

STAFF MEMBERSHIP OF PROFESSIONAL ORGANISATIONS – (AMENDED 21.10.2011)

Section	Human Resources		
Approval Date	29.09.08	Approved by	Senior Management Team
Next Review	October 2012	Responsibility	Human Resources Team Leader
Key Evaluation Question	6	ITPNZ Quality Standard	4

PURPOSE

Staff membership of professional organisations allied to the activities of Nelson Marlborough Institute of Technology (NMIT) can bring benefits to both staff 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 staff member (on a greater than one year contract) on the following basis:

- a) 50% of the annual subscription may be paid to a maximum of \$300, with this limit reviewed annually.
- b) Where NMIT requires membership as a mandatory requirement of employment, the full annual subscription may be paid. Senior Management Team approval is required.

Staff 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 staff member and 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.