



Protocol for Payment of Professional Registration Fees

1. Introduction

Staff, both academic and support, belong to a range of professional and discipline related associations.

This guideline is only for those staff whom are required to register with an association or body:

- 1.1 As a condition of employment for the individual's specific job at Rhodes University (please note that this would have to have been stated explicitly in the selection process); and
- 1.2 And where relevant, such registration is required to practice as a professional.

For example, the job of student counsellor requires that the individual is a registered psychologist. Rhodes would not employ anyone in such a position who was not a registered psychologist. As such registration with the Health Professional Council of South Africa, as a psychologist, is a job requirement and a condition of employment. Furthermore, it is also a requirement of the profession if one is to practice as a psychologist.

It is recognised that the historical practice of paying professional fees at Rhodes University may be different to that reflected in this document. This guideline document seeks to ensure fairness and equity in this practice and shall be operational from 1 January 2010. Payment will be subject to the principles in point 2 below.

2. Principles to guide payment of professional registration fees

- 2.1 The registration must be a condition of employment for the individual's specific job at Rhodes University;
- 2.2 And where relevant, such registration is required to practice as a professional;
- 2.3 Subject to 2.4, registration fees will be paid for by the University on a pro-rata basis relative to the date of employment at the University and in that particular job. For example, if registration runs from January to December but the person is employed at Rhodes from 1 July, the University will only pay the registration fee from half of the year. The principle in 2.4 may then apply;
- 2.4 Where the individual engages in private work that also requires the relevant professional registration, the University will only pay 50% of the registration fees;
- 2.5 In the case of part-time staff, the payment will be commensurate with the hours of work in relation to other staff performing the same or similar work at the University, up to a maximum of 50% of the annual fee.
- 2.6 Where an individual leaves the University during the course of the year, s/he shall be liable for repaying the professional fees on a pro-rata basis; and
- 2.7 The University shall not pay for any fees outstanding with the relevant professional association. Any individual on joining the University and/or being employed in a particular job is expected to settle any outstanding fees.

3. Administrative process

- 3.1 Individuals are responsible for ensuring timeous registration with the relevant professional association including timeous payment of registration fees. Cognisance must be taken of University administrative processes and the time taken for processing applications;
- 3.2 Once a year in the first term, the HR Division will notify the relevant departments about this process;
- 3.3 Head of Departments/Divisions (HoD) be asked to communicate with the relevant staff as regards the payment of professional registration fees;
- 3.4 The relevant application form will need to be completed and supported by the HoD; and
- 3.5 Payment will be made by the individual or Rhodes University to the professional body. Where the individual has paid in full, reimbursement of fees by the University shall be subject to the principles above and shall take place upon proof of payment to the HR Division. Where the individual is doing private work, the University shall only pay half the professional fee and the individual is liable for the balance of funds.

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