

APPROVED  _____

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS POLICY

I. GENERAL

II. PURPOSE

This policy establishes a uniform method for approving memberships in professional organizations and paying required certification fees by the Fairbanks North Star Borough.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Human Resources shall maintain this policy.

IV. POLICY

- A. The borough shall promote the continuing education, training, and professional development of its employees by encouraging membership in professional organizations that benefit the borough.
- B. When available, a group or borough membership, rather than individual memberships, is preferred.
- C. The fees for individual memberships in professional organizations may be approved by the department director if a direct benefit to the borough can be demonstrated.
- D. If professional certification is a condition of employment, any renewal fee shall be paid by the borough.
- E. If a department requires notary services, the borough shall pay the fees and bonding costs.

V. PROCEDURE

This procedure outlines the steps necessary for approving payment by the Fairbanks North Star Borough of membership and/or certification fees.

A. Certifications

- 1. On approval by the department director, the Human Resources Department will ensure that the employment condition of professional certification is included in the position description and in all recruitment notices.
- 2. A copy of the certification renewal shall be sent to the individual's personnel file.

B. Memberships

1. Membership in professional organizations for members of borough boards and commissions to be paid by the borough shall be approved by the department director.
2. Individual memberships in professional organizations for borough employees must be approved by the department director prior to application and payment by the borough.

C. Funding

1. Directors shall include funds in their annual budgets for all approved membership/certification fees.

VI. SUPPLEMENTAL INFORMATION

A. References – None

B. Definitions –

1. Membership: An employee or department belonging to a job- related organization.
2. Certification: Professional license or registration.

C. Attachments – None

D. Revision History

Supersedes Policy No.	Effective Dates
01.02	01/01/89
01.02.01	01/01/89
35.07	10/17/90
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