

Treasury Documentation

Subject: Fee Reimbursement for a License, Professional Certificate
or State Bar Association Dues

For: EMPLOYEE HANDBOOK

Also See:

Identification	ET-03181 Policy
Effective Date	5-1-2012
Replaces	ET-03181 (2-1-2004) Page 1 of 1

Reimbursement for maintaining a license, professional certificate or State Bar Membership fees for employees who are members of a union shall be governed by the terms and conditions of the appropriate collective bargaining agreement. Non-exclusively represented employees may be eligible for reimbursement of the cost of maintaining a license, professional certificate or membership in the State Bar of Michigan if that license, professional certificate or membership is required as a condition of employment. A license, professional certificate or State Bar membership is required for employment if that requirement is part of the Civil Service classification specifications for that position.

It is also recognized that some managerial positions do not require a license, professional certificate or State Bar membership, but supervise employees in positions with this requirement. When this situation occurs, reimbursement may be approved by the appropriate Deputy Treasurer.

Any employee who receives reimbursement for the cost of acquiring or maintaining a license, professional certificate or State Bar membership is prohibited from engaging in supplemental employment that requires the possession of that license, professional certificate or State Bar membership. This prohibition includes the private practice of law or self-employment for a fee.

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