



CITY POLICY

POLICY NUMBER: A1107A

REFERENCE:

City Manager 1990 01 01
Comm. Admin Comm. 1983 12 19
Comm. Admin Comm. 1980 12 03
Comm. Admin Comm. 1980 11 05
Comm. Admin Comm. 1976 12 15
Comm. Admin Comm. 1972 03 17

ADOPTED BY:

City Manager

SUPERSEDES:

5012

PREPARED BY: Personnel Department

DATE: 1990 01 01

TITLE: MEMBERSHIP FEES IN ASSOCIATIONS AND ORGANIZATIONS

Policy Statement:

ACTIVE PARTICIPATION IN PROFESSIONAL/OCCUPATIONAL ASSOCIATIONS PROVIDES EMPLOYEES WITH A UNIQUE OPPORTUNITY TO DEVELOP AND SUSTAIN STATE OF THE ART KNOWLEDGE IN THEIR FIELD. IN ADDITION, THE ORGANIZATION WILL GAIN THE ABILITY TO UPDATE ITSELF REGARDING CURRENT TRENDS AND INNOVATIONS.

1. PROFESSIONAL ASSOCIATIONS: WHERE THE NEED FOR A CURRENT PROFESSIONAL DESIGNATION IS A STATED REQUIREMENT OF THE JOB DESCRIPTION FOR THAT POSITION, SUCH MEMBERSHIP COSTS WILL BE PAID.
2. OCCUPATIONAL ASSOCIATIONS: EMPLOYEES ARE ENCOURAGED TO ACTIVELY PARTICIPATE IN ASSOCIATIONS WHICH WILL ENHANCE THEIR OWN AND THE ORGANIZATIONS POTENTIAL FOR RENEWAL. SUCH MEMBERSHIP COSTS WILL BE PAID AS APPROVED AT THE DEPARTMENTAL LEVEL.

The purpose of this policy is to:

Describe those membership fees in associations or organizations which are deemed eligible for payment on behalf of the employee.



CITY PROCEDURE

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AUTHORITY: City Manager

EFFECTIVE DATE: 1990 01 01

TITLE: MEMBERSHIP FEES IN ASSOCIATIONS AND ORGANIZATIONS

PAGE: 1 of 1

1. DEFINITIONS

- 1.01 "Professional Association" - Those organizations where maintenance of membership is a requirement of both professional and positional functioning.
- 1.02 "Occupational Association" - Those organizations which provide a means of convening groups who are employed in a particular occupation or activity, for exchange of information.
- 1.03 "Membership Fees" - The annual dues payable in order to belong to an organization or association.
- 1.04 "Permanent Employee" - An employee who has successfully completed the probationary period for a permanently established position.

2. RESPONSIBILITIES

- 2.01 City Manager to:
approve this policy statement and any subsequent amendments or revisions.
- 2.02 Department Head to:
 - a. develop department specific procedures to support this policy.
 - b. ensure that payment of membership fees in occupational associations are approved according to such criteria as:
 - organizational needs
 - budgetary provision
 - individual training and development plans
 - career path
 - c. once approved, budget sufficient funds under object code #52, Membership Dues and Subscriptions.
- 2.03 Permanent Employees to:
apply in writing for payment of membership fees, according to procedures established in each department.

3. SAMPLE FORM

Attachment I - Application for Payment of Membership Fees Form

SAMPLE FORM

POLICY 1107A
Attachment I

DEPARTMENT

DATE

APPLICANT	
NAME	EMPLOYEE NUMBER
TITLE	

ASSOCIATION	
NAME	
AMOUNT OF ANNUAL FEE	DATE PAID

BENEFIT TO CITY

<u>EMPLOYEE STATEMENT</u>	
I certify that I have made application for payment of association membership fees, and that I accept "active involvement" as a condition of payment.	
_____	_____
DATE	SIGNATURE

<u>AUTHORIZATION</u>	
APPROVE <input type="checkbox"/>	
DISAPPROVE <input type="checkbox"/>	
_____	_____
DATE	SIGNATURE

COMMENTS:
