

Section 7: Benefits

Policy #5: Licensure & Certification

Effective Date: July 1, 2011

I. Purpose

The purpose of this policy is to establish guidelines on when it is, and is not, appropriate to use Town funds to pay for license fees, certification fees, memberships, or dues.

II. Scope

This policy shall apply to all persons holding a regular full-time or regular part-time paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

None

IV. Definitions

V. Legislation

None

VI. Policy

VII. Provisions

A. License Fees or Certification Fees

i. Evaluation Criteria

Departments may designate resources for the payment of license fees or certification fees when all three of the following conditions are met

- The license or certification is required or preferred for Town employment. Note: Required or preferred for Town employment means that the license or certification is indicated as a mandatory or preferred criterion for employment in the current classification

description or one that would be considered a promotional opportunity.

- There must be an equitable distribution of the licenses or certifications throughout the town department in which such license or certification is required or preferred.
- There is a reasonable expectation that the license or certification will be used solely for the purpose of providing services to the Town and not for providing services to others for a fee or other compensation. Departments should inform employees that if a license or certification paid for by Town funds is used for anything other than Town business, then the additional compensation generated by the license or the certification, or the value of the license or certification fee (whichever is less) must be reimbursed to the Town.

ii. Prohibitions

Town funds should not be used for a license or certification that does not benefit the Town and is solely for the professional development or advancement of an employee. Benefit to the Town is measured through the receipt of support or information, as a result of having the license or certification, which is necessary to accomplish or foster the public service mission of the Town.

The Town of Mooresville will pay for a second exam associated with a license or certification only if the score received on the second exam is higher than a prior score and the score received on the second exam is considered a passing score. In no cases will the Town pay for a third exam.

The Town of Mooresville will not pay for an employee to retake a course. Travel expenses may be permitted if the training is not available locally.

B. Memberships or Dues

The Town may establish membership in organizations that will promote the advancement of public service; enhance the knowledge or tools required by employees to carry out their assigned responsibilities; and facilitate favorable community relationships.

i. Evaluation Criteria

When establishing a membership in an organization, it is important to evaluate the membership in relation to the following criteria:

A membership can be obtained only after careful evaluation of the costs of the membership in relational to the tangible and demonstrable

benefits afforded to the Town as a result of the membership. When evaluating a membership request, the criteria should be sensitive to the availability of funds, the relevance of the membership to the role and mission of the department, and/or the importance of the membership with respect to the Town.

In general, memberships should demonstrate a selection of the following benefits related to job duties:

- Provide scholarly journals, professional publications, and employment information;
- Offer contact and information exchange with other professionals in the area of interest;
- Afford service enhancement;
- Support research and creative work; and
- Improve community relations critical to the Town's mission.

Memberships should be cost effective. That is:

- Each membership should provide its associated benefits at the least expense to the Town.
- Emphasis should focus on securing limited numbers of quality memberships rather than having a broad coverage of total potential memberships.

Where possible, a general, rather than an individual, membership should be obtained, because a general membership often allows participation by several or alternative employees.

Memberships and their related evaluation requirements are further segregated as follows:

- **Town -Wide Memberships:** This type of membership is one that would normally be held in the name of the Town (not an individual), and that reflects Town-wide interests. A Town-wide membership must be approved by the Town Manager to reduce the likelihood of redundant expenditures.
- **Specific Interest Memberships:** Memberships and fee payments associated with a specific interest membership are of primary concern to specific departments of the Town. When examining a request for a specific interest membership, the approver should ensure that the principles and criteria described within this policy have been met.

ii. **Prohibitions**

No payment is authorized for memberships in organizations that are primarily social, i.e., where the membership benefits the relationships of the employees, without making a direct contribution to the advancement of the Town's mission.

As an equal opportunity employer, the Town prohibits the expenditure of its funds for membership in organizations that discriminate on the basis of race, religion, sex, age, color, national origin, or individual disability.

VIII. Authorization

Approved by:

Erskine Smith
Town Manager

July 1, 2011
Date