

## **REIMBURSEMENT OF PROFESSIONAL FEES PROCESS AND GUIDELINES**

Effective April 1, 2008 the Government of Manitoba will reimburse actual Professional Fees up to five hundred dollars (\$500.00) per year based on statute, class specification and position requirement, as approved by the Employer.

### **Frequently Asked Questions:**

- 1. How does the Government of Manitoba define Professional Fees?**
- 2. Who is eligible to receive reimbursement for Professional Fees, i.e. to whom does this Policy apply?**
- 3. Must all three criteria (based on statute, class specification and position requirement) be met in order to be eligible for reimbursement of Professional Fees?**
- 4. How does an employee know if they are eligible for reimbursement of Professional Fees?**
- 5. How is “per year” defined in the context of the criteria?**
- 6. How is “based on statute” defined in the context of the criteria?**
- 7. How is “class specification” defined in the context of the criteria?**
- 8. How is “position requirement” defined in the context of the criteria?**
- 9. Who is the authority for deciding which Professional Fees are eligible for reimbursement?**
- 10. Are Licensing Fees and Certification Fees covered by this Policy?**
- 11. Is there a list of classifications or positions that are eligible for reimbursement of Professional Fees?**
- 12. Is there a minimum amount for reimbursement?**
- 13. What is the maximum amount for reimbursement?**
- 14. How does an employee apply for reimbursement?**
- 15. Who is responsible for approving a reimbursement request?**
- 16. If an employee is eligible for reimbursement and they have paid their Professional Fees prior to April 1, 2008, will they still receive reimbursement?**
- 17. Will there be any retroactive reimbursement for Professional Fees paid by employees prior to January 1, 2008?**
- 18. Does an employee pay the Professional Fees and then request reimbursement or can the employee request that the Government be invoiced for the fees?**

19. **If an employee leaves the employ of the Government of Manitoba or moves to a non-eligible position before the period covered by the reimbursement has ended will they be required to reimburse the Government?**
20. **If an employee applies for reimbursement mid-way through the annual period will they be reimbursed for the total amount?**
21. **What are the avenues of recourse for an employee if their request for reimbursement is denied?**

**Answers:**

1. **How does the Government of Manitoba define Professional Fees?**  
Professional Fees are defined as the cost of maintaining a designation associated with a profession.
2. **Who is eligible to receive reimbursement for Professional Fees, i.e. to whom does this Policy apply?**  
All regular full-time and part-time MGEU (Manitoba Government and General Employees' Union) employees, excluded employees and term employees who have completed their probationary period, where the terms is expected to be at least one year in duration. For employees covered by other collective agreements the terms and conditions regarding payment of Professional Fees would be in accordance with the terms of agreement in the applicable collective agreement.
3. **Must all three criteria (based on statute, class specification and position requirement) be met in order to be eligible for reimbursement of Professional Fees?**  
Yes. All three criteria must be met in order to be eligible for reimbursement of Professional Fees.
4. **How does an employee know if they are eligible for reimbursement of Professional Fees?**  
They should consult with their Human Resources Branch for clarification.
5. **How is "per year" defined in the context of the criteria?**  
"Per year" is defined as fiscal year, from April 1 to March 31.
6. **How is "based on statute" defined in the context of the criteria?**  
The designation must be required in accordance with an Act.
7. **How is "class specification" defined in the context of the criteria?**

The designation must be required in accordance with the Government of Manitoba classification specification that applies to the position. i.e. the requirement for the designation must be written in the classification specification.

- 8. How is “position requirement” defined in the context of the criteria?**  
The designation must be required to perform the duties and responsibilities of the position and as such if it is required, must be written in the position description, signed by management.
- 9. Who is the authority for deciding which Professional Fees are eligible for reimbursement?**  
Labour Relations Division, Civil Service Commission.
- 10. Are Licensing Fees and Certification Fees covered by this Policy?**  
No. Only Professional Fees are eligible for reimbursement under this Policy.
- 11. Is there a list of classifications or positions that are eligible for reimbursement of Professional Fees?**  
Yes. The Labour Relations Division of Civil Service Commission will maintain a listing of classifications and/or positions that are eligible for reimbursement of Professional Fees and that listing will be distributed to Human Resources Branches for information and reference. The listing will also be posted on the Intranet.
- 12. Is there a minimum amount for reimbursement?**  
No.
- 13. What is the maximum amount for reimbursement?**  
The maximum amount for reimbursement is \$500 per fiscal year.
- 14. How does an employee apply for reimbursement?**  
Refer to the Professional Fees Procedures Guide at the end of this document.
- 15. Who is responsible for approving a reimbursement request?**  
The designated departmental employing authority as delegated by the Deputy Minister.
- 16. If an employee is eligible for reimbursement in accordance with the criteria and they have paid their Professional Fees prior to April 1, 2008, will they still receive reimbursement?**  
Professional Fees deemed eligible for reimbursement that are due on or after January 1, 2008 will be reimbursed during the 2008 – 2009 fiscal year (i.e. reimbursement will be issued after April 1, 2008).

**17. Will there be any retroactive reimbursement for Professional Fees paid by employees prior to January 1, 2008?**

If the employee is eligible for reimbursement and if the fees were paid to cover a period of time beginning in 2008, then the employee would receive reimbursement after April 1, 2008.

**18. Does an employee pay the Professional Fees and then request reimbursement or can the employee request that the Government be invoiced for the Fees?**

The employee must pay for the Professional Fees first and then submit proof of payment along with their request for reimbursement.

**19. If an employee leaves the employ of the Government of Manitoba or moves to a non-eligible position before the period covered by the reimbursement has ended will they be required to reimburse the Government?**

No. There will be no reimbursement required from the employee.

**20. If an employee applies for reimbursement mid-way through the annual period will they be reimbursed for the total amount?**

Provided the employee has not already received reimbursement for the Professional Fees from another source, they will receive reimbursement for the total amount, not exceeding \$500, provided the circumstances meet the criteria of the Policy.

**21. What are the avenues of recourse for an employee if their request for reimbursement is denied?**

The employee should contact their Human Resources Branch for rationale as to why the request was denied. If the employee is not satisfied with the rationale provided by HR, they may write to the Director, Public Sector Compensation, requesting a review of the circumstances. The Director, Public Sector Compensation will consider all the information provided and will either approve or deny the request.

## PROFESSIONAL FEES PROCEDURES GUIDE

<u>Responsibility</u>	<u>Action</u>
Employee	<ol style="list-style-type: none"><li>1. Prior to seeking reimbursement for Professional Fees, speak with your Manager or Human Resources Branch to ensure you will be eligible for reimbursement.</li><li>2. Once confirmation has been received from your Manager or Human Resources that you are eligible for reimbursement, complete an <a href="#">Expense Report</a>.</li><li>3. Attach proof of payment to the expense report as well as a signed Employee Income Tax Declaration form, which can be found via the following link: <b>&lt;Insert link to the Employee Tax Declaration Form for Professional Fees&gt;</b></li><li>4. Submit the Expense Report and required attachments to your Manager or Designate for signature.</li></ol>
Designated Departmental Employing Authority as delegated by Deputy Minister	<ol style="list-style-type: none"><li>1. Prior to approving the Expense Report, ensure the employee is eligible for reimbursement. Contact your Human Resources Branch to obtain further information regarding eligibility.</li><li>2. Ensure the required attachments are included (original proof of purchase and signed Employee Tax Declaration Form).</li><li>3. Approve/sign the Expense Report and submit for processing.</li></ol>