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MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Section	Human Resources		
Approval Date	29.09.2008	Approved by	Directorate
Next Review	3.11.2019	Responsibility	Manager, People and Organisation Development
Reviewed	28.10.2016	Key Evaluation Question	6

PURPOSE

Employee membership of professional organisations allied to the activities of Nelson Marlborough Institute of Technology (NMIT) can bring benefits to both employees and the Institute.

These benefits include:

- contact with colleagues working in similar fields
- access to professional training and development
- access to publications and information on current developments
- opportunity to contribute to professional development of the field
- opportunity to raise the profile of NMIT in the profession concerned
- opportunity to further the reputation of NMIT programmes in the field
- access to seminars and conferences in the field

POLICY

NMIT may contribute to the annual subscription for one relevant professional organisation for a full time staff member, or a limited tenure employee (on a contract for a tenure greater than 12 months) on the following basis:

- 50% of the annual subscription may be paid to a maximum of \$300, with this limit reviewed annually.
- Where NMIT requires membership as a mandatory requirement of employment, the full annual subscription may be paid. Approval in writing from the relevant Directorate member is required.

Employees whose employment is less than full time may apply for payment on a pro-rata basis.

Payment of membership subscriptions will be agreed each year between the employee and their manager.

Funds for membership subscriptions will be negotiated by managers in the annual budget round on the basis of a membership schedule submitted with the budget.

Payments will be made to employees on a refund basis on supply of a receipted tax invoice for the annual subscription.

Note: Union membership or membership of business and social clubs do not qualify as a professional subscription.