


Approved:  , Executive Director

Subject: Professional Certifications and Memberships

Effective date: Jan. 12, 2023

Questions: Mary Ellen Bradley, Senior Human Resources Generalist

Purpose

DRCOG provides assistance for professional certifications, association memberships and publication subscriptions to encourage employees to keep up-to-date in their field of work to the benefit of both the employee and DRCOG. Only full- and part-time employees are eligible.

Policy

Professional certification

Training, job-related travel, and the cost of testing fees, licensure and memberships associated with professional certification in areas the employee is carrying out DRCOG's mission will be provided as long as the employee's performance is satisfactory; this benefit is subject to available funds and the approval of the division director. If the employee does not pass a certification exam the employee will be responsible for any fees associated with subsequent retakes of the same exam. The employee must provide a copy of their grade or score showing pass or fail within two weeks of taking the exam. If the employee does not provide the pass/fail information within the two-week timeframe, the employee will be responsible for reimbursing DRCOG for any fees paid on their behalf within 30 days of request for payment.

Association memberships

As with professional certification, association memberships will be limited to areas the employee is carrying out DRCOG's mission and may be provided as long as the employee's performance is satisfactory. Failure to actively participate in an organization after DRCOG has paid for the membership can result in termination of this benefit.

DRCOG's association membership policy is intended to maintain a balance throughout the organization regarding the number of employees belonging to any given professional association, particularly if more than one association might serve those employees. DRCOG will pay no more than \$400 for the cost of individual association membership(s) per calendar year, per full- or part-time employee, subject to available funds and approval of the division director.

The employee must complete a purchase requisition for association membership(s) and submit them through their section manager to the division director. Accounting will let the employee know when an association membership purchase requisition has been approved. The employee will then pay for the membership(s) and request reimbursement of no more than \$400 annually on their expense report.

Required certification

DRCOG will directly pay for any certification or training that is a prerequisite for an employee's stated position. The employee is not required to pay out-of-pocket for this certification.

Publication subscriptions

DRCOG will only pay publication subscriptions for publications made available to all division employees. Subscriptions should be addressed to the division director and should be placed in a location where members of the division have access to it. If an employee's association membership has a separate cost for subscriptions to membership-related publications (such as magazines, journals or periodicals), and the employee wishes to have that subscription, it will be part of the \$400 allowance.

Procedure

For professional certification, the employee must complete a purchase request and subsequent expense report through Acumatica.

For association memberships, the employee must complete a purchase request and subsequent expense report through Acumatica.

For required certifications, the employee must complete a purchase request and choose "US Bank National Association (Credit Card)" as the specified vendor.