



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES**

**SUBJECT: PARTICIPATION OF EMPLOYEES IN
PROFESSIONAL ORGANIZATIONS**

Number: 01-005

Date: August 14, 1997

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ISSUE:

Professional organizations often seek the participation of Department of Environmental Quality (DEQ) employees in their business meetings and workgroups due to the considerable technical expertise DEQ employees possess. While employee participation in these organizations can be beneficial to both the employee and the DEQ, such participation also has the potential to require significant amounts of employee time and to divert employee efforts away from DEQ priorities.

DEFINITIONS:

- “Professional Organization” means an organization that exists to provide professional development, information exchange, career opportunities, relationship-building, and training in a specific career area for its members.

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POLICY:

The DEQ supports appropriate employee participation in professional organizations during working hours which provides tangible benefits for the employee and the DEQ and at the same time minimizes the amount of employee time spent on such activity and costs incurred in doing so. In recognition of this, the DEQ policy regarding employee participation in professional organizations is as follows:

- 1. Employee Membership in a Professional Organization:** An employee may become a member of a state or local professional organization at DEQ expense if such membership is approved by the employee’s Division/Office Chief. Membership in a national or international professional organization at DEQ expense must be approved by the Division/Office Chief, Deputy Director or Director, and the Department of Management and Budget as required by Executive Directive 1995-1.
- 2. Employee Participation in Organization Business Meetings, Workgroups or Committees; Limitations on Participation:** An employee may participate in a professional organization business meeting, workgroup, or committee during paid working hours with the approval of the employee’s Division/Office Chief and, if out-of-state travel is required, a Deputy Director or the Director. An employee may become an officer in a professional organization with Division/Office Chief approval and a Deputy Director’s or the Director’s approval if holding such office may require the employee to spend paid working hours conducting professional organization business. A Division/Office Chief may become an officer in a work-related professional organization with the approval of a Deputy Director or the Director. Employees who hold officer positions in professional organizations do not need to seek retroactive approval for terms starting prior to the date of this policy.

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POLICY:, cont.

- 3. Employee Participation in Organization Conferences and Training Events:** Nothing in this policy should be construed as prohibiting divisions and offices from authorizing employee registration in any conference, training seminar, or class conducted by a professional organization.

PROCEDURE A: DEQ Payment of Fee for Membership in a Local or State Professional Organization.

Responsibility

Action

All DEQ Employees

1. Request, through chain of command, Division/Office Chief approval for the DEQ to pay the membership fee in a state or local professional organization.

Division/Office Chief

2. Responds to request received in Step 1.
 - A. If approves request, notifies employee of approval.
 - B. If denies request, provides explanation to employee for any denial.

PROCEDURE B: DEQ Payment of Fee for Membership in a National or International Professional Organization

Responsibility

Action

All DEQ Employees

1. Request, through chain of command, Division/Office Chief approval for the DEQ to pay the membership fee in a national or international professional organization.

Division/Office Chief

2. Responds to request received in Step 1.
 - A. If approves request, authorizes approval by signing DEQ form EQP 0190 (Attachment A). Proceeds to Step 3.
 - B. If denies request, provides explanation to employee for any denial.

Note: Employee must complete DEQ form EQP 0190 (Attachment A).

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PROCEDURE B: DEQ Payment of Fee for Membership in a National or International Professional Organization

Responsibility

Action

Director/Deputy Director

3. Responds to request received in Step 2.
 - A. If approves request, submits application for approval by the Department of Management and Budget.
 - B. If denies request, provides explanation to Division/Office Chief for any denial.

Department of Management and Budget

4. Responds to application for approval of membership fee in a professional organization.
 - A. If approves request, notifies Director/Deputy Director of approval.
 - B. If denies request, provides explanation to Director/Deputy Director for any denial.

Director/Deputy Director

5. Relays the Department of Management and Budget's approval/denial of departmental payment of membership fees for professional organizations to the Division/Office Chief.
 - A. If request was approved by the Department of Management and Budget, notifies Division/Office Chief of employee approval.
 - B. If request was denied by the Department of Management and Budget, provides explanation to Division/Office Chief for any denial.

PROCEDURE C: DEQ Approval to Attend or Participate in a Professional Organization Business Meeting, Workgroup, or Committee During Paid Workhours.

Responsibility

Action

All DEQ Employees

1. Request, through chain of command, Division/Office Chief approval to attend or participate in a professional organization business meeting, workgroup, or committee during paid workhours.

Division/Office Chief

2. Responds to request received in Steps 1.

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PROCEDURE C: DEQ Approval to Attend or Participate in a Professional Organization Business Meeting, Workgroup, or Committee During Paid Workhours.

Responsibility

Action

Division/Office Chief

In-State Travel:

- A. If approves request, notifies employee of approval.
- B. If denies request, provides explanation to employee for any denial.

Out-of-State Travel:

- A. If approves request, authorizes approval with signature of DEQ form EQP 1150 (see Department Policy 01-001). Proceeds to Step 3.
- B. If denies request, provides explanation to employee for any denial.

Director/Deputy Director

- 3. Responds to request received in Step 2.
 - A. If approves request, notifies Division/Office Chief of employee approval.
 - B. If denies request, provides explanation to Division/Office Chief for any denial.

PROCEDURE D: DEQ Approval to Become an Officer in a Professional Organization.

Responsibility

Action

All DEQ Employees

- 1. Request, through chain of command, Division/Office Chief approval to become an officer in a professional organization if holding such office may require the employee to spend paid work hours conducting professional organization business.

Division/Office Chief

- 2. Responds to request received in Step 1.
 - A. If approves request, proceeds to Step 3.
 - B. If denies request, provides explanation to employee for any denial.

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PROCEDURE D: DEQ Approval to Become an Officer in a Professional Organization.

Responsibility

Action

Director/Deputy Director

3. Responds to request received in Step 2.
 - A. If approves request, notifies Division/Office Chief of employee approval.
 - B. If denies request, provides explanation to Division/Office Chief for any denial.

PROCEDURE E: DEQ Approval for a Division/Office Chief to Participate as an Officer in a Work-Related Professional Organization.

Responsibility

Action

Division/Office Chief

1. Requests a Deputy Director or the Director to approve Division/Office Chief's participation as an officer in a work-related professional organization.

Director/Deputy Director

2. Responds to request received in Step 1.
 - A. If approves request, notifies Division/Office Chief of approval.
 - B. If denies request, provides explanation to Division/Office Chief for any denial.

Approved: _____ Date: _____

ATTACHMENT A



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
EXECUTIVE DIVISION

NATIONAL ASSOCIATION MEMBERSHIP APPROVAL REQUEST

Reference: Governor's Executive Directive 1995-1 and DEQ Policy and Procedure 01-005.

INSTRUCTIONS: Use this form to request Department payment of a membership fee in a national professional organization. Submit this form through your supervisory chain of command to a Deputy Director or the Director for approval.

1. ASSOCIATION NAME			
2. ASSOCIATION ADDRESS			
			3. ASSOCIATION TELEPHONE NUMBER () -
4. NAME AND TITLE OF CONTACT PERSON AT ASSOCIATION			
5. PURPOSE OF ASSOCIATION			
6. MEMBERSHIP TYPE (check one) <input type="checkbox"/> INDIVIDUAL ➔ <input type="checkbox"/> ORGANIZATION ➔ <input type="checkbox"/> OTHER (specify) _____ ➔		7. MEMBERSHIP NAME PROVIDE NAMES OF INDIVIDUAL(S) APPLYING FOR MEMBERSHIP (attach another sheet if necessary): _____ _____ PROVIDE NAME OF DEQ ORGANIZATIONAL UNIT APPLYING FOR MEMBERSHIP: _____ PROVIDE NAME OF "OTHER" APPLYING FOR MEMBERSHIP: _____	
8. TOTAL ANNUAL MEMBERSHIP DUES \$ _____	9. INDEX #	10. PCA #	11. PROJECT #

APPROVALS		
12. DEQ DIVISION/OFFICE CHIEF <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	13. DEQ DIRECTOR OR DEPUTY <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	14. DMB DIRECTOR <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____
15. IF DISAPPROVED, EXPLANATION:		

After application is approved in Boxes 12 and 13, send it to the Director of the Department of Management and Budget for final approval in Box 14.