



OFFICE OF ADMINISTRATION

ADMINISTRATIVE POLICY

POLICY TITLE: Licenses, Certificates and Other Organizational Memberships	AUTHORIZED BY: Sarah H. Steelman Commissioner
POLICY : C-14	PAGE: 1 of 2
ISSUED: January 1, 1998	REVISED: January 2018

I. General Statement

This policy is established to define the guidelines for consistent payment of professional dues and organizational membership expenses based on the statewide policy for Reimbursement of Professional Licenses, Certificates and Other Organizational Dues.

A. Individual Licenses and Certificates

1. This category includes the fee required by state or federal authorities for a license or certification that is specifically required by law for the employee to perform their job. The Office of Administration will reimburse individuals or make direct payment for an application and/or annual renewal fees for licenses or certificates possessed by employees, so long as the license or certificate possessed by the employee is a condition of employment. Out of state bar dues and national license fees are not eligible for reimbursement.
2. When state or federal law does not require the individual to have the certification or license to perform the job function, this category is not applicable. In such circumstances, the Office of Administration has the option of agreeing to reimburse for licenses and/or certificates that may be “preferred” by the appointing authority and not necessarily a condition of employment. These situations may be reviewed individually on a case-by-case basis. Approval of the Commissioner or Deputy Commissioner is required for these situations.

B. Individual Professional Association Dues

1. This category includes the dues associated with membership in professional associations that are directly related to the work of the individual employee in the Office of Administration.
2. The Office of Administration recognizes the need for individual employees to develop and improve professional or vocational skills. Many professional associations provide this enhancement through continuing education and interaction with other professionals working in the same field. The Office of Administration allows its employees to join these associations as members and may reimburse the employees or directly pay for this expense for up to one membership if membership is determined by the division to coincide with employee job responsibilities.
3. The employee may request payment of or reimbursement if he or she is a member in good standing and can demonstrate that the membership will result in direct and tangible benefits to the mission of the agency. Each division shall determine whether the particular association provides a meaningful benefit to their mission. Each association requested shall be reviewed and either approved or rejected based on this criteria. A division may establish a limit on the number of multiple organizations for which one of



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their employees can be reimbursed for professional dues. Employees shall not consider membership in any association as mandatory but should be at the employee's request having satisfied the above conditions. When a particular profession has license fees and association dues that are not separable, reimbursement may be paid as either licensing fees or "association dues."

The authority for the approval of particular associations will be at the division level. Membership in recognized employee bargaining units or any group or association that competes directly with them shall not be reimbursed.

4. Approval for membership in two or more associations may only be given by the Commissioner or Deputy Commissioner following a written submission by the employee explaining the benefit to the agency of the employee's membership in the requested associations.

C. Agency membership or dues in other organizations

1. This category would include organization dues generally considered "agency dues" and may or may not require an individual to be named as the agency representative. These memberships could include any organization that has a direct or indirect interest in the mission of the agency.
2. Divisions are authorized to reimburse or directly pay for agency memberships at their discretion when the membership will provide a direct or indirect benefit to the accomplishment of the mission of the division. The Commissioner shall assign individuals to represent the Office of Administration as requested by the organization and to receive membership benefits.