


FINANCE & ADMINISTRATION

SUBJECT MEMBERSHIPS AND PROFESSIONAL LICENSES		No. FA-815.00	
		Effective Date NOVEMBER 22, 1996	
Issue Date: 11-22-96	Revision Date:	Revision No:	
<p>I. <u>PURPOSE</u></p> <p>To provide consistent guidelines in the Finance & Administration Department for paying individual memberships in organizations and/or professional licenses.</p> <p>II. <u>SCOPE</u></p> <p>This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives relating to memberships and professional licenses.</p> <p>III. <u>POLICY</u></p> <p>Membership(s)/license(s) must be mutually beneficial to the City and the employee through professional development, and improved performance in the current position held by the employee.</p> <p>3.1 Definitions</p> <p>3.1.1 Membership: Application and acceptance into a professional, technical, and/or managerial organization(s) which may be local, state and/or national.</p> <p>3.1.2 Licenses/certifications: Issued by a professional organization or state board to indicate professional or technical proficiency and expertise.</p> <p>3.1.3 Activity reports: An explanation of the activities in which the employee is involved and the benefit to the City.</p> <p>3.2 Based on the division manager's assessment of priorities and availability of budgeted funds, the department will reimburse or pay directly employee membership/license fees in job related service or professional organizations.</p> <p>3.3 Eligibility criteria:</p> <p>3.3.1 Employee must be able to show a correlation between their current job assignment and the benefit to be gained by the City; and</p>			
Approved 		Date Approved 11/22/96	Page 1 of 3

FINANCE & ADMINISTRATION

- 3.3.2 The most recent EPE must be a minimum rating of 3.0 at the Effective level or higher; and
- 3.3.3 Employee should serve in an active role in the organizations where there are local affiliates for which they are requesting membership, i.g., officer, committee chair/member or regular attendance.
- 3.5 Employees may be asked to submit an individual activity report to the division manager to justify continued participation in the organization.
- 3.6 Subject to available funds, the division manager may approve up to three (3) memberships and/or licenses not to exceed \$500.00 per employee each fiscal year.
- 3.7 Only membership/license fees will be provided.
- 3.8 Travel authorization and reimbursement for travel expenses or meals is covered in A-P 2-5 Revised.
- 3.9 With prior approval and timely submission of documentation, fees for professional certification examinations may be reimbursed upon passing any part of an exam or receiving the certification/license for which applied.
- 3.10 Time spent attending meetings (except by specific request of the City) shall be done on the employee's own time and will not be considered hours worked for pay purposes.
- 3.11 Any exception to the policy must be approved by the Director of the Department.

IV. PROCEDURE

- 4.1 Employee must fill out Request For Membership/License (Attachment I) and include an original invoice from the organization for which they are requesting membership/license.
- 4.2 Request is forwarded through the chain of command to the division manager for approval.
- 4.3 Upon approval the documents are sent to the Business Office for processing.

Subject	No. FA-815.00	Page	
	Effective Date Upon Approval	2	of 3
MEMBERSHIPS AND PROFESSIONAL LICENSES			

FINANCE & ADMINISTRATION

Attachment I

REQUEST FOR MEMBERSHIP/LICENSE

1. Name of the Employee Job Title
2. Name of the Organization Invoiced Cost
3. My role in the Organization is _____

 (Required license, active member, committee member/chair,
 officer)
4. The benefit to be derived by the City is _____
5. Other memberships/licenses and the amount currently paid by
 the City _____

Employee signature

Date _____

Approved:

policy\memm.ltc

Subject	No.	Page
	FA-815.00	
MEMBERSHIPS AND PROFESSIONAL LICENSES	Effective Date	3 of 3
	Upon Approval	