

GUIDELINES FOR THE REIMBURSEMENT OF CERTIFICATION FEES FOR EMPLOYEES IN THE CUPE 1975 BARGAINING UNIT

Article 23.13 states: "The Employer shall pay for all costs of association, certification and re-certification fees for all employees when the Employer requires on-going registration or membership as a condition of employment."

1. EMPLOYMENT REQUIREMENT

The job profile, job advertising information or offer of employment must include a reference to a condition of employment requiring an employee to hold and maintain a valid membership, certification or license as a condition of employment.

2. EMPLOYEE RESPONSIBILITY

It shall be the sole responsibility of the Employee to hold and maintain registrations, certifications and licenses required as a term and condition of employment, and to pay for them on a timely basis.

3. ELIGIBLE EMPLOYEES

The Dean, Department Head or designate (not in scope of CUPE 1975) will confirm an employee's eligibility through their authorization for reimbursement of the fees paid by the employee. Reimbursement for association, membership, certification and licensure fees will be paid as follows:

- Permanent/Seasonal employees whose appointments are half time or greater will receive full reimbursement
- Permanent/Seasonal employees whose appointments are less than half-time will receive reimbursement at the rate of 50% of the invoiced amount
- Term employees with appointments of one year or more and whose appointments are at half time or greater will receive full reimbursement
- Term employees with appointments of one year or more and whose appointments are less than half time will receive reimbursement at the rate of 50% of the invoiced amount

4. EFFECTIVE DATE

Article 23.13 came into effect on March 1, 2006 where the employee has paid the membership or certification fees prior to employment at the University of Saskatchewan. The University will not reimburse the employee for the fees until such time that they become due again in the future.

5. LEAVE OF ABSENCE, DISABILITY, MATERNITY LEAVE

If an Employee's membership comes due during a leave of absence without pay (including long term disability, short term disability or maternity leave), reimbursement will be made to the employee upon the employee's return to work, and according to the terms of these Guidelines.

6. CERTIFICATIONS COVERED

Eligible certification fees may include, but are not limited to, the following:

- Pesticide Applicator's License
- Dental Assistant Certification, Dental Technician Certification
- Trades Ticket
- Driver's license different than a Class 5 with no fines or penalties

- Professional memberships for technicians, CALAS for Animal Technicians and Technicians, SAVT membership for Vet Teaching Hospital Technicians
- First Aid for First Aid Instructor
- A+ Certification
- Technical certifications to repair computer products
- Other registrations, certifications or licenses required as a term and condition of employment

7. FEE SCHEDULE

The employer agrees to reimburse employees for association, membership, certification and licensure fees that are paid by the employee, as per the rates current fee schedules. In no circumstances will the employer pay late fees, penalties or other fines.

8. FUNDING

The department will be responsible for the reimbursement of any eligible association, membership, certification or licensure fees required as a condition of employment, as stated in the job profile, job posting or offer of employment, upon approval of the Dean, Department Head or designate (not in scope of CUPE 1975) in accordance with the limits specified in these Guidelines. Colleges/departments/units should include provision for these expenditures in their budget planning.

Employees may review the guidelines for the Employee Development Fund under 'Professional Development' on the Human Resources Division web page (<http://www.usask.ca/hrd/pd/funding.php>) for information on the possibility of reimbursement for other association, certification, membership or licensure fees which are not a condition of employment under the personal/self development portion of the Fund.

9. TERMINATIONS/RETIREES

There will be no requirement for employees to repay membership, certification, association or licensure fees that the University has reimbursed to them at the time of termination of employment or retirement.

10. TAXABLE BENEFIT

Reimbursement of fees under Article 23.13 is not a taxable benefit to the employee as long as only items that are required as a term and condition of employment are reimbursed.

11. APPLICATION PROCESS

Employees should submit a completed 'Certification Fee Reimbursement Form' (http://www.usask.ca/hrd/docs/CUPE1975_Cert_Fee_Reimbursement_Form_2006.pdf) to their Dean, Department Head or designate (not in scope of CUPE 1975) for approval, along with the original receipt showing full payment, within 30 days of payment of the required fees. The signature of the Dean, Department Head or designate authorizes reimbursement of the fees within the limits specified in section 3, above.

The completed 'Certification Fee Reimbursement Form' and original receipt, along with a Cheque Requisition Form (http://www.usask.ca/hrd/docs/CUPE1975_Cert_Fee_Reimbursement_Form_2006.pdf) should then be forwarded to the Financial Services Division, Payment Services, per the normal procedures for processing cheque requisitions.