

**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 5 Employee Benefits

**Reimbursement of Professional Dues and
Organizational Memberships Policy**

Effective date

Revised

Number: 5.08

August 7, 2006

The Department supports and encourages staff to maintain memberships in professional organizations and to seek license and certification both for what is required of a job and beyond as part of professional development.

REFERENCE

Reimbursement of Professional Dues and Organizational Memberships State of Missouri Administrative Policy SP-2 Revised 2006 <http://oa.mo.gov/commissioners-office/policies/statewide>

DEFINITIONS

License or certification fees: Fees for a license or certification that is required of an employee in the department.

Professional association dues: Dues associated with membership in professional associations that are directly related to the work of an employee in the department.

GENERAL PROVISIONS

Licenses, registrations, certificates

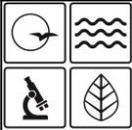
Staff may be reimbursed, or the department may directly pay for, the application and/or annual renewal fees for licenses, registrations or certificates possessed by an employee, when the license, registration or certification is a condition of employment. Class F (driver’s) licenses are excluded.

Staff may request reimbursement for the application and/or annual renewal fees for licenses, certificates or registrations that are not a condition of employment, but reflect professional development and has a direct and tangible benefit to the mission of DNR.

Professional associations

Individual staff may be reimbursed for dues associated with professional associations. The employee must be a member in good standing and demonstrate that the membership results in direct and tangible benefits to the mission of DNR. Memberships for a recognized employee bargaining unit are excluded.

The department director must approve any requests for the department to become a member in a civic, industrial or other organization.



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Request for payment or reimbursement

Requests for reimbursement for licenses, registrations, certification and dues for professional associations are made in writing. The request outlines at a minimum the cost, duration, a brief description of the license, certification or association and how it is a condition of employment or for professional development, and how the membership is beneficial to the department's mission.

For program, regional office, park or historic site staff, the request is made to the supervisor and through the chain of command to the program director, regional director, or district supervisor for final consideration (approval or denial) for reimbursement. A division director or designee provides final consideration for division staff, program and regional office directors and district supervisors, and the deputy department director for operations provides final consideration for all others.

Any request for the department to become a member in a civic, industrial or other organization must be made in writing, with justification, to the department director.

Any payment is contingent upon sufficient funds.