eligible fees would not normally be reimbursed if they occurred in a previous fiscal year. Employees are strongly encouraged to submit for reimbursement in the current fiscal year.

c. Responsibility for the cost

The expense is borne by the authorizing department or, in the case of trust employees, by the trustholder.

3. PAYMENT PROCEDURE

Payment is made either through reimbursement or by direct payment of invoice.

Whether paid by reimbursement or direct payment of invoice:

Account Number is 502184
Account Type is Expense
Account Name is Professional Accreditation Support

a. Payment by reimbursement

Claims must be made through the Expense Claim Reimbursement Procedure.

In addition to the requirements of the Expense Claim Reimbursement Procedure, the employee shall submit a copy of accreditation (submitted documents will not be returned to the staff member).

b. Payment of invoice

Direct payment of invoice must be made through the Invoice Processing Procedure (Accounts Payable).

4. EMPLOYEE RESPONSIBILITY

As it is required for work purposes, this allowance is not taxable. The staff member who receives the allowance must not, therefore, claim the expense as a deduction for tax purposes.

If an employee does not maintain professional accreditation that is required for a job, they will not be able to work in that job. The Department Head or Trustholder will need to contact Human Resource Services to discuss these situations.

5. EFFECTIVE DATE AND PROVISIONS FOR RETROACTIVE PAYMENT

The effective date for this procedure will be September 1, 2006. Any expenses incurred before that date are not
eligible for reimbursement under this procedure. When no allowance has been paid since September 1, 2006, the eligible employee’s department is responsible for retroactive payment.

DEFINITIONS

| There are no definitions for this Procedure. |

FORMS

| There are no forms for this Procedure. |

RELATED LINKS

| Should a link fail, please contact uappol@ualberta.ca. |

- Expense Claim Reimbursement Procedure (UAPPOL)
- Invoice Processing Procedure (Accounts Payable) (UAPPOL)
- Partial List of Regulated Occupations (University of Alberta)