LICENSING AND REGULATORY AFFAIRS CUSTOMER DRIVEN. BUSINESS MINDED.	**Effective Date:**	09-12-2011
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Subject: **Bar Dues Reimbursement**	**Page:**	1 of 2

POLICY

The Department of Technology, Management and Budget authorizes departments to reimburse employees for dues paid to the Michigan State Bar Association for employees who hold positions that **require** the employee to have membership in the State Bar.

In addition to being in a classification that requires membership in the State Bar, the employee must adhere to the Licensing and Regulatory Affairs policy that prohibits the affected employee from engaging in any supplemental employment which requires the employee to be a member of the State Bar.

GUIDELINES

The Department of Licensing and Regulatory Affairs (LARA) will reimburse an employee for the expense of membership in the State Bar of Michigan if:

- The employee is in the administrative law examiner, administrative law specialist or administrative law manager classification or
- The employee is required by statute to have membership in the Michigan State Bar Association or
- The employee is required to perform adjudicative functions, **and**
- The employee does not engage in the private practice of law, including pro bono work during the period of time covered by reimbursement of the State Bar dues.

From time to time it may be necessary to clarify what is meant by “private practice”. The occasional drafting of legal documents for one’s immediate family or close friends would not be considered private practice. However, the maintenance of a private office address, the forwarding of legal matters to other attorneys, or the handling of estates either as an administrator or attorney (unless they are uncontested estates for a member of the employee’s immediate family such as a spouse or parent), would constitute private practice. If any questions arise, it is the responsibility of the employee to bring it to the attention of his or her immediate supervisor for further clarification.

An employee has the option on a yearly basis to decide to seek reimbursement for State Bar dues or to forgo reimbursement of the State Bar dues and seek approval for supplemental employment in accordance with Department policy and procedures, if the employee prefers to engage in the practice of law.

Reimbursement will cover renewal costs for State Bar Dues Portion, Discipline Dues Portion and Client Protection Fund. No reimbursement is provided for any optional Section Dues.

Reimbursement of State Bar Dues Form