



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: Reimbursement of Licenses, Certificates and Other Organizational Dues	AUTHORIZED BY: Michael N. Keathley Commissioner
POLICY : SP-2	PAGE: 1 of 1
ISSUED: August 1997	REVISED: July 19, 2006

I. General Statement

This policy establishes guidelines for consistent payment of professional dues and organizational membership expenses throughout state government.

II. Applicability

Departments may reimburse or directly pay for licenses, certificates, membership to professional organizations and agency memberships as set forth below:

A. Licenses and Certificates

Departments may reimburse employees or directly pay for the 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. Class F driver's licenses are excluded.

B. Professional Organizations

Being a member of a professional organization, while not a condition of employment, may provide a meaningful benefit to the Department by furthering professional development. Therefore, Departments may reimburse employees or directly pay for individual memberships to professional organizations for employees provided that:

The employee is, or will be, a member in good standing of the association and the employee can demonstrate that the membership will result in direct and tangible benefits to the mission of the Department. Memberships for a recognized employee bargaining unit are excluded.

C. Civic, Industrial or Other Organizations

The Director may authorize a Department to participate as a member in a civic, industrial or other organization provided the membership will provide direct or indirect benefits to the mission of the Department.

III. Approval

Departments must establish a chain of command by which upper management must approve reimbursement or direct payment of applications or renewal fees for licenses, certificates or membership to professional organizations. Only a Department Director may approve Department memberships for civic, industrial or other organizations. Reimbursement or direct payment shall be approved only when sufficient funds are available. All approvals made under this policy shall be in writing and retained by the Department setting forth the reasons why approval was granted. Reimbursements or payments made under this policy are not guaranteed and shall not be considered a property right of an employee. Departments must establish policies consistent herewith.