

## **Guidelines for Reimbursement of Professional Fees (Article 22.12.2)**

### Preamble:

The 2014-17 Collective Agreement between the U of S and the USFA provides for the reimbursement of expenses for employees in scope of the USFA (with the exception of practicing physicians in the College of Medicine) who are required, as a condition of employment, to maintain a certification or license in order to perform their academic duties.

The applicable article of the Collective Agreement provides as follows:

22.12.2 The Employer shall provide \$225,000 annually for reimbursement of professional fees to employees who are required as a condition of employment to have a certification or license in order to perform their duties. The terms for allocation and guidelines for reimbursement of certifications and/or licensing fees will be determined and agreed to through the Joint Committee for the Management of the Agreement. Employees in the College of Medicine, who are practicing physicians, are not eligible for this benefit.

### Application:

Employees in scope of the USFA, as defined by Article 22.12.2 of the Collective Agreement, are eligible for reimbursement of professional fees.

Professional fees required to be paid as a condition of employment, supported by a letter of appointment or as required by standards for renewal of probation, tenure or promotion, are eligible for reimbursement.

Professional fees of employees who are required as a condition of employment to have a certification or license in order to perform their duties are ineligible for reimbursement when the employee also uses the certification or license to engage in consulting, employment, and clinical practice outside of the university and beyond the limitations specified in Article 18.6 of the Collective Agreement.

Professional fees paid by employees through professional corporations are ineligible for reimbursement.

Each eligible employee may be reimbursed to a maximum of the full amount of eligible professional fees, but total reimbursement will depend on the financial resources available. Claims for reimbursement of professional fees paid during the twelve-month period of December 1 to November 30 must be made between November 1 and December 1. Following receipt of all claims, available financial resources will be allocated as a proportion of the total amount claimed.

### Procedures:

1. Reimbursement of expenses is conditional upon the eligible employee being employed by the university as of the due date for the payment.
2. Costs such as examination or course fees to obtain initial certification or license, application fees, late payment penalties, discretionary membership fees or other related professional/membership costs are ineligible for reimbursement.
3. Claims for reimbursement of eligible professional fees shall be made by submitting the completed [claim form](#), along with a receipt for payment of eligible fees, by email to [usfa\\_professional\\_fees@usask.ca](mailto:usfa_professional_fees@usask.ca) or to the USFA Office, Room 20 Education Building.
4. Union dues related to the Faculty Association are ineligible for reimbursement.
5. These guidelines will be evaluated on an annual basis by JCMA and may be subject to modification. Guideline modifications will not be applied retroactively.
6. Total claims and total reimbursements will be reported to JCMA and any disputes regarding these guidelines or questions of eligibility shall be referred to JCMA.