

	CLERK OF THE COURT INTERNAL POLICY	
	Area: Administrative Services Document Number: POL-ADMIN-1011 Subject: Professional Memberships, Licensure & Professional Certification Page: 1 of 2	Effective Date: 09/08/87 Revision Level: E Last Revised Date: 07/22/15

PURPOSE:

It is the purpose of this policy to provide guidelines for obtaining government paid memberships in professional organizations, and to disallow Clerk's Office payment of fees for employees to obtain or retain licensing and/or professional certification when such licensing and/or certification is not required to function in the job assignment.

POLICY:

Deputy Directors, Administrators, Managers and Supervisors are encouraged to participate and join professional organizations which will enhance and promote the common professional goals of the Department.

Approval for government paid memberships, licensure or professional certification will be obtained by submitting, through the supervisory chain to the requestor's Deputy Director, justification for how the membership/association, license or professional certification will benefit the Department and how it can contribute to management effectiveness. An example is the Institute for Court Management (ICM) that awards a professional certificate upon completion of the program. A completed membership application should accompany the justification.

Deputy Directors will approve/disapprove requests and forward approved requests to the Chief Deputy's Assistant for processing. The Clerk's Office will pay the membership, license or professional certification fees for approved requests based on the availability of funds.

The Clerk's Office will not pay the fees for employees to obtain or retain licensing and/or professional certification when such licensing and/or certification is not required to function in the job assignment.

APPLICABILITY:

This policy applies to all employees of the Clerk of the Court.

DEFINITIONS:

None



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AUTHORIZED SIGNATURES:

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Date Signed: 9/22/15