

	<p>POLICY</p> <p>Number: 7311-30-011 Title: MAINTENANCE of PROFESSIONAL REGISTRATION/LICENSING FOR OUT OF SCOPE STAFF</p>
<p>Authorization</p> <p>[] President and CEO [X] Vice President, Finance and Corporate Services</p>	<p>Source: Director, Human Resources Cross Index: Date Approved: July 2004 Date Revised: November 21 , 2016 Date Effective: December 1, 2016 Date Reaffirmed: Scope: SHR</p>

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DEFINITIONS

Out of Scope (OOS) Staff means an employee who is excluded from a bargaining unit in accordance with *The Saskatchewan Employment Act*.

OOS Supervisor means any Manager, Director, Vice President responsible for direct OOS reports.

Professional Registration or Licensing means a professional designation or license to practice in their chosen profession.

1. PURPOSE

The purpose of this policy is to establish Saskatoon Health Region's (SHR's) position regarding the reimbursement of Professional Registration or Licensing fees for OOS Staff.

2. PRINCIPLE

To ensure Out of Scope Staff maintain a professional designation or licensing as required.

3. POLICY

3.1 SHR may require OOS Staff to maintain appropriate Professional Registration or Licensing as a requirement of their position, if it is required under provincial or national statute, or is of benefit for both the employee and SHR.

3.2 OOS Staff that are required to maintain a Professional Registration or Licensing are eligible for reimbursement.

3.3 SHR will reimburse or pay on behalf of OOS Staff for Professional Registration or Licensing based on the following criteria:

- 3.3.1 Applicants must hold an OOS position.
- 3.3.2 The current approved job description requires the incumbent to be in possession of and maintain a Professional Registration or License.
- 3.3.3 Professional Registration or License is required provincially or nationally.

3.3.4 Professional registration or licensing is of benefit for both the employee and SHR.

3.4 SHR will provide reimbursement for one Professional Registration or License per fiscal year.

Exception

3.4.1 If a provincial and a national registration/license is required, SHR will reimburse/pay on behalf of OOS Staff both the national and provincial Professional License or Registration.

4. ROLES AND RESPONSIBILITIES

4.1 OOS Staff

4.1.2 Maintain Professional Registration or License as required by their professional body.

4.1.3 Submit reimbursement requests within the fiscal year the expense was incurred.

4.1.4 Forward to the Director, Human Resources or designate for final authorization.

4.2 Director, Human Resources or designate

4.2.1 Authorize and charge appropriate Vice President cost centre.

4.2.2 Forward request to Finance for payment.

4.3 Finance/Payroll

4.3.1 Process payment for Professional Registration or License as established in Standard Work.

5. POLICY MANAGEMENT

The management of this policy including policy education, monitoring, implementation and amendments is the responsibility of the Director, Human Resources.

6. NON-COMPLIANCE/BREACH

Non-compliance with this policy may result in disciplinary action up to and including termination of employment.

PROCEDURE

Number: 7311-30-011

Title: MAINTENANCE of PROFESSIONAL REGISTRATION/LICENSING FOR OUT OF SCOPE STAFF

Authorization

- President and CEO
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1. PURPOSE

The purpose of this procedure is to establish the process for reimbursing OOS Staff for costs of Professional Registration or License. Detailed information can be found in Standard Work ([link accessible below](#)).

2. PROCEDURE

- 2.1** OOS Staff not participating in on-line registration with direct billing will initiate the request for reimbursement to Human Resources.
- 2.2** Upon receipt of a valid request supported by original receipts or authorized billing information, the Director, Human Resources or designate will authorize payment to the professional/licensing body or respective OOS employee.
- 2.3** Human Resources will process the request, charge the relevant Vice President cost-centre and forward to Financial Services- Payroll/Accounts Payable for processing with payment made by cheque or deposit to the employees account via payroll.

3. PROCEDURE MANAGEMENT

The management of this procedure including procedures education, monitoring, implementation and amendments is the responsibility of the Director, Human Resources. Payment processes are governed by Standard Work owned by the Director, Financial Management and Reporting.

4. NON-COMPLIANCE/BREACH

Non-compliance with this procedure may result in disciplinary action up to and including termination of employment.

5. SUPPORTING DOCUMENTS

Payroll Work Standard: [OOS Professional Fees](#)