

Professional Registration Fee Reimbursement for UNA Guidelines

- As in 2001, the employer (Caritas) will reimburse \$100 of the 2002 Professional Registration Fees for UNA employees who worked **684.60** hours in the previous fiscal year. Hours used to determine "hours worked" are as follows:
 - Regular hours actually worked
 - Casual hours worked by casual employees
 - Paid professional development days
 - In-service and orientation hours
 - Regularly scheduled hours taken in lieu of overtime or named holidays
 - Sick leave
 - Workers' Compensation
 - Leaves of absence less than thirty (30) days inclusive of bereavement leave, special leave etc..
 - Union leaves of absence
 - Educational leaves of absence

- Human Resources will provide Finance with a report identifying employees that have met the required number of hours (684.60).

- If an employee has dual registration with the AARN and RPNAA they would be entitled to the \$100 reimbursement for only one of the fees, unless the employer requires dual registration.

- Managers **will not** be required to verify that an employee has met the hours requirement.

PROCESS:

1. Employees must pay the full registration fee to their association.

2. Employees should then fill out a cheque requisition and attach the original tax receipt (not the membership card) for reimbursement. A cheque requisition can be obtained from the unit manager. The requisition should be coded to the manager's cost center with a secondary code of 66020003. The cheque requisition does not have to be approved by the Department Manager. This non-approval only applies to requests for reimbursement of Professional Registration Fees. Manager's approval continues to be required on all other purchase orders and cheque requisitions.

3. Employees should forward their cheque requisition directly to Caritas Accounts Payable who will verify that the employee has met the hour's requirement and authorize the cheque requisition for payment. Caritas Accounts Payable is located on the 9th Floor, R-Wing in the Edmonton General Continuing Care Centre.
4. Accounts Payable will issue a reimbursement cheque to the employee within 10 working days and mail to the employee with their original tax receipt. Accounts Payable will indicate on the original tax receipt that the employer has reimbursed payment of \$100.

All full time, part time and casual employees are eligible for reimbursement.