

	ORGANIZATIONAL POLICY		GENERAL ADMINISTRATION APPLICATION: All Employees		
	TITLE: Membership and Professional Fees	RESOLUTION NUMBER RC19-035	SUPERCEDE RC86-063 RC16-467	EFFECTIVE DATE 02/19/2019	SUPERCEDE 02/04/1986 12/20/2016

INTENT

It is the intent of the Board of Washtenaw County Road Commissioners to encourage the professional participation, growth and advancement of its employees by providing a membership and professional fee reimbursement program.

GENERAL PROVISIONS

The Human Resources Manager will coordinate the membership and professional fee reimbursement program and will evaluate and approve reimbursement applications in conjunction with the employee’s immediate supervisor and department head. Disagreements concerning the eligibility of reimbursement may be appealed to the Managing Director.

EMPLOYEE ELIGIBILITY

All regular full-time employees are eligible for reimbursement.

PROFESSIONAL FEE & ORGANIZATION MEMBERSHIP ELIGIBILITY

A fee or organization must meet the following criteria in order to be eligible for reimbursement:

1. Must directly relate to the employees current position/duties.
2. Must be in the best interest of the WCRC.

REIMBURSEMENT PROVISIONS

- A. Professional fees will be reimbursed at 100%.
- B. Membership fees will be reimbursed at 100% for the three memberships, up to a maximum of \$300 each.
- C. Costs such as examination fees to obtain the initial certification, late payment penalties, discretionary membership fees, or other related professional costs will not be reimbursed.
- D. Any employee who receives reimbursement within ninety (90) days of retirement or resignation of employment shall return the reimbursement received on a pro rata basis. Repayment will be automatically deducted from the employee’s final pay.