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# Professional Fees Reimbursement Policy

## Intent

(Practice Name) is committed to promoting the professional designations of its employees, provided that they serve a legitimate business purpose. As such, (Practice Name) hires a variety of positions that require professional accreditation as a condition of employment. This policy has been adopted to set reimbursement guidelines for the maintenance of professional designations by (Practice Name) employees.

## Guidelines

- (Practice Name) employees who, as a condition of their employment, have been hired on the basis of the possession of a defined professional accreditation, are required to maintain current, up to date certification of their credentials.
- Professional Fees are defined as the cost of maintaining a designation associated with a profession. The maximum for reimbursement will be \$(XX) per fiscal year.
- Employees must submit the documentation for the fee reimbursement at least (XX) days following their payment. The documentation must consist of a receipt outlining the terms and conditions of renewal and must include the title of the professional designation.
- Human Resources will conduct annual checks to verify that employee certifications are current and up to date, as they are a requirement of their employment with (Practice Name). A record of verification will be kept in the employee's personnel folder.
- Employees who fail to maintain their certifications can be excluded from work without pay until proof of accreditation is submitted into (Practice Name). Failure to supply proof on an annual basis can result in discipline, up to and including termination of employment.

## Fees Not Eligible for Reimbursement

- Employees are not eligible for retroactive payment of their professional designation fees if paid prior to (Day, Month and Year). If the employee renews after that date, provided they produce the needed documentation, they will be reimbursed for the professional fees.
- Additional costs, such as late renewal fees, examination fees, or fees to obtain the initial certification required will not be reimbursed by (Practice Name).

## Severance of the Employment Relationship

- If the employee severs the employment relationship, they are required to pay the balance from the months remaining in the renewal period on a prorated basis. The pay schedule will be according to the number of months that are left in the renewal (e.g. if there are 3 months left in a one year renewal, the employee must pay back 1/4<sup>th</sup> of the cost of the renewal membership).
- The employee has a choice to pay the balance through cheque directed to (Practice Name) or to have the funds withdrawn from their final pay cheque.
- Employees are not entitled to receive the funds that would have been paid for renewal as future reimbursement in their final pay.
- Employees may not submit documentation for payment of professional fees following their retirement, resignation or termination.

If an employee is uncertain regarding their eligibility, they must consult with (Name, Department) for additional information.

## Acknowledgment and Agreement

I, (Employee Name), acknowledge that I have read and understand the Professional Fees Reimbursement Policy of (Practice Name). Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action.

Name:	
Signature:	
Date:	
Witness:	