Professional Organization Dues

PURPOSE
Professional organizations provide continuous training and improve skills. Northshore Technical Community College (NTCC) benefits from well trained and skilled faculty & staff. NTCC will encourage membership in professional organizations by reimbursing membership dues in such organizations that have been deemed necessary to be employed in the faculty/staff member’s position and approved in advance by the NTCC Chancellor. An approved listing of membership organizations is provided within this policy.

GENERAL POLICY & PROCEDURE
1) The employee should request in advance and in writing to the NTCC Chancellor to request for reimbursement of an NTCC approved organizational membership due(s).
2) After receiving approval in writing from the NTCC Chancellor, the employee should provide a) an invoice from the organization, b) a canceled check (bank statement copy) or credit card statement documenting payment for the membership dues, c) a copy of the approval from the NTCC Chancellor, to the finance department before a reimbursement can be issued.

LIMITATIONS
Reimbursements are limited to 2 organizations per calendar year. The maximum reimbursement is $250 per organization.

APPROVED ORGANIZATIONS
- American Culinary Federation (ACF)
- American Welding Society (AWS)
- Association of Veterinary Technician Educators
- American Library Association
Policy Reference: N/A

Review Process:

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