

**MEMBERSHIP DUES, PROFESSIONAL LICENSING FEES, CONTINUING EDUCATION EXPENSES**

The Commission will pay membership dues, professional licensing fees, continuing education fees, and other expenses necessary for an employee to maintain the minimum qualifications for his or her employment position with this agency. The Commission may agree to pay membership fees or education fees when the membership or training is not necessary but is beneficial for the employee's performance of his or her job in this agency. In order to receive payment for these fees, the Executive Director or Deputy Director must approve the membership or training, prior to the expense being incurred. When determining whether such fees should be approved, the Executive Director or Deputy Director must look at all relevant factors including internal equity (Are other similarly situated employees given the same opportunity? Is it another employee's turn to attend a conference, etc.?), cost of the membership or training, budget constraints, and benefits to the agency.

*Approved August 29th, 2007, Amended by the Commission and TF on 11/23/2020*