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Subject: Compensation Policy – Professional Association Dues/Fees	Date Approved: November 20, 2013
Approved by: Board of Directors	Date Revised: October 23, 2017 September 17, 2014
Specific to: Permanent Staff	Next Review Date: September 2020

PRINCIPLE:

North Huron Family Health Team (NHFHT) values the work and efforts put forth by its team members. We recognize that, through staff’s dedication, collaboration, innovation and leadership, patient care has been highly enhanced in the community. Currently, however, we are competing with other health care organizations that have greater pay scales for the same positions. In light of the fiscal constraints imposed by the Ministry of Health and Long Term Care (MOH LTC), our compensation policy provides an opportunity to not only help retain valuable staff, but will help us be a somewhat more competitive in recruiting all positions. Should the MOH LTC change their policies, the Board reserves the right to review and adjust this policy as appropriate.

POLICY:

REIMBURSEMENT OF PROFESSIONAL ASSOCIATION DUES

For the purpose of this policy, Professional Association Dues are defined as:

- annual dues for membership in an association of public servants;
- professional board dues required under provincial or territorial law;
- professional membership dues required to keep a professional status recognized by law;
- Eligible professional membership dues must be directly related to employment with the FHT and their position therein.

Annual membership dues do not include initiation fees, licenses or special assessments. You cannot claim charges for pension plans as membership dues, even if your receipts show them as dues.

Permanent staff may request qualifying fees/dues by submitting an Expense Report to the Executive Director for reimbursement. All requests must be **received by January 30th** of each fiscal year. The reimbursement will occur within 2 months, prior to the fiscal year end, March 31st. More than one qualifying membership fee could be requested. A copy of an invoice or statement of account from each Association/Organization must be attached with the request.

The Executive Director will review all of the requests and together with the Business Manager, will make a determination of the availability of funds for the year. A cap would be set for the year and each staff member would receive reimbursement up to the cap. If the request is below the cap set for the year, the staff member would receive up to his/her requested amount.



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This program is contingent upon Ministry funding, thus some fiscal years could see no funding available for this purpose.

For part time staff, the amounts set as the cap for each year would be prorated based on FTE.

Reimbursements are subject to the staff members' successful completion of their probation period.

This program is effective 2013/2014 fiscal year.