

<b>Employee Membership / Program Fee Discounts Policy</b>	Policy Number: PA-2001
Last Reviewed: 2019/09/18	Next Review: 2020/09/18

**Purpose:** Pinnguaq Association recognizes the value of recruiting and retaining highly skilled employees. Pinnguaq Association will look for opportunities to provide reasonable and appropriate benefits to employees.

**Policy Statement:** Full time employees and their legal dependents may be eligible for discounted membership and program fees on regular programming delivered by the Pinnguaq Association.

## 1. Procedure

- 1.1. Employees and their legal dependents may receive a discount of 50% on regular membership and program fees for any regular programming delivered by Pinnguaq Association.
- 1.2. Employees must request the discounted program fees in advance through their supervisor.
- 1.3. Employees must apply for/register themselves or their dependents for any programs through the established registration process.
- 1.4. Employees using the discount must make payment and have accounts in good standing at all times or the discount may be discontinued.
- 1.5. Employees and/or dependents will not be provided preferential enrollment in any programs:
  - 1.5.1. All regular application processes will stand;
  - 1.5.2. Employees/dependents do not receive preferential enrolment and Pinnguaq Association may establish limits on total employee/dependent enrolment;
  - 1.5.3. Employees/dependents will not bump previously registered users;
  - 1.5.4. All regular waitlist, application dates and payment due dates will apply to employees.
- 1.6. During programs, employees/dependents must abide by all rules, regulations and conditions of program participation including abiding by all user agreements, behaviour policies or any other items.
- 1.7. Failing to abide by regular conditions of program participation will result in the same consequences any user would face and may result in ineligibility for future employee program discounts (at the discretion of the Executive Director).



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- 1.8. This employee discount may be modified or terminated with two weeks' notice at the discretion of the employer.