

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 08/06/2001	NUMBER 02.01.135
	SUBJECT MEMBERSHIP FEES/DUES FOR PROFESSIONAL ORGANIZATIONS	
SUPERSEDES 05.04.110 (02/02/98)		AUTHORITY MCL 791.203
ACA STANDARDS NONE		PAGE 1 OF 1

POLICY STATEMENT:

The Department shall pay fees and dues for Department and employee membership in professional organizations only as set forth in this policy.

POLICY:

- A. The Department shall hold membership in a professional organization only with prior approval of the appropriate Executive Policy Team member and, if a national or international organization, the Department of Management and Budget (DMB). This includes memberships held in the name of correctional facilities, Offices, Administrations or any other unit of the Department. Requests shall be submitted in writing through the chain of command to the appropriate Executive Policy Team member for approval. Requests may be denied at any step in the process. If approved, membership fees and dues shall be paid by the Department. Approved requests are automatically renewed unless otherwise indicated by the Director.
- B. Fees and dues for an employee's membership in a professional organization shall be paid by the Department only with prior written approval of the Director and, if a national or international organization, DMB. Approval will be granted only if the interests and activities of the organization are directly related to the employee's job responsibilities, and membership benefits the Department. However, the Department will not pay an employee's membership fees/dues if membership is required for the employee to be eligible for the position s/he holds within the Department. All requests must be submitted to the Director through the appropriate chain of command. Requests may be denied at any step in the process. Approved requests are not automatically renewed, unless otherwise indicated by the Director.
- C. Whenever the Department is paying membership fees or dues, membership shall be held in the name of the Department or approved employee at the appropriate work address. The work address shall be used as the mailing address for any materials sent by the organization; all materials received shall be considered the property of the Department.
- D. The Administrator of the Bureau of Fiscal Management (BFM) shall be notified in writing of all requests approved by the Director or an Executive Policy Team member pursuant to this policy. If DMB approval also is required, the BFM Administrator shall ensure any forms required by DMB are completed and submitted for consideration in a timely manner.

AUDIT ELEMENTS

- E. A Primary Audit Elements List has been developed and will be provided to Executive Policy Team members and the BFM Administrator to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".